



# St Robert of Newminster Catholic School and Sixth Form College



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Head Teacher: Mr. D. Juric  
Chair of Governors: Mr. G. Moorhouse

8.6.20

Dear Parents and Carers,

We hope you and your families are well. We have all had to adapt to new ways of working, so I wanted to take the opportunity to say a big thank you for the work you're doing supporting your child's wellbeing and learning during this time.

I would like to update you on some forthcoming changes to the online work this term, **for Year 12 students only**. To supplement the existing work that we upload weekly to our website, teachers will now be using Microsoft Teams to deliver some online face to face teaching across the course of a week. These MS Teams lessons will begin the week commencing the 15<sup>th</sup> June until further notice. All students have access to MS Teams as it is part of our Office 365 suite. Students will access MS Teams through their school email account.

Teachers will schedule the weekly lesson and students will be notified through their school email account. In the main the lessons will take place at the time they would usually have a subject on their 'normal' in school timetable. The date and time of the scheduled lessons will also be on the remote learning plans where students have been currently accessing the existing work. The times of the lessons may change week to week, if there are any changes students will be notified via their school email account. It is imperative that students check their email regularly to ensure they know when lessons are taking place. Students will still be expected to complete the work set online as they have been doing. MS Teams will only be used to deliver the live weekly lessons. This may change over time.

If you have no internet access, or students do not have a suitable device to access their email account, or you have any technical issues, please let us know by emailing [sixthform@strobortofnewminster.co.uk](mailto:sixthform@strobortofnewminster.co.uk)

A student guide on how to access MS Teams can be found where students access their existing online work. Students will be emailed a copy of the MS Teams student guide and code of conduct via their school email account. Students must follow our code of conduct during online lessons. I have outlined the student code of conduct below:



## The student protocol contains the following:

- Students agree to attend the Teams lessons.
- If students are unable to attend a lesson please email [sixthform@strobertofnewminster.co.uk](mailto:sixthform@strobertofnewminster.co.uk) stating the reason. (Non-attendance to Teams lessons will be followed up by the Head of Year/Head of Sixth Form.)
- Students agree to treat others with respect at all times during online lessons. If the code of conduct is not followed appropriately you may be removed from the online lesson.
- Students will aim to be positive, adequately prepared and participate fully in the online lesson.
- Students will ensure that they have all the tools (pen, exercise book, equipment, calculator etc.) they need in advance, so that they do not need to leave and interrupt the flow of the lesson.
- Students will choose a sensible place to work from – ideally a living room or shared (quiet) space in their house, **not a bedroom**. Students must also ensure they avoid backgrounds with personal information such as photographs.
- Students must wear their St Robert of Newminster polo shirt/rugby or hoodie. Students will dress appropriately for the lessons. No pyjamas/ nightwear or inappropriate clothing.
- Students should use appropriate language at all times when communicating with staff.
- Students should address staff with their usual work title (e.g. Miss/ Ms/ Mrs/ Mr).
- Students should use formal staff-student boundaries at all times when speaking to staff and they should not ask staff questions relating to their private life/ home situation.
- Students agree that all messages they send during Teams lessons, or information they upload, will always be polite, sensible and relevant.
- Students must not take secret photos, videos or screenshots of teachers or other students. Any other device **not in use** such as a mobile phone must be switched off and out of sight before the lesson starts.
- Students are aware that Microsoft Teams is a closed school system and only accessible via my school Office365 account and should therefore not invite any guests from outside the class or school to join the system through the misuse of login details.
- Students shouldn't communicate with staff outside school channels (e.g., they shouldn't attempt to contact staff using their personal social media accounts, or contact staff using their personal email addresses or phone numbers).
- Students should be aware lessons are recorded for safeguarding purposes and stored securely.
- Students/ parents and carers should only contact staff (via the school e-mail or subject help e-mail between the hours of 9.00am and 3.20pm).
- Students, parents/ carers should be mindful that they and other family members might be seen or heard within the session by staff.
- Students, parents/ carers should be mindful that anything in the background might be seen or heard within the session by staff.
- If you have any safeguarding concerns please email [SafeguardingTeam@strobertofnewminster.co.uk](mailto:SafeguardingTeam@strobertofnewminster.co.uk)



Many thanks for the help with the online work so far. There may be a few technical glitches here and there however I am sure I can count on your continued support with this new system. I wish you and your families well.

Yours faithfully

Mr S Clark

Assistant Head Teacher

