



## ST THOMAS MORE CATHOLIC SCHOOL

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Executive Headteacher: Mr Martin Tissot, MA, MBA, NPOH

Dear Parents/Carers,

Over the last few weeks, teachers have been organising live online lessons with Year 12 and 10 students, which have gone well. We will be continuing with these lessons, but will be moving to a different online platform, Microsoft Teams. Additional work will continue to be set via Show My Homework.

The weekly timetable is below. This will start on Monday 22<sup>nd</sup> June:

Year 10	Period 1 9.10 – 10.00	Period 2 10.10 – 11.00	Period 3 11.30 – 12.20	Period 4 12.30 – 13.20	Period 5 14.10 – 15.00
Monday		Option C	English		
Tuesday	Option A		RE – M Groups		
Wednesday	Maths			Option B	
Thursday			Science		
Friday				RE – T Groups	

In order for your son or daughter to access these lessons, they will have to log-in to their new school email by going to the following website:

[teams.microsoft.com](https://teams.microsoft.com)

They will then need a username and password. The username is their normal computer log-in username, followed by @students.stthomasmoreschool.org.uk

It should be entered like the example below:

**computerusername**@students.stthomasmoreschool.org.uk

The password is the password they use to log-in to the computer at school.

If they have any issues they can email our dedicated school closure IT email:

[it@stthomasmoreschool.org.uk](mailto:it@stthomasmoreschool.org.uk) or [parents@stthomasmoreschool.org.uk](mailto:parents@stthomasmoreschool.org.uk)

They will achieve a better experience from the lessons if they download the Microsoft Teams application onto their computer or phone.

Please emphasise to your child that their Microsoft Teams account is connected to their school e-mail address, the account is monitored by the school and our school expectations for IT usage are expected to be followed. **Attached to this letter is a set of expectations for students so that they can get the most out of their online lessons. Please go through these with your child in advance of their first lesson.**

If your child does not have access to an appropriate device or the internet at home, please contact the school and inform us so that we can support you where possible.

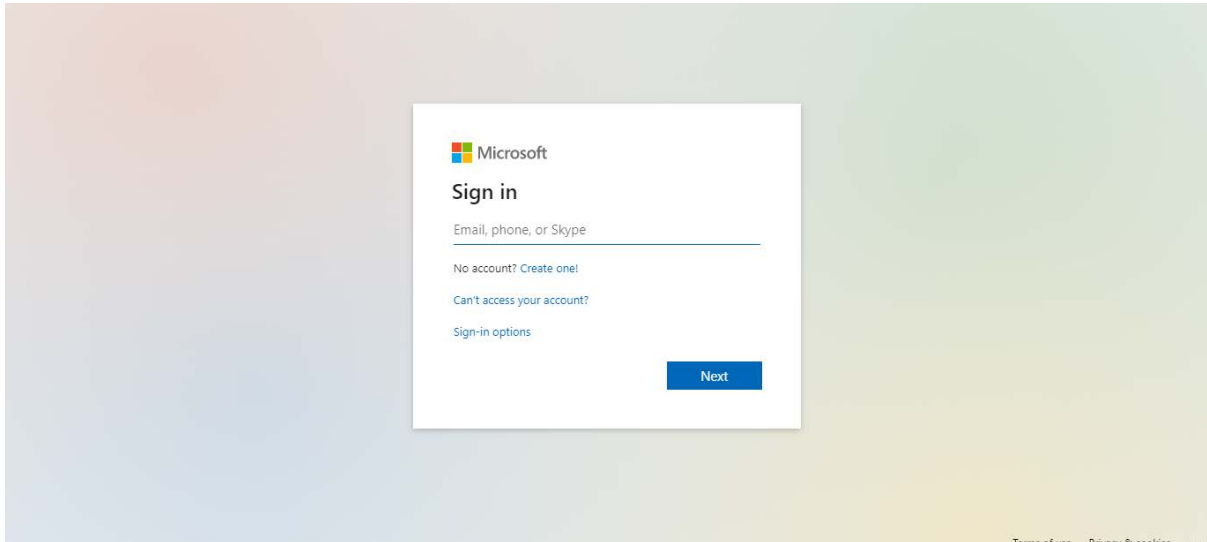
## **Getting the most out of Microsoft Teams – Expectations of Students**

**By logging in to Teams and using the school account pupils are agreeing to following. If pupils do not adhere to the guidelines then their account may be disabled.**

- Students must use Teams solely for the purposes of online learning/communication with teachers. Any browsing, downloading, uploading or forwarding material must relate to online learning.
- Students must check the Teams calendar to keep track of upcoming online sessions.
- Students must not use Teams to create groups, initiate calls or initiate meetings.
- Students must end sessions and log off when instructed by a teacher to do so
- Students should find a quiet place in their home to participate in the lesson.
- Students must behave in a mature and respectful manner at all times, as expected in a real classroom.
- Students must listen to, and follow, teacher instructions carefully.
- Students must respond to teacher questions and comments in a polite manner.
- Students should use a high level of literacy. They should not use slang, emojis, gifs or pictures in the chat function.
- Mobile phones should not be in use or sight throughout the lesson.
- Students must not record/photograph any of the online lessons.
- Students must be punctual and complete the work set prior to the lesson.
- Students are not required to wear uniform but should be appropriately dressed and follow the expectations of a non-uniform day.
- Students must remember that this is a school platform, not a personal account, and all communication should be professional and appropriate.
- All communication is monitored in the same way as it would be on the school network.

## How to join the online lesson through MS Teams

- 1) Type **teams.microsoft.com** into the address bar of your browser window. It should bring up the page below.

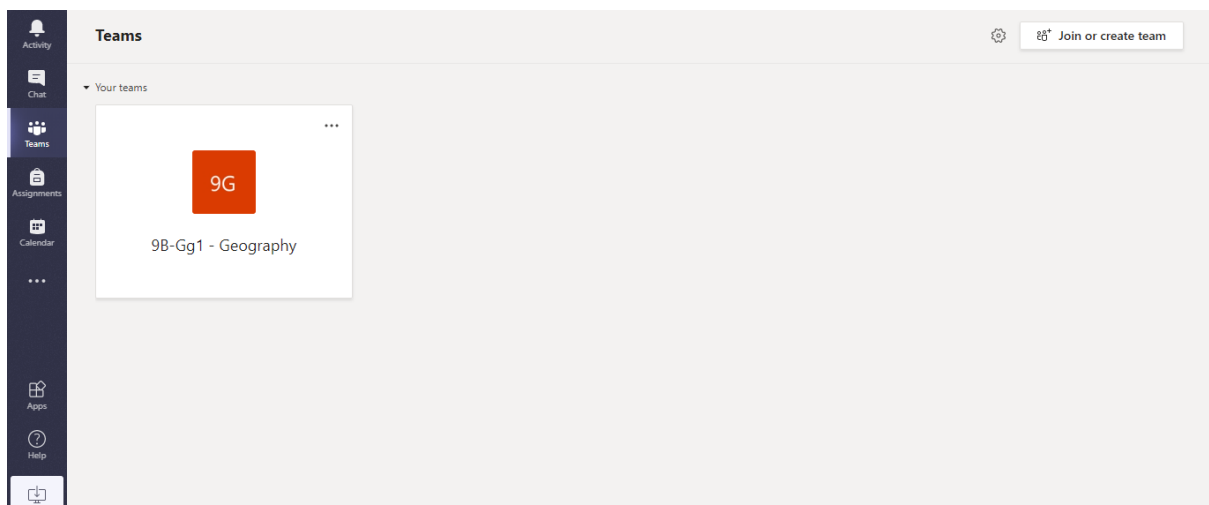


- 2) Students should sign in using their normal computer log-in username, followed by @students.stthomaschool.org.uk  
It should be entered like the example below:

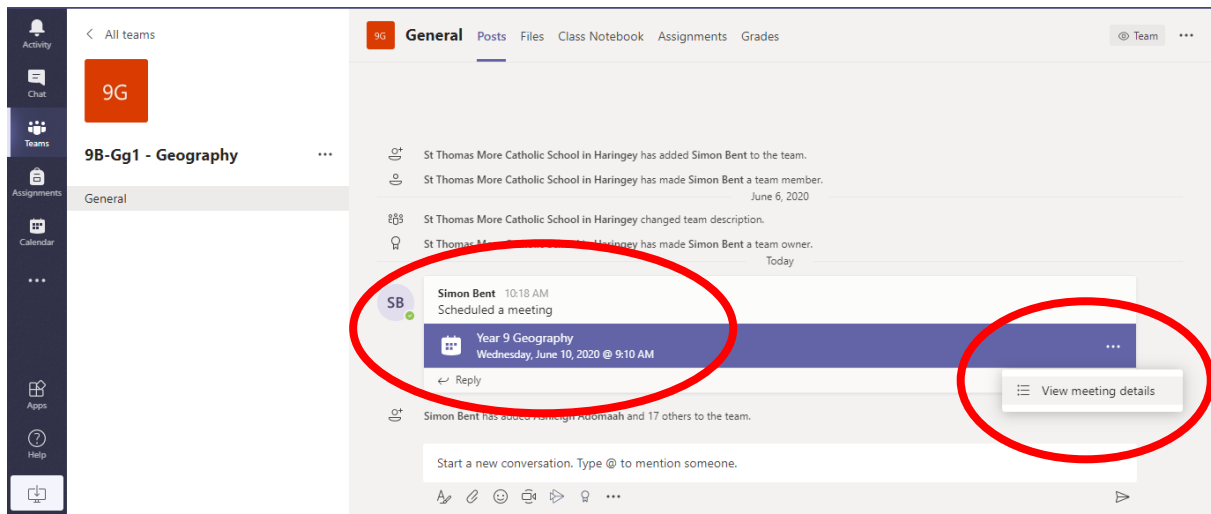
**computerusername**@students.stthomaschool.org.uk

The password is the password students use to log-in to the computer at school.

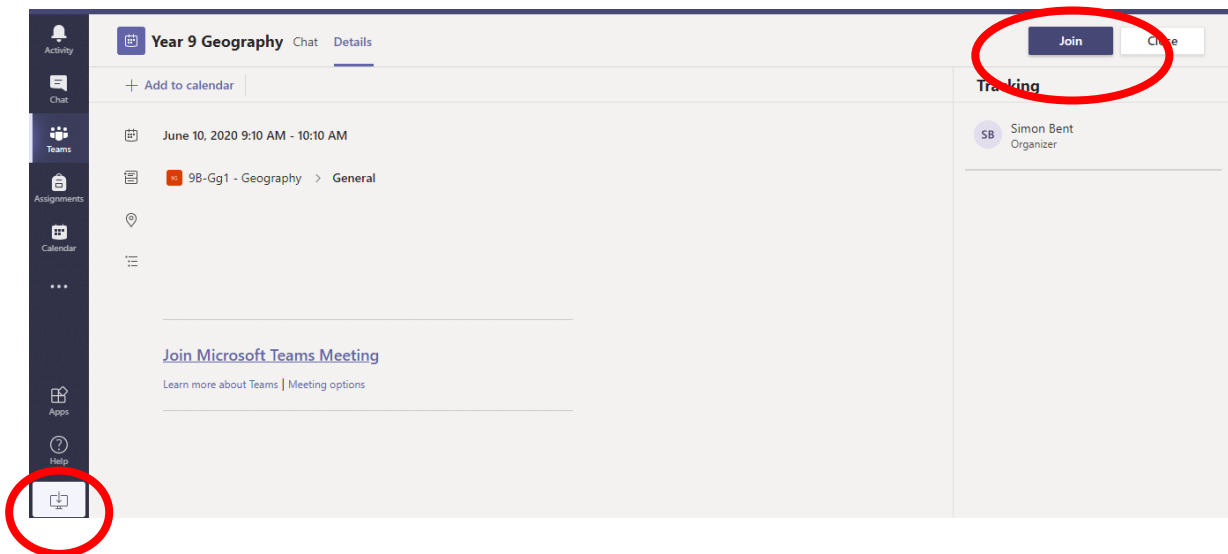
- 3) Students should then see all of the 'teams' (classes) that they have been added to. These won't appear until the class teacher 'activates' the class so don't worry if all classes aren't showing the first time you log in.



- 4) Students should then be able to see any 'meetings' that have been set up by the team owner. Although they are called meetings in MS Teams, these are the lessons that students should join. In the example below, the team owner is Mr Bent and he has scheduled a lesson for 9.10 on Wednesday, June 10<sup>th</sup>.



- 5) Click on the 3 dots at the end of the meeting tab to bring up the “view meeting details” button. Click “View meeting details” to go through to the meeting.



- 6) Students can then join the meeting by clicking the “Join” button.
- 7) The experience of using MS Teams is smoother if the application is downloaded to a device rather than running as a web application. It can be downloaded to a PC, laptop, tablet or phone. To start download click the button in the bottom left of the screen.