



Midhurst Rother College

The best in everyone™

Part of United Learning

20 April 2020

Dear Students and Parents/Carers

I hope that you have all had a good Easter break and are keeping safe and well. I appreciate that with the start of a new term you will no doubt receive a number of communications from different members of staff regarding updates to the current educational situation. I would therefore ask that you take a moment to check your emails regularly in order to keep up-to-date with key messages from Midhurst Rother College.

As for the main point of this communication, we would like to officially introduce you to Microsoft Teams. This platform has been used with our Year 11, 12 and 13 students prior to Easter with great success, and we would like to now encourage all students in Years 7 – 10 to get connected using Teams.

Getting started

Please refer to the '*Getting started with Microsoft Teams*' document for how to download and/or access Teams online. As part of this, there is a quick reference guide and a video link as to how students can respond to set assignments. With all software platforms we would advise caution that some screen shots or video examples may look different due to user customisation and/or different versions of the software being used. However, the functionality and concepts are essentially the same. Once you have downloaded Teams, we would ask that you familiarise yourself with it and find your classes (Teams).

Lessons

For Years 10 and 12, the concept is that students will be able to follow their normal timetable and take part in 'live chat' lessons, responding to work and taking part in safe online discussions around set topics. For the most part this will be true, however, there may be occasions where a member of staff is unavailable and cannot be online at a given time.

For Years 7, 8 and 9, students should be able to access lesson content and respond to assignments as above. However, the 'live chat' aspect may not be available for some classes at this point.

Work

Staff will set work on Teams for students to complete. If a student has a question, then they can ask their teacher and get a response back on this platform. Model answers can also be shared by the teacher for all to see, allowing all to benefit.

Will work still be set on Connect?

We appreciate that not all students will be able to use Teams as frequently as others and some might not be able to use it at all. Therefore, *Connect* will still be used to direct students to tasks for individual lessons and/or a series of lessons.

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Assignments

When staff set assignments (tasks to complete) on Teams, each student will get their own copy of the work. Students can then either work online or offline to complete this, uploading documents/photos of their work at the end of the lesson or later on during that day (if possible). Once uploaded, the assignment can be '*turned in*'. The staff member then has access to the assignment and can feed back.

Marking assignments

Staff members will feedback to students by either returning the marked work directly to the student, or via a common misconceptions approach through an upcoming lesson. This approach will be in-line with our marking policy.

Technical difficulties

We all have these, so please don't panic!

There may be some classes (Teams) that do not activate due to a technical issue. If this is the case, students should inform their subject teacher via email. They will then pass this information on and we will look to rectify the issue.

If students try Teams and cannot work it out, or cannot work out a specific aspect of Teams, then again, they should contact their subject teacher to inform them of the issue. It may be that staff members can walk students through the issue as part of the lesson.

Expert advice

Please remember that staff are still learning how to use Teams themselves and may not all be at the same level, so please bear with us. If students need support for bigger technical issues, then they should contact their pastoral leader, who will be able to either offer support or pass the information on.

We expect there to be a transition period for all as we get used to a new way of working. We are confident that the use of Teams will be of benefit to all during this period of home education and then beyond.

Yours sincerely

A handwritten signature in black ink, appearing to read 'P. Lloyd', written in a cursive style.

Mr P Lloyd
Assistant Principal Raising Standards