



King Henry VIII Senior School  
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Headmaster: Jason Slack BSc, MA Ed

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Dear Parent,

You will be aware that Microsoft Teams has become our chosen learning platform for online learning. Teachers will be making use of Teams in the coming weeks to share resources, set work and provide feedback, and to engage pupils in learning conversations outside of the classroom. Most pupils will find the system intuitive and familiar as it is part of the Office 365 system that we have been using for some time.

Throughout the development of our use of this platform, we have considered very carefully the way in which pupils are able to interact and have put in place safety measures through a school wide Acceptable Use Policy (AUP) and by locking down certain functionality.

In these unprecedented times, we have been developing our use of Microsoft Teams to enable teachers to lead live lessons using the "Meetings" function. Enabling this function will allow teachers to be able to teach lessons online, share their screen and video camera with pupils and enable pupils to ask questions both via text and a microphone. Furthermore, each lesson can be recorded for pupils to access later as a video if they are unwell or unavailable at the time of the lesson, or so that they can go through the lesson again to gain a better understanding.

Much testing and training has been going on in earnest over the past few weeks with problems being ironed out and unintended functionality being carefully considered, and switched off where possible. We have also drafted a set of expectations for staff and for pupils in the form of the attached (AUP) to take into account remote learning in this way.

In the first instance, pupils will not be able to share their video camera with others in the meeting. Instead, they can use their microphone or the text chat feature to ask a question and engage in the lesson. It is possible that this feature will be enabled for certain students at a later date if there is a clear educational need, such as for practising language orals. If that is so, I would ask pupils and parents to be very mindful of the expectations outlined in the AUP.

I hope you will agree that having this kind of functionality available to teachers can be of significant benefit, however, it is important that teachers make use of this method of teaching when it is appropriate and practicable to do so. As such, not all teachers will run live lessons, and those that do may only use them periodically. Similarly, whilst we encourage all students to engage with the curriculum we are providing remotely as fully as possible, I appreciate that this may not always be possible.

I would be grateful if you could discuss with your son/daughter how they are using Teams in support of their learning and the attached AUP.

Yours sincerely,

J. Slack  
Headmaster