**Dear Year 7, Parents and Carers**

To support you during this period of remote learning, we will be running a series of ‘live’ lessons and check-ins. Live lessons will last between 15 and 30 minutes, depending on the purpose of the session, which will be explained by your teacher. These sessions have been designed to support you in your home learning as set through the ‘Home Learning’ area of SharePoint, not as a replacement for this work. Details for accessing the Home Learning area of SharePoint can be found on [Pembroke - A Priory Academy - Accessing your Home Learning on SharePoint (priorypembroke.co.uk)](https://www.priorypembroke.co.uk/page/?title=Accessing+your+Home+Learning+on+Sharepoint&pid=189)

Live lessons will not take place for every period of your timetable, as we understand that this is not practical for all families. There will, however, be at least one session per subject. A timetable of live lessons is attached to this letter.

These live lessons will be delivered through Microsoft Teams, and the link to join the session will be sent to your school email account. You should not need to download the Teams app to join.

Students will only be allowed to join the meeting if they have been invited and have a recognisable name on their Teams profile. This means that access will not be granted by the member of staff hosting the lesson if the link is sent to a parents’ Teams account.

Students joining a live Teams lesson will be asked to have their camera off and microphone muted unless the teacher leading the session requests they are turned on. This is to safeguard students.

All live lessons will be recorded. The lesson may be shared with students unable to attend the live session. The recordings will not, and must not, be shared outside of the academy or on any form of social media.

We understand that it may not be possible for some students to access all live sessions. If you cannot access a meeting, please email your teacher.

**Earlier this academic year, we wrote to you regarding a consent form that included giving consent for students to be part of a live lesson. Any student for whom we have not received a completed consent form will not be admitted to live lessons and check-ins.**

**If you did not consent, or cannot remember, and have decided that you would like your child to be included in these live lessons designed to support their learning, please email** [ljgarner@prioryacademies.co.uk](mailto:ljgarner@prioryacademies.co.uk) **with the following details as soon as possible.**

**Name of student:**

**Consent to take part in live lessons/sessions: YES or NO**

**Name of Parent/Carer:**

**Live lesson Timetable, 5th January 2021 to 8th January 2021**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Tuesday 5/1** | **Wednesday 6/1** | **Thursday 7/1** | **Friday 8/1** |
| **Form Time** | Form check-in |  |  |  |
| **1** |  | IT | Drama | Spanish |
| **2** | Reading (a pre-recorded link will be emailed) | English | History | Science |
| **3** | Maths |  |  |  |
| **4** |  | Music | Art | Form check-in |
| **5** | Tech | PSHMRE | Geography |  |

**Yours faithfully**

Mrs S Warnock

Assistant Headteacher