



Dear parents/carers,

### Spring Term 1 update

#### Microsoft Teams

A reminder that from Monday 11<sup>th</sup> January, all pupils are required to join live lessons being delivered on Microsoft Teams. This will continue in line with pupils' timetables with set periods throughout the day (please see timings below) for the duration of the school closure period. Therefore, pupils should be ready and logged on to MS Teams for the start of each school day. The teacher of each lesson they are due to attend will invite each pupil into the lesson which will involve approximately 20 minutes of direct teaching, followed by a set of activities. The lesson will conclude with a short period of review.

During the live lesson, pupils will not be permitted to have their camera on and will be required to communicate with the member of staff via the chat function rather than through spoken dialogue. This due to the number of pupils in the lesson and the difficulty created when multiple people speak at any one time.

We also would like to remind pupils that any profiles created with the use of images must be appropriate, refrain from using any emoji symbols and that communication must be direct with member of staff.

#### How do we set up MS teams if we haven't used it before?

Microsoft Teams can be downloaded for free and works perfectly on a mobile phone or tablet as well as a computer (<https://teams.microsoft.com/uswe-01/downloads>)

If you do have any difficulties with IT access please contact IT Support via [ITsupport@decschool.co.uk](mailto:ITsupport@decschool.co.uk)

#### Our only access to the internet is 4G, what if my child runs out of data?

The Government have launched a scheme to support children's access to remote learning and are allowing networks to increase data allowances during the period of school closures. To find out how to activate this on your child's device if they need it, visit:

<https://get-help-with-tech.education.gov.uk/about-increasing-mobile-data?fbclid=IwAR0ChUEISt-GDOb2SKIAi5h769cgCABtk6kRvKUXNCMEK0jhPNnCZaPpn1k>

#### Timetable for the day

**Period 1:** 9:10am to 10:10am

**Period 2:** 10:10am to 11:10am

**Break:** 11:10am to 11:30am for all staff and pupils

**Period 3:** 11:30am to 12:30pm

**Period 4:** 12:30pm to 1:30pm

**Lunch:** 1:30pm to 2:00pm for all staff and pupils

**Period 5:** 2:00pm to 3:00pm

**What can I do if I need advice/ support?**

#### Please note:

All pupils will have the same time for break and lunch.

As always, please do not hesitate to contact us. For all year groups please contact your child's Head of House. Please let us know as soon as possible if you have any barriers to accessing live lessons by emailing Mr Ali via [w.ali@decschool.co.uk](mailto:w.ali@decschool.co.uk) so we can support with solutions available to us.

Kind regards,

Mr M Dunn

Head Teacher

Mr W Ali

Deputy Head Teacher