



Letter from Mr John D Anderson, Depute Head Academic Leadership and Mr James Cluckie, Assistant Head Teacher

Thursday 21st May 2020

Dear Parent/Carer,

Live clinics using MS Teams for pupils in new S4

As of Tuesday 26th May, we intend to complement our Schoology provision with on-line clinics. These are live tutorial sessions hosted by class teachers and will take place at specific times throughout the week. I would be grateful if you could spend some time reviewing the following guidance with your son/daughter should they wish to take part in the on-line clinics.

These on-line sessions are voluntary for pupils and will work best if pupils submit questions to teachers in advance of each session.

- The timetable of clinics can be found on the last page of this document.
- Online access codes are contained on page 4 of this document.

If you have any queries, please contact us using the contact details below.

Kind regards,

John D Anderson, Depute Head Teacher, JDAnderson@staloyisius.org

James Cluckie, Assistant Head Teacher, JCluckie@staloyisius.org





Live Online Support – Guidance for Parents / Carers

Microsoft Teams has been chosen as our solution for live online support because we can limit access to those within our community. The safety of all participants (staff and pupils) is of the utmost importance. Please read this in conjunction with the guidelines for pupils.

1. Please do not participate in the meeting or ask to speak to the teacher. Please use the normal communication channels for this. If you feel something is inappropriate, please ask your child to withdraw and report it to our safeguarding team (Mrs Erskine or Mr Ferrie).
2. If an issue comes to light online either for you or your child outside these video meetings, visit [Report Harmful Content](#) for more advice. Anyone over the age of 13 can submit reports and access on their devices. It's worth letting children know about the [website](#) in case their first response isn't automatically to come and tell you.
3. At times like these it's always great to see the wider community coming together, with people helping each other out. However, it's worth remembering that in these unprecedented times, there will sadly be a number of 'bad actors'. Currently, there are lots of people offering support to parents and carers for home schooling via groups and live streams across a multitude of platforms. This unfortunately could be seen as an opportunity for unsavoury characters to find their way to young people. There will be people looking to exploit these situations and, whilst the majority of people's intentions are well meaning and honest, it is timely to remind you about these risks.

Live Online Support – Guidance for Pupils



Be PREPARED	Keep yourself SAFE	Show RESPECT
<ul style="list-style-type: none"> • Create a quiet work space in a public room in your house, i.e. not your bedroom but a shared space like a kitchen, dining room or study. • Think carefully about what is in the background of your image or audio. Test this out in advance and make sure there is nothing you wouldn't like your teacher/classmates to see. • Be appropriately dressed. For instance, pyjamas are not acceptable for clinics. • Have all your course materials ready on your desk before the clinic begins. • Headphones and microphones can help with clarity and cutting out unwanted background noise. • Send your teacher questions in advance of the clinics. • Phones are not permitted in clinics. • Keep other devices away from your work area. 	<ul style="list-style-type: none"> • Cameras should be switched on in order for you to engage with your teacher and classmates. • All clinics will be recorded to keep everyone safe and will be stored in the Team feed. • You are not allowed to record or share any still images, audio or video clips from the clinic, or allow others to record or share these. • You must not upload screenshots, images, video or sound from your teacher, classmates onto social media such as Snapchat or Instagram. • If at any point you feel unsafe then leave the meeting and report your concerns immediately to a parent or carer and our safeguarding team: Mrs Erskine – ierskine@stalloysius.org Mr Ferrie – RFerrie@stalloysius.org • If an issue with on-line content comes to light outside these meetings, visit <u>Report Harmful Content</u> for advice. Anyone over the age of 13 can submit reports and access on their devices. If you are younger, please involve your parent/carer. 	<ul style="list-style-type: none"> • Listen to your teacher • Clinics should be a safe place for all pupils to be, so treat your teacher and classmates with respect at all times. Conduct yourself in the same way you would in a class setting. • Contribute to discussions and encourage/support your classmates. Be careful not to talk over others. • If a teacher mutes your audio, they will have done so for a good reason. Please leave it muted until the teacher unmutes it. Sometimes the clinic may begin like this so that your teacher can check everyone is ready. • Stay focussed and keep all comments related to the course material. • Please do not eat during clinics. This can be off-putting for teachers and your classmates.

Live Online Video Clinics - Instructions for Pupils – using MS Teams

1. Log in to Teams

Teams can be accessed from Apps or a browser on a PC. Log in to www.office.com using your school email address. The password should be the same as your school PC password. If you cannot login, email jewart@staloyusius.org and he will reset your password. Once in, click on the Teams icon to start. Overall, the experience is much better using Apps which are available for PC, Mac or iPad. They are also available for Android and iOS phones but the small screen size may prove difficult.

2. Joining a Team (Only required once)

The codes for each team are included and enable you to sign up to your respective subjects. To join, click on the icon with two people and a plus, then choose the option Join a Team with a code and enter the code.

Subject	Code		Subject	Code
S4 Art	j51x99h		S4 Graphics	w2i2nua
S4 Biology	8twcl1t		S4 History	bejlf0g
S4 Business	f2dxngu		S4 Italian	sf0iul4
S4 Chemistry	1q073zu		S4 Latin	3s4jfr
S4 Classics	cnmslnv		S4 Maths A	eybyuer
S4 Computing	pk9ws52		S4 Maths B	p1wia2k
S4 Drama	mofla2m		S4 Modern Studies	74786s7
S4 English A	40qe2xd		S4 Music	uomaggv
S4 English B	gxcq72e		S4 PE	endql3s
S4 French	ghzibh1		S4 Physics	tavv9ka
S4 Geography	gi8guzd		S4 RE	vfnwzuh
			S4 Spanish	d1g5n7v

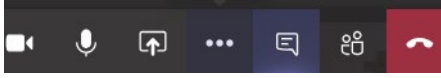
3. General Guidance on Using a Clinic

To get the most from clinics, it would be useful if you let your teacher know in advance what you need help with. This will enable them to have the materials they will need to deal with your questions. You can also turn up on the day and ask questions. Even if you don't have any questions, you may learn from those that others are asking.

4. Getting started with a Clinic

Once logged on, click on the calendar icon, then the relevant meeting within the calendar and then Join. Choose whether you want to start with Video/Mic/Speaker on, then click Join Now.

Most functions are controlled from a floating menu that appears near the bottom middle of the screen when you move your mouse over it or click anywhere on an iPad screen.



The icons in order are:

Camera (on/off),

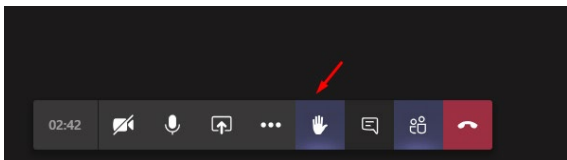
Mic (on/off),

More Actions, Chat (which can be useful if you are having audio or video problems), **Participants** (see below) and **Hang Up**. On the iPad **Chat** and **Participants** are at the top right of the screen.

If your teacher enables it **Share Screen** lets you share with the rest of the class a live view of your screen rather than your camera. You could use this to talk them through a presentation / file / website / video. Using your iPad, you can also **Share Video** which changes to the rear camera which could be pointing at a worked solution.

Participants lets you see who is in the meeting.

Raise your hand: this can be used to alert your teacher that you wish to ask a question.



All meetings will continue to be recorded until the last participant leaves

New S4	Session 1	Session 2	Session 3	Session 4	Session 5
	10:15 to 11:00	11:15 to 12:00	12:15 to 1:00	1:15 to 2:00	2:15 to 3:00
Monday	English A English B	Music	French	Drama	Computing
Tuesday	RMPS	Biology	Latin	Modern Studies	
Wednesday		N5 PE	Spanish	Chemistry	Business
Thursday		Classics	Maths A Maths B	Graphics	Italian
Friday		History	Physics	Geography	Art

1. English and Maths will issue specific instructions on Schoology to pupils to explain whether to join A or B.
2. RE will conduct sessions for each form class. Instructions will be issued on Schoology