



**Ref:** HTSA covid-19:parental/HAR/JOD  
**Date:** 25<sup>th</sup> June 2020

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@RuskinHigh  
Ruskin Community High School

Dear Parent/Carer,

We are now able to use 'Microsoft Teams' to provide further support for your child and their learning.

We would like to invite all of our Year 10 students to a lesson for the majority of their subjects from the week beginning 6<sup>th</sup> July 2020.

Microsoft Teams can be accessed on the internet on a PC/laptop or as an app for phones and tablets. Students will be able to use Microsoft Teams with their school email login information. Prior to 6<sup>th</sup> July, the app should be downloaded from your chosen app store. Whilst students can have the app on their personal devices, we recommend that this is monitored by an adult.

We will have the following safeguarding procedures in place for students and staff:

- All Microsoft Teams lessons will be audio only for staff and students. Students will be asked to join the session with their video and audio off. Staff have the ability to mute all students. There will be the opportunity for students to ask questions within lessons.
- There will be two members of staff in every Microsoft Teams lesson.
- All Microsoft Teams lessons will be recorded. This is for safeguarding reasons and means that students will be able to re-watch the lesson or watch it later if they have missed it.
- Microsoft Teams lessons will be no longer than 25 minutes.
- Students must have parent/carer permission to take part in any Microsoft Teams lessons.
- Microsoft Teams lessons will only take place during the normal school day. Students join lessons through following a link that is emailed to their school email address or through Class Charts.
- The behaviour of students on Microsoft Teams lessons must follow the same expectations as they would follow when in school at Ruskin. Any students behaving inappropriately will be removed from the lesson and will not be allowed to access any further lessons that week. Parent/carers will be informed.
- Students should ideally work in an area suitable for a lesson taking place. If possible, this will not be in their bedroom.
- There will be detailed guidance for parents, carers and students on how to access and use Microsoft Teams sent out next week, along with extra safeguarding guidelines to follow.
- There will be a schedule sent out for which Microsoft Teams lessons your child should attend.

If you are happy for your child to take part in Microsoft Teams lessons from 6<sup>th</sup> July, please can you complete the consent form. Your child must bring this slip with them to their session in school next week. If they are having telephone meetings, please can you contact the school to give your consent. We do appreciate that some students will not be able to access Microsoft Teams lessons at this time, whether this is due to not having the necessary device to do so or sharing devices with parent/carer or sibling. These lessons are not compulsory for students to attend.

If you have any further questions or concerns, please do contact the school.

Kind regards.

Yours sincerely

*C Harrison*

C Harrison (Mrs)  
Assistant Headteacher

## Microsoft Teams Consent Form

Name of Child:

Tutor Group:

I do/do not give consent for my child to take part in virtual live lessons using Microsoft Teams.  
(please delete as appropriate)

I understand that my child must follow the same behaviour expectations in a Microsoft Teams lesson as they would when in school.

Signed parent/carer:

Date:

Parent/carer name (please print):

Student Declaration:

I will ensure my behaviour when attending a Microsoft Teams lesson is appropriate and follows the normal Ruskin behaviour expectations. I understand that if I do not, I will not be allowed to attend any Microsoft Teams lessons.

Student name:

Date: