

# Live Sessions

January 11<sup>th</sup> 2021

A Caring, Respectful and Open Environment, where Success and Opportunity flourish



Please find information about 'live' sessions using Microsoft Teams for learners and parents. Click on the links for more information.

Please visit our website  
[www.pentrepoethprimary.co.uk](http://www.pentrepoethprimary.co.uk)

Kind regards,  
Cofion cynnes,



# Pentrepoeth Primary School

Cwm Cwddy Drive, Rhiwderin Heights, Bassaleg, Newport NP10 8JN

Tel: 01633 896101

Fax: 01633896367

email: [Pentrepoeth.primary@newport.gov.uk](mailto:Pentrepoeth.primary@newport.gov.uk)

website: [www.pentrepoethprimary.co.uk](http://www.pentrepoethprimary.co.uk)

Headteacher: Dean Taylor B.A.(Hons), P.G.C.E., L.P.S.H.

Deputy Headteacher: Tina Jenkins B.Ed. (Hons)

## Live Sessions Using Microsoft Teams

Monday January 11<sup>th</sup> 2021

Dear Parent and Carer,  
Annwyl Rhieni,

As you will know I have previously sent you a link to our Blended Learning Policy and you will be familiar with the use of our school website, Google Classroom and See Saw as our learning platforms during periods of lockdown.



We are aiming to introduce some live sessions for children using Microsoft Teams from **Monday 18<sup>th</sup> January 2021**.

### Teacher Connection with Pupils During Lockdown

During extended periods of lockdown, it is important that children are able to continue to connect with their teachers. Seeing their faces and hearing their voices is in itself motivation for the children to at least attempt the activities being set and above all, is vital for the children's wellbeing in providing some consistency whilst not in school.

We will provide a mixture of approaches to maintain connectivity:

- Voiced-over teacher instruction
- Pre-recorded video
- Live-streaming



Hwb®

### Voiced-over teacher instruction

Teachers will provide learning activities that include using a digital white board (or similar) with a recording of their voice as they are writing/drawing whilst providing instructions or use of PowerPoint. These are very useful as they are always available and enable children to undertake them at any time of the day or week and can always refer back to them. If a pupil has a particular problem teachers are able to respond via Google classroom using an appropriate instruction tool.



## Pre-recorded video

Teachers will provide a recording of themselves that will provide the children with the opportunity to hear their teachers. This will be used alongside pre-recorded explanation clips. In the classroom, teachers are not always “teaching” and an important part of their role is connecting with the children through dialogue. This may be through reading a story to them, talking about a television programme, what they do in their spare time, singing a song, fashion, gaming or sports. It’s these kind of things that the video recording will focus on. There are a whole wealth of resources e.g BBC Bitesize, White Rose Maths that teachers will utilise and blend.

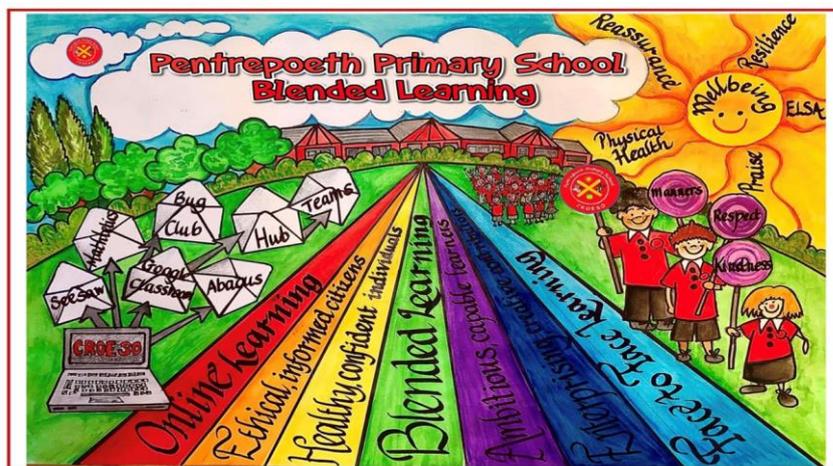
## Live-streaming

Teachers will be available once a week, from their classrooms to connect with the children in their class via the live streaming facility Microsoft Teams. It will be an opportunity for small groups of children to engage in conversation with their class teachers. They will be able catch-up on last week’s learning, hear what’s to come the following week and have those all important chats. They are not compulsory to attend and there will be no direct formal teaching during the sessions so there is no need to worry if the time does not fit in with your home arrangements.



Live-streaming will be undertaken as follows:

- The class will be split into groups of 16 maximum – please see timetable below for Teams meetings
- The children will be invited to join a Teams session via their Hwb account
- The teacher will undertake the meetings from the classroom and will last around 30 minutes – the teacher will be joined by another member of staff, usually a Teaching Assistant
- There are likely to be children in the Teams meeting who are attending the school hub- these will join from the hub provision.



# Timetable

## Timetable – Key Stage 2 – week starting Monday 18<sup>th</sup> January 2021

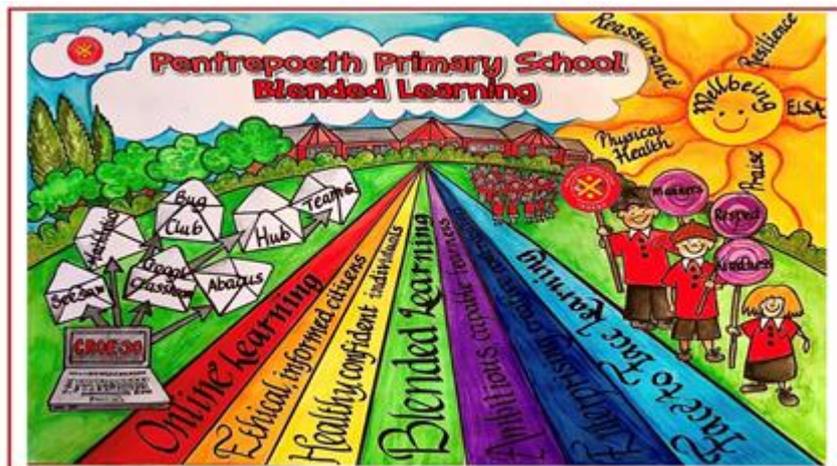
( Both year group classes will be streaming in separate meetings at the same time)

Day	Year	Group	Time
Mondays	6	A	9.00am
Mondays	6	B	9.45am
Mondays	5	A	10.30am
Mondays	5	B	11.15am
Mondays	4EJ	A	12.00pm
Mondays	4EJ	B	12.45pm
Mondays	3	A	1.30pm
Mondays	3	B	2.15pm

## Timetable – Foundation Phase – week starting Monday 18<sup>th</sup> January 2021

( Both year group classes will be streaming in separate meetings at the same time)

Day	Year	Group	Time
Tuesdays	4TG	A	9.00am
Tuesdays	4TG	B	9.45am
Tuesdays	2	A	9.00am
Tuesdays	2	B	9.45am
Tuesdays	1	A	10.30am
Tuesdays	1	B	11.15am
Tuesdays	R	A	12.00pm
Tuesdays	R	B	12.45pm
Tuesdays	Nur AM	A	1.30pm
Tuesdays	Nur PM	B	2.15pm



# Staff - Parent - Pupil Agreement

At Pentrepoeth Primary School our

## Staff agree to:

- Schedule a link to the live-stream on Microsoft Teams, 5 minutes before the live session begins.
- Be the first persons logged into the call. discuss roles and responsibilities with learners at the outset of all sessions
- Notify the school's senior management team, learners and parents / carers of any scheduled sessions, cancelled sessions or changes in arrangements
- Ensure that they keep themselves up-to-date with all relevant policies and procedures, including online safety, safeguarding and data protection policies
- Prevent a one-to-one situation at the end of an online class by disconnecting all participants from the live stream at the close of the session and immediately deleting the session from their calendar.

## Learners agree to:

- Be punctual for all sessions
- Make sure they have everything they need for it to take place
- Wear headphones throughout the meeting
- Make sure they have devices ready before the session begins and are logged into the session
- Show respect for everyone in the online classroom using Manners, Respect, Kindness
- Dress appropriately for all classes, thinking about respect for others
- Ensure the location they log in from is appropriate, i.e. give consideration to background, camera angle, privacy, etc.
- Seek to contribute to the class in a positive manner and not be disruptive at any time
- Not share images of the class
- Leave the online session promptly at the end of the session.
- Not use the school's devices or school logins to message other learners outside of the planned online learning activity.

## Parents & carers agree to:

- Ensure children are ready for learning
- Allow children to work a suitable environment as far as is possible
- Not to interrupt online sessions at any time
- Respect the privacy and confidentiality of all learners and staff in the online sessions.
- Ensure that school devices being used by learners are not used inappropriately at any time
- Not to record or share any images or sound from the sessions taking place



- Where pupil behaviour does not meet expectations or is disrupting the experience of others they should be removed from the live-stream until a conversation with parents/carers is undertaken.
- Younger pupils (e.g nursery, reception, year 1) need be accompanied by a parent/carer or within easy access of a parent/carer. Children from year 2 onwards should be fine on their own in the TEAMS meeting – with an adult near by.
- If a child has any concern about the session they should tell their class teacher, or a parent/carer who can address in line with the appropriate school policy.
- Inappropriate online behaviour will be responded to in line with existing policies such as acceptable use of technology, allegations against staff, anti-bullying and behaviour.
- Any safeguarding concerns will be reported to Mrs Davies, Designated Safeguarding Lead or Deputy or Mr Taylor, Headteacher in line with our child protection policy

Parents are informed that the session will have two members of staff present for safeguarding purposes in line with guidance.

## Parent / Carer Consent

In order for your child to take part in this activity I would ask that parents read the agreement below and fill in the consent form via Google docs link.

<https://forms.gle/zVvwzfSiuGHwsm4j6>



# Useful Video Links

Accessing Teams through Hwb

[https://www.youtube.com/watch?v=GEK0mr4EG3w&feature=emb\\_imp\\_woyt](https://www.youtube.com/watch?v=GEK0mr4EG3w&feature=emb_imp_woyt)

Accessing Hwb

[https://www.youtube.com/watch?v=N4jDiU2s-r0&feature=emb\\_logo](https://www.youtube.com/watch?v=N4jDiU2s-r0&feature=emb_logo)

## TEAMS Guides...

Other documents available for parents and pupils to access Teams through Hwb:

PPS Parent and Pupil Guide to Access Teams Through Hwb

[https://8b671298-7c61-47e4-b4a6-7b84058c30bb.filesusr.com/ugd/e86878\\_4653ce8bfa9b4d47875af3a2ad1c2ab2.pdf](https://8b671298-7c61-47e4-b4a6-7b84058c30bb.filesusr.com/ugd/e86878_4653ce8bfa9b4d47875af3a2ad1c2ab2.pdf)

PPS Accessing Teams Through a Web Browser ( IE, Edge, Firefox, Chrome)

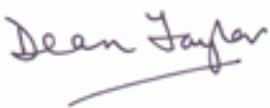
[https://8b671298-7c61-47e4-b4a6-7b84058c30bb.filesusr.com/ugd/e86878\\_4653ce8bfa9b4d47875af3a2ad1c2ab2.pdf](https://8b671298-7c61-47e4-b4a6-7b84058c30bb.filesusr.com/ugd/e86878_4653ce8bfa9b4d47875af3a2ad1c2ab2.pdf)

PPS Accessing Teams Through iOS – iPad/ iPhone

[https://8b671298-7c61-47e4-b4a6-7b84058c30bb.filesusr.com/ugd/e86878\\_dfe8d9b430c041e289d775f0863bdcd2.pdf](https://8b671298-7c61-47e4-b4a6-7b84058c30bb.filesusr.com/ugd/e86878_dfe8d9b430c041e289d775f0863bdcd2.pdf)

If we can help in any way further please telephone or e mail us at school.

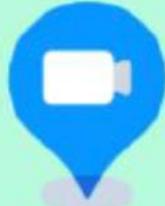
Yours sincerely,  
Cofion cynnes,



Dean Taylor  
Headteacher



# Pupil Guide For Using Teams

<p>BE ON TIME</p> 	<p>HAVE AN ADULT PRESENT</p> 	<p>DRESS FOR SCHOOL</p> 
<p>MEET FROM LIVING ROOM/KITCHEN</p> 	<p>COME PREPARED</p> 	<p>TURN YOUR VIDEO ON</p> 
<p>MUTE YOURSELF UNTIL IT IS YOUR TURN TO TALK</p> 	<p>RAISE YOUR HAND TO SPEAK</p> 	<p>LISTEN WHILE OTHERS ARE TALKING</p> 
<p>BE AN ACTIVE PARTICIPANT</p> 	<p>BE RESPECTFUL AND KIND</p> 	<p>DO YOUR BEST AND HAVE FUN!</p> 

Just like we have rules in class we need rules for Teams



# Accessing Teams From Hwb

How to access TEAMS from your Hwb account.

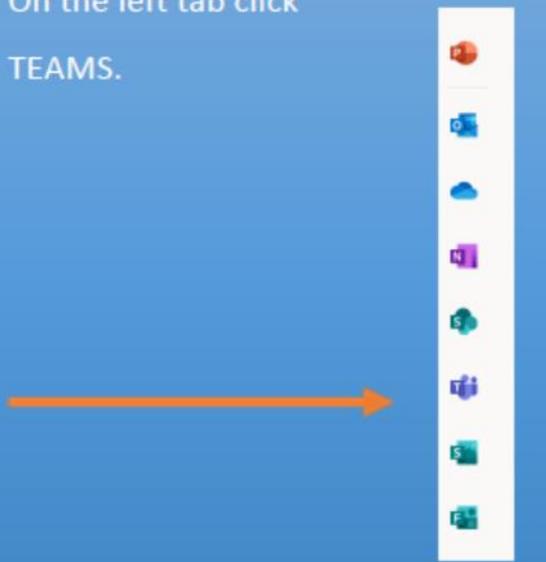
Go to Hwb.co.uk and login using your Hwb username and password.



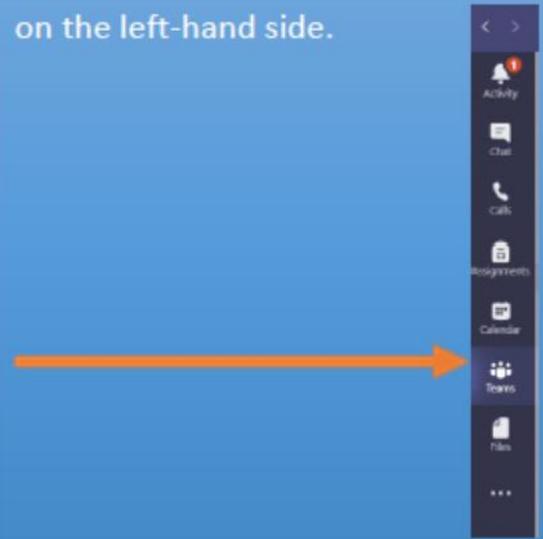
Click on Office 365



On the left tab click TEAMS.



Once in TEAMS click the TEAM tab on the left-hand side.



Your Child's class team will shown on the screen. Click to open the team and the meeting will begin at the allocated time in the general channel.

