



**NORTH DURHAM
ACADEMY**

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Principal: Mrs A Sweeten

Our ref ANS/KIL

15 October 2020

Dear Parent/Carer

I wrote to you on Tuesday 13th October 2020 and you will have noted the considerable challenges we are facing in responding to Covid-19, notably in terms of staffing. You will recall that I detailed that, in addition to responding positively to all guidance from Government (notably Public Health England), we had enhanced our cleaning regime, seeking short term supply cover to cover absences and moving one group to remote learning.

I am sorry to report that, despite all these efforts, we have had a further 3 positive cases. The majority of the confirmed positive cases are staff members and you will recognise that a positive case often leads to other individuals having to self-isolate. The cumulative effect of this is that 31% of our teaching staff are currently absent.

On Wednesday 14th October 2020 we consulted with Public Health England and Durham Local Outbreak Team who have agreed that the most appropriate course of action is to move to a remote learning situation as soon as practicable until after half term.

Therefore, as of Friday 16th October 2020, we have decided to move to a remote learning situation for all year groups. We will operate a skeleton staff in the academy to respond to phone calls and we will support any key worker and vulnerable students, as we did during the lock down. Any students who continue their education in the academy will adhere to strict social distancing guidelines of over 2 metres and will follow their timetabled lessons on Teams. If you would prefer your child to work in the academy please liaise with Mrs O'Keeffe on c.okeeffe@ncdat.org.uk.

I recognise that this presents a challenge, but we strongly believe that this action is in the best interests of all children and staff.

We completed a full survey of IT needs with parents when we returned in September and can identify those children who require laptops or dongles to enable access to the internet. All children who require a device will be issued with one, prior to leaving the academy this afternoon. However, if your situation has changed or you did not complete the survey, please contact the school and we will try to respond positively to these requests. However, the vast majority of our IT devices have been allocated as per feedback from the aforementioned survey.

All learning will be delivered through Microsoft Teams. All children have been taught how to use this provision and the training can also be found on the website. I have also enclosed a paper reference with this letter that illustrates how to access Teams and who to contact if there is an issue.

If you have any technical ICT problems please email the details to studenthelpdesk@ndacademy.co.uk or alternatively contact our designated ICT helpline on 01207 291157.

We have a high proportion of children who access the free school meal provision. We will provide a pack of a week's worth of food. Food packs are available for collection from main reception from 12.30pm to 4pm on Monday 19th October.

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Executive Principal: Mr K Reynolds, MA

We strongly believe that this action will ensure that all our staff and students have adequate time to minimise further contact with each other, therefore supporting a full complement of staff on our return after half term. From an education perspective, remote learning will enable us to group classes over Teams therefore ensuring your child accesses a lesson delivered by a familiar member of our staff. To support our efforts to continue to delivery education to your child, can you ensure that you child is ready for lesson 1 at 8.15am and works through their learning as per their usual school day.

This has not been an easy decision. Thank you for your constant support throughout this crisis and I hope that the support we provided for your child during lock down gives you some confidence that our priority over the next week will be to ensure continuity of learning for all our children.

Any questions or queries should be directed to info@ndacademy.co.uk

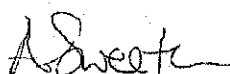
You can also contact me directly through my Personal Assistant – Kim Lax on k.lax@ncdat.org.uk.

Please also see below the Year Managers contact details:

| Year Group | Year Manager | Email |
|----------------------|---------------|--|
| Year 7 | Ms Liddle | l.liddle@ndaacademy.co.uk |
| Year 8 | Mrs Graham | a.graham@ndacademy.co.uk |
| Year 9 | Miss Holliday | a.holliday@ndacademy.co.uk |
| Year 10 | Mrs Hindle | j.hindle@ndacademy.co.uk |
| Year 11 | Mrs Luke | f.luke@ndacademy.co.uk |
| Head of Deep Support | Ms Wheatley | b.wheatley@ncdat.co.uk |

Please take care of each other and we look forward to seeing your child soon.

Yours sincerely



A Sweeten
Principal

A Student Guide to Using Microsoft Teams

This brief guide will tell you:

- How to log on
- How to open your TEAMS
- How to access 'live lessons'

How to log in:

On any web browser, e.g. Google Chrome, Internet Explorer, Safari etc, go to www.office.com



Click sign in and sign in with your full school email address: this is a two digit number, your initials and then two further digits followed by @ndacademy.co.uk. for example: 19SA01@ndacademy.co.uk

You will then be directed to the login page for the Trust – log in using the details that you would use to log in to the computers at school.

You may get the following screen when you have signed in:

A screenshot of the Microsoft Teams interface. On the left, a woman is standing next to a large screen displaying a Teams meeting. On the right, a man is sitting at a desk with a laptop. Below the screen, there is a button that says 'Get the Windows app' and a link that says 'Use the web app instead'. A callout box on the right contains text explaining the choice between the desktop app and the web app.

Download the Teams desktop app and stay better connected.

Get the Windows app

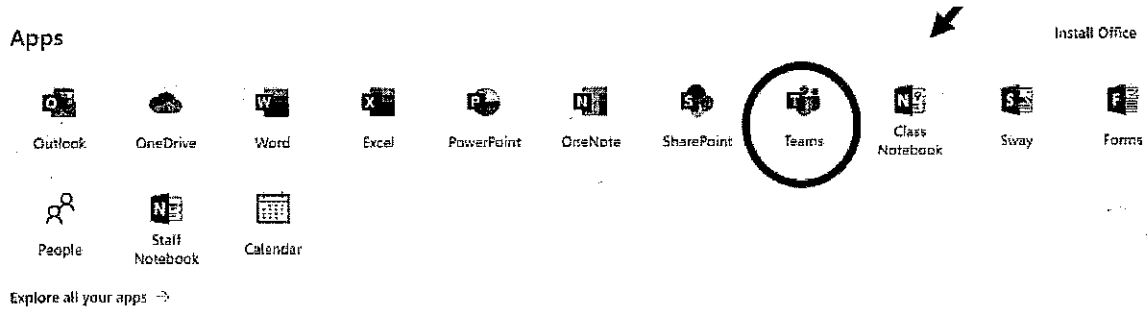
Use the web app instead

You can decide to use the desktop app or use the web app instead.

Both options should work. If you have teams installed on your pc it's best to use that. If you don't, use the web app.

Once you sign in, you will get one of the below screens:

Click on the Teams icon:



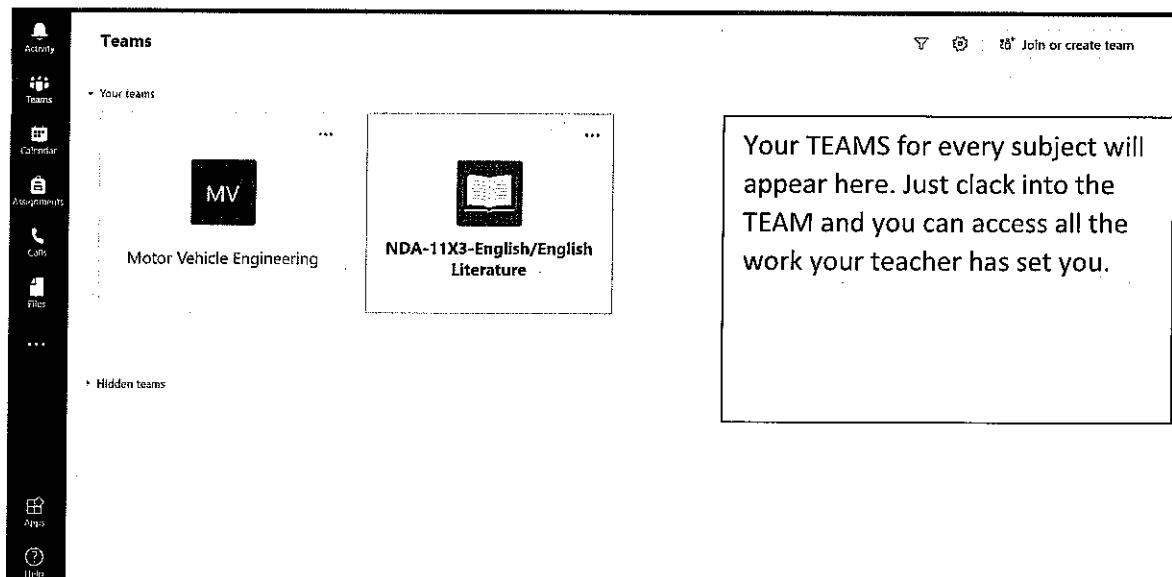
Office 365



Click on the TEAMS icon to open up all of the TEAMS you are a member of.

You should now see all the Teams that we have set up for you at school. If for any reason you are in a wrong Team, email your teacher and they can add you to the correct one. You can also install the desktop version of Teams for free.

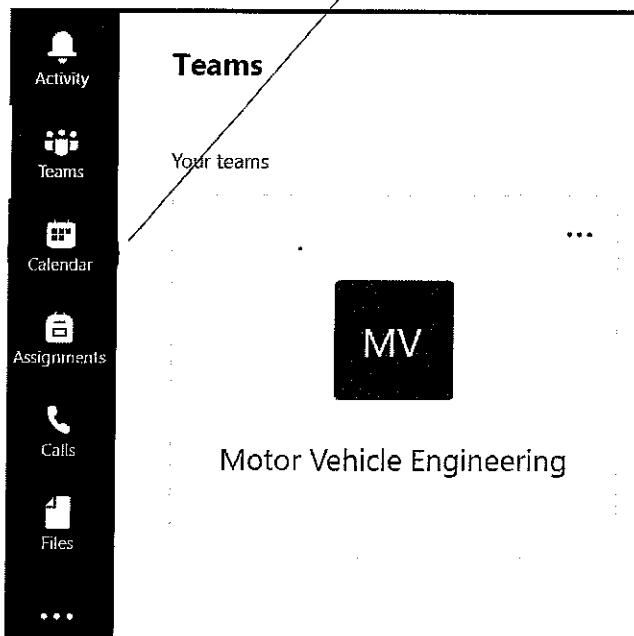
Your screen should look like this:



How to access live lessons:

The quickest and easiest way to access your live lesson is to follow the link that your teacher will have sent you. You will have received a link via your email.

The other quick way, is to click on 'calendar'



This will bring up all the live lessons that are scheduled for you, the time of the live lesson and the link you need to follow.

Expectations of students in relation to remote learning:

- always log on through your Academy account and use your Academy email when communicating with your teacher;
- do not make recordings, take screenshots/screengrabs or photographs, or store footage of teachers or other students;
- be aware that some live online sessions may be recorded by the member of staff;
- dress appropriately for online lessons;
- ensure that you have a safe and appropriate place to participate from. Blur your background if necessary;
- follow the Academy rules for conduct during online lessons as if you were in the Academy;
- do not undermine in any way the technology used to offer video lessons;
- The chat facility is for educational purposes only; any misuse of the chat facility will be dealt with through a suitable sanction. All chat conversations are automatically saved in the TEAM.
- if you have concerns about online safety, or if you feel you are being bullied, talk to someone you trust.

Useful contacts:

If you are having technical difficulties, please contact:

helpdesk@academistrust.org.uk

or

j.elliott@ncdat.org.uk

If you are having issues with your lessons, **please contact your teacher directly via their Academy email and by using your Academy email.**

If you are have any other issues, **please contact your Year Manager directly via their Academy email and by using your Academy email.**