

# St Monica's R.C. High School

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Headteacher: Mr C Foley MA Hons (STA) PGCE



30<sup>th</sup> April 2020

Dear Parent and Pupil

I do hope you and your families are all safe and well. We are missing you lots at St Monica's!

Over the next few weeks we are going to try to do some whole class video calls using Microsoft Teams. The 'how to' instructions are attached to this email and have also been sent to the pupil's school email address. We are going to start with a Year 7 form time video call on Friday morning.

Pupils - Your form tutor will post the time into your forms class team. You simply need to follow the instructions attached.

Parents – Please ensure your child is in a communal area of the house when they are on the call and remind them that school 'behaviour and conduct' rules apply to the session.

If you require support or would like to provide feedback after the call on Friday please email school at [teamssupport@stmonicas.co.uk](mailto:teamssupport@stmonicas.co.uk).

Please stay safe.

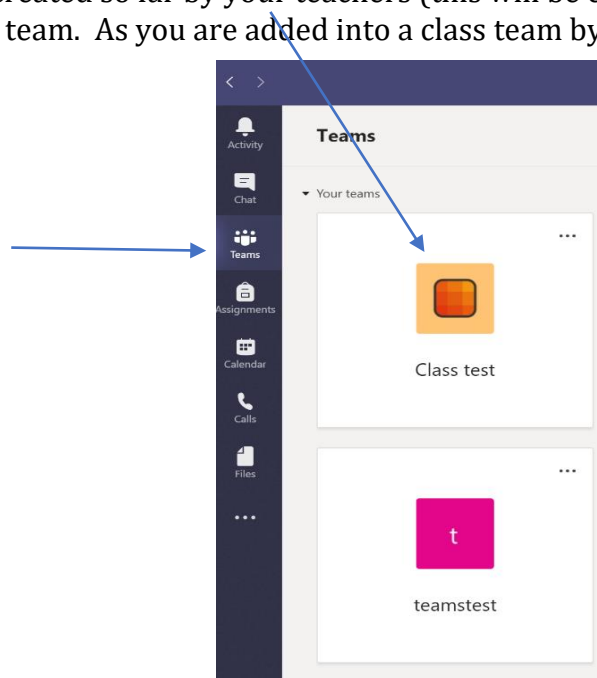
Yours faithfully

Mrs E Keenan  
Deputy Headteacher

## Using Microsoft Teams to video call – Pupil Instructions

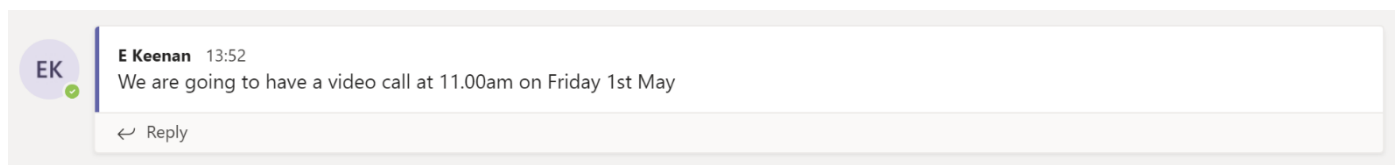
We are going to try to use video chats to help us keep in touch. We are going to use Microsoft Teams to do this. Here is a simple 'how to' guide. You need to have your school email and password at the ready. Please email: [teamssupport@stmonicas.co.uk](mailto:teamssupport@stmonicas.co.uk) if you can't remember these details.

1. You will need to download the Microsoft Teams App (free of charge) onto your device (mobile, laptop or tablet) from your app store following all instructions – you will need to allow Teams to access your camera and microphone if asked.
2. Please log into Teams using your usual St Monica's email and password
3. In the Teams app click Teams on the left hand side and you will see your classes that have been created so far by your teachers (this will be empty until your form tutor has created the team. As you are added into a class team by your teachers you will receive



an email to let you know.

4. Click on your form's class
5. Your teacher/form tutor will post into the class area when you will be doing a video chat call eg.



6. Just before the time of the call open up the class in Teams and when the teacher starts the call you will see a button that says join. Click on this button to join the video call.

#### RULES

1. St Monica's pupil code of conduct applies to any video calls or messages posted within Teams
2. St Monica's acceptable user policy agreement remains in force when using Teams.
3. All calls and messages are monitored and reviewed