



# Spalding High School

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**Headmistress** Mrs M Anderson B.Ed

Dear Parents and Carers,

## Microsoft Teams

I am writing to inform you that Microsoft Teams will be available to students as from 12<sup>th</sup> October 2020.

Students are currently being given instructions on how to log in and use Teams; however, for information, I have included some basic instructions below and attached the 'Quick Start Guide' that we are sharing with students.

To access Teams, students have several options:

- They can access Teams via an internet browser via the following link:

<https://teams.microsoft.com/>

For the most convenient and accessible solution we recommend downloading the app.

- If they have an Android or iOS smartphone/tablet, they can download the free app to their device from the relevant app store – just search for Microsoft Teams.
- On a PC or Mac you can download the desktop app from the following URL:

<https://www.microsoft.com/en-gb/microsoft-365/microsoft-teams/download-app>

After installing/opening the software, students will need to enter a username and password.

**Username:** this is same username that your daughter/ son uses in school to log in to a computer followed by **@spaldinghigh.linc.sch.uk** e.g. [14abc@spaldinghigh.lincs.sch.uk](mailto:14abc@spaldinghigh.lincs.sch.uk)  
Students **should not** enter their email address.

**Password:** this is the same password that your daughter/ son uses in school to log in to a computer.

## Live streaming of lessons

Microsoft Teams provides teachers with the flexibility to host live lessons allowing students to join their teacher and classmates virtually in online classes, study groups and presentations. Where students are joining live lessons from home, we would ask them to adhere to the following:

- Students must wear suitable clothing, as should anyone else in the household.
- Any computers used should be in appropriate areas, for example, not in bedrooms; and the background should be blurred.
- Language must be professional and appropriate, including any family members in the background.
- Students should ensure their microphone and camera are turned off. They should not turn them on unless asked to by their teacher.
- Students must also only use the Chat feature when asked by their teacher and to keep all 'chat' to a minimum and on task.

Any student misusing these functions will be removed from the lesson and their parents/ carers contacted. All live lessons will be recorded so that if any issues arise, the video can be reviewed.

**NB: Not all lessons will available as live streams and not all departments will make use of this feature in the same way.**

Recent research published by the Education Endowment Foundation entitled 'Best evidence on supporting students to learn remotely' found that teaching quality is more important than how lessons are delivered. Ensuring the elements of effective teaching are present - for example clear explanations, scaffolding and feedback - is more important than how or when they are provided.

There was no discernible difference between teaching in real time ('synchronous teaching') and alternatives ('asynchronous teaching'). For example, teachers might explain a new idea live or in a pre-recorded video or narrated PowerPoint. But what matters most is whether the explanation builds clearly on pupils' prior learning or how pupils' understanding is subsequently assessed. We will continue to give departments autonomy as to their preferred approach.

### **Microsoft Office 365**

As part of our Microsoft Teams rollout, all students will also benefit from a Microsoft Office 365 account.

With a subscription to Microsoft Office, students receive:

- Access to the latest Office Apps, like Word, Excel, PowerPoint, Teams and Outlook from home;
- The ability to install said Apps on PCs, Macs, tablets, and phones (providing they are not already installed) and,
- 1TB of 'One Drive' cloud storage (accessible both at home and in school).

Students can login to Microsoft Office 365 through the following link using the same username and password that they use for Teams:

<https://www.office.com/>

If you encounter any difficulties with any of the above, please email:

[365Help@spaldinghigh.lincs.sch.uk](mailto:365Help@spaldinghigh.lincs.sch.uk)

We look forward to welcoming your child to online learning.

Kindest regards,



Ben Love  
Assistant Headteacher