



**Principal: Mrs R Curtis**  
**Summerhill Academy**  
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Website: [www.summerhillacademy.org.uk](http://www.summerhillacademy.org.uk)

Dear Parent/Carer,

We are delighted to let you know that we are in a position to offer live lessons via Microsoft Teams. We will use live lessons to:

- Reconnect teachers with their classes via story time or circle time
- Teach elements of the curriculum
- Enable children to say 'goodbye' to their class teacher at the end of the year and meet their new teachers ahead of September

In order for your children to join in with these live lessons they will need a school email address. These emails have been set up for your children and take the format of:

[firstname.surname@sa.clf.uk](mailto:firstname.surname@sa.clf.uk) (Please note if your child has a double-barrelled name the first part is used as the surname). The password for the email account is your child's initials in capital letters and their date of birth in the DD/MM/YY. To log on to the email account please instructions attached.

To ensure that everyone is kept safe during live learning lessons we have set out the expectations for pupils and staff below. Please ensure that you have shared these with your child before they take part in a Teams live learning session.

**Expectations for pupils** - live teaching lessons via Microsoft TEAMS. Pupils who take part agree to the following rules for engaging in a Teams Call:

- Pupils cannot be in their bedrooms or bathrooms if they are appearing on video
- Pupils must be in appropriate dress. Clothes you might reasonably expect to go out of the house in
- Pupils are reminded that normal classroom rules apply, including that no use of mobile phones or personal devices is permitted during the session. Disruption or inappropriate behaviour during the lesson will result in the student being disconnected from the call
- Pupils will not use the chat function unless directed by an adult, and only in the live session

The school safeguarding and e-safety policies can be found on our website, if you have any concerns you can contact our Designated Safeguarding Lead through the school office or via [safeguarding@sa.clf.uk](mailto:safeguarding@sa.clf.uk)

**Expectations for Staff** – live teaching sessions

- Every session to be recorded in its entirety
- Remind pupils that calls are being recorded at beginning of session
- Staff members to monitor chat facility if enabled and give permission for pupils to use
- Staff are able to disable video function for pupils if not necessary

- Staff will be in appropriate dress and not in bedroom/bathrooms. Backgrounds to remain neutral or blur background function may be used.
- Video lessons will only ever be conducted via TEAMS
- Staff will email links to live teaching sessions prior to session.

In order for your child to participate, please email us at [info@sa.cabot.ac.uk](mailto:info@sa.cabot.ac.uk), giving your permission with the following statement:

**I (Parent name) give permission for my child (Child name) to participate in live online teaching sessions via Microsoft TEAMS. I understand that sessions will be recorded in accordance with CLF guidance.**

We are hopeful that we can run the first of our live learning sessions with our Year 5 pupils on Wednesday 1 July with other year groups having live lessons in the week after this, so please can all families respond to this letter promptly providing the permission detailed above. Please note that children without parental consent will not be permitted to participate in the live learning sessions.

If you have any questions, please send them to [info@sa.cabot.ac.uk](mailto:info@sa.cabot.ac.uk) with Live Learning as the subject field and we shall respond accordingly.

We are looking forward to being able to reconnect with the children of Summerhill in this way.

Best wishes



Rebecca Curtis  
Principal