July 2020

Dear Parent/Carer

**Re: Parent/carer permission for live online lessons**

As an Academy we have been investigating ways to further develop remote learning. You may have seen some of the work we have already begun with Microsoft Stream. With Microsoft Stream teachers send recorded lessons to students that they can watch in their own time.

From September, whilst we are intending to open the Academy as fully as possible, we aim to further develop our remote learning package utilising Microsoft Teams following a recent update from Microsoft. Should a local lockdown occur, opening this function of Microsoft will allow for online ‘live lessons’.

There will be two different options available that staff may use in Microsoft Teams:

**Live Meeting**

Teachers deliver lessons ‘one way’. The teacher is live on a webcam and microphone in these sessions whereas students will not be able to use their webcams and microphone. Students watch the lesson and can respond to questions, or ask questions, in a separate question and answer window which uses written communication only.

For option 1 we do not require any consent from parents/carers. However, if this option causes you any concerns at all please contact Dr Pass on apass@prioryacademies.co.uk

**Teams Meeting**

These are discussion groups led by the staff with students joining with audio and video streams. Students will be able to have their microphones or webcams on during these lessons when invited to do so by the teacher. These sessions will never be one to one. These lessons are recorded, this is for safeguarding purposes and also allows those who miss the live session to catch up. The recordings are then placed into Microsoft Stream where they can be viewed by Priory Students and Staff only. Staff will not record Teams Meetings to their own devices and they will be saved on the academy IT system. Students are to also not record sessions or parts of sessions on their own devices.

In order for us to open this function, in preparation for possible use from September, we require parent/carer consent. Therefore if you wish for your child to be able to participate in ‘live lessons’ please complete the form here by Friday 24th July:

<https://forms.office.com/Pages/ResponsePage.aspx?id=a4b7hEpr50GQiiDXWqYdgRt0gVNtvh1Hln2uB23F7K5URUZFS0tKMklWRzZSQUdGSjNRVUM4V0hFMi4u>

Your child will not be allowed into a Teams meeting without this consent. Your child’s safety and welfare remain our priority during online lessons. If during a session you have any concerns please contact the academy.

Yours faithfully

Dr A Pass

Assistant Headteacher