



19<sup>th</sup> June 2020

Dear Parent/Carer

Recently, we have been delighted to invite back children from Years 10 and 12 to have some face-to-face time with their teachers. However, as with schools nationally, schools remain closed to children in other year groups. There is a need, therefore, for us to continually reflect on how we engage with our learners to ensure they can continue with their education under the current difficult circumstances.

Behind the scenes we have been working hard to develop our online capabilities and I am pleased to inform you that we will be starting to deliver virtual lessons to our students very soon. Every student at Sir William Robertson Academy now has access to 'Microsoft Teams' through their Office 365 account. This software will allow teachers to deliver lessons to their classes, or 'teams' of pupils. To access Microsoft Teams, students will need to log in to their Office 365 account using their school email address and password. The portal can be found under the 'logins' tab on our school website:

<https://www.swracademy.net/home1/>

Once logged in, pupils will be given the option to download the Teams App – this is available for laptops, smart-phones and tablets. All lessons will be signposted on Show My Homework, including any further instructions that might be relevant, e.g. any specific equipment required etc. As a default setting, pupil's video and audio will be switched off, although the teacher may invite pupils to unmute their audio for question and answer sessions. During the lesson, there is a chat function that pupils may use to ask questions or seek clarification.

In order for pupils to participate in virtual lessons safely, it is essential they follow these very important instructions:

- Pupils must dress appropriately for the lesson.
- Pupils, and any other persons present, must not use inappropriate language
- The chat function in lessons must only be used for the subject matter in hand
- Pupils must not 'screenshot' or record any of the lessons
- All other relevant school rules will apply, just like in normal lessons.

Other safeguarding considerations:

- Lessons will never be one to one
- Lessons will be recorded and stored securely on the school's cloud-based storage
- If during a lesson you have concerns regarding a member of staff then this can be reported to: [help@swracademy.org](mailto:help@swracademy.org)

*Any serious breaches of these instructions may result in pupils having access to Teams and Office 365 restricted.*

As with any implementation of new technology, there is always an associated learning-curve for both pupils and staff. We intend to build up our programme of virtual lessons over the next couple of weeks, so please keep checking on Show My Homework for lesson times and do not worry if no lessons appear immediately.





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If you need any help accessing Microsoft Teams, or if your child has forgotten their login details, please email: [enquiries@swracademy.org](mailto:enquiries@swracademy.org).

In the meantime all pupils should continue to use Show My Homework to access and submit the work that is being set.

Yours sincerely

Steve Grant  
Deputy Headteacher



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