



June 2020

Virtual Tutor Sessions

Dear Parent/Carer,

We hope that you and your family are safe and well in these challenging times.

I would like to invite your child to take part in our new weekly virtual tutor session. The purpose of these sessions will be for students to see their tutor each week (not just speak to them on the phone) and for students to be able to interact with their tutor group.

The virtual tutor session will commence during the week beginning 15th June. Students can access the sessions via their Microsoft Teams account. **To access this, student should follow the link to Teams on the Ark Alexandra homepage, log in with their school username and password, and then join the session via the entry in their calendar.** Please ensure that your child has attempted to log in prior to the session. If there are any problems with accessing this, they should email their tutor to advise.

Running lessons and tutor sessions virtually is a necessary change given school closures. Whilst it is an exciting development, we appreciate that parents will have questions about this new way of working. Below is a detailed description of how the sessions will run and the expectations around virtual sessions.

About MS Teams

This is an online communication tool being used by schools nationally during lockdown to host virtual tutorials and lessons. The session organiser has full ability to monitor and control the session, including to mute/unmute students, to delete comments, and if necessary, to remove students.

Expectations of Students in Live Tutor Sessions

Distance learning requires students and staff to adapt our normal classroom routines to the online world. Whilst there are some differences, students are still expected to meet our high expectations of behaviour and to demonstrate our values of faith, excellence and kindness.

Recording Sessions

Members of staff will record sessions in Teams so that they can be made available for students to view later, to safeguard all participants, and to review the session if necessary. Students can opt out of having their video recorded by switching off their camera. Students and staff who have their video cameras on should blur the background so that their privacy is protected.

The recording of still images, video or audio by students during the sessions is strictly forbidden, as is the distribution of any such image, video or audio.

Environment, Dress & Participation

It is expected that students will engage in the virtual sessions in a manner as similar to regular tutor sessions as is possible.

This includes:

- Being in an appropriate space e.g. not in bed
- Being in a quiet space with no background music
- Family members should not participate in the session
- Being fully present in the session and not distracted by televisions or games
- Not using mobile phones
- Participating to the best of their ability and always with kindness

Students and staff should be dressed appropriately for learning. This does not mean that students must wear their uniform, but that they must be fully dressed in suitable day time clothing.

Chat Functions

The chat function in Teams is a good way for students to contribute and add questions without interrupting the person speaking. Any comments written by students or staff are monitored and recorded. Making inappropriate, offensive, or unkind comments, including through emojis and/or images, will not be tolerated.

File Sharing Within Sessions

Any image, video, audio or file shared with others during a session must be appropriate to the audience and task.

If you do not want your child to participate in this session or have any questions, please email info@arkalexandra.org.

We are looking forward to seeing your child virtually and hearing their feedback about learning in lockdown.

Yours sincerely,



Ms V Cockram
Regional Associate Principal