



Ark Burlington Danes Academy

Monday 8th June

Dear parents / carers,

I hope you are all well at this difficult and challenging time. The teachers at Ark Burlington Danes Academy have been impressed how the majority of year 9 have been engaging in their home learning experience. We do appreciate how challenging it can be.

I am writing to inform you that we are starting some Microsoft Teams lessons for year 9 from 15th June.

The Teams lessons for year 12 have been very successful and we are looking forward to starting these with year 9. Below is a link which runs through how to access and use Microsoft Teams. It is essential that students have got access to their BDA email accounts.

<https://www.youtube.com/watch?v=SemjM2fHV2Q>

Teams can be run through a phone, tablet, laptop or computer, it is therefore quite accessible.

The schedule for the lessons is as follows. It mirrors the year 9 timetable and will operate for a number of subjects:

Monday	Tuesday	Wednesday	Thursday	Friday
9.00-9.45am Maths / English tutorial English Set 2,4,6 Maths Set 1,3,5,7	9.00-9.45am Maths / English tutorial Maths Set 2,4,6 English Set 1,3,5,7	9.00-9.45 RS Tutorial 9B History 9D, 9L Geography Tutorial 9A	9.00-9.45am RS Tutorial 9A, 9D, 9N History Tutorial 9B Geography Tutorial 9R	9.00-9.45 RS Tutorial 9L
11.30-12.15pm French tutorial 9R, 9B, 9U	11.30-12.15pm History tutorial 9N RS Tutorial 9U	11.30-12.15pm Science tutorial All students		
2.00pm-2.45pm French tutorial 9A, 9D, 9N, 9L History tutorial 9U		2.00pm-2.45pm Geography tutorial 9D, 9N, 9U, 9L, 9B History tutorial 9R, 9A	2.00-2.45pm RS Tutorial 9R	

Students will need to log in to the lesson at the appropriate time and their teacher will be available to deliver new content and answer questions. To access the lesson they will need to follow the link that is attached to their Burlington Danes Academy email address in the calendar. If you do not have access to this please get in contact with your Head of Year or tutor as soon as possible.

The following outlines the protocol for online lessons that students need to follow:

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burlingtondanes.org



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Burlington Danes Academy **Online Expectations for MS Teams**

In order to ensure all pupils can learn as much as possible and to engage with their teammates and teachers in a safe and positive manner, BDA pupils are expected to follow the expectations below when taking part in Teams tutorials.

1. *Your conduct is professional at all times*

Behaviour during the tutorial should mirror that seen in a normal lessons. Poor behaviour of any sort will see you removed from the session and excluded from future sessions. Your parents will be informed by your Head of Year.

2. *Your video is turned off.*

You are online to learn from your teacher who may share important information on the screen. You should only be able to see your teacher and any information they share.

3. *Your microphone is turned off.*

Any noises will interfere with the quality of the recording. Your teacher may ask you to turn on your microphone. If you are asked to speak, do so loudly, politely and in a professional manner.

4. *You will not post in the chat unless you are asked to do so.*

Your teacher will ask you to register your attendance using an emoji and will let you know when it is appropriate to ask any questions. Do not post any images into the chat.

You must not use the chat function to have conversations with your friends. Just as when you are in school, we expect you to listen to the teacher and to follow their instructions.

If your teacher does ask you to contribute to the chat, you must ensure you are kind and polite in the language you use, both to your teachers and your peers.

5. *You will make no recordings or take any images of the tutorial*

It is against the schools data protection and safeguarding policy to make any recordings, videos or screenshots during the tutorial.

6. *Come equipped and prepared to learn*

Make sure you are in a quiet space where you will be able to concentrate. Make sure you have some line paper, a black and green pen, ruler and a highlighter. For mathematics, you will also require a calculator for some lessons.

You will have been sent a link to this which needs to be signed before sessions start on Monday.

If you have any further questions or concerns please follow up through your child's tutor.

Yours sincerely,

Peter Haylock
Executive Principal.

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