

12 June 2020



**Etone College**  
[www.etonecollege.co.uk](http://www.etonecollege.co.uk)

Dear Parent/Carer

As you will be aware, from Monday 15 June we will be widening our provision to Year 12 students.

**Please ensure that you and your child have read through the following information prior to them attending college:**

**What should students wear when they attend college?**

Students must abide by the usual Sixth Form dress code. **It is recommended that clothes are washed as soon as students return from college to reduce the risk of the spread of Covid-19.**

**What should students bring with them?**

Students should bring all of their usual equipment required for the subjects being delivered on each day that they are in college. **They will not be able to leave any items at college.**

**What will happen when my child arrives?**

Students should arrive at the college gate on the main school site at their allocated arrival time. They will line up at a distance of 2 metres (clearly marked) and wait to enter the site. Once they are on the college grounds, they will enter an open marquee where their temperature will be taken by a member of staff who will be wearing a face mask. They will then be directed to wash their hands in an infra-red activated sink for at least 20 seconds. Following this they will be asked to thoroughly gel their hands using the antibacterial gel provided.

Students will then be guided to their allocated classroom. On arrival at the classroom, their teacher will allocate your child a workspace which will have all resources in place for their session. All classrooms used have been thoroughly prepared to ensure that social distancing is in place. We would like to keep the use of social spaces to a minimum so please ensure that your child has been to the toilet before arriving on site. If they should require the toilet during lessons, they should ask the teacher, who will then arrange for someone to escort them. All lessons will take place in small groups as per the Government guidance. **Social distancing is expected of students at all times. Before they enter the site, when they are on site and when they leave site. This is for their own safety and the safety of others.**

**Any students who are not fully engaged in their learning and/or are not following all expectations will be sent straight home.**



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**MATRIX**  
ACADEMY  
TRUST

Head Teacher : Mr I Smith

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We will also be offering live online lessons via Microsoft Teams as per the attached schedule. A register of attendance will be taken for all live lessons.

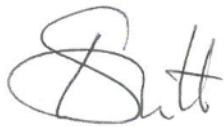
Please find enclosed 'Full Instructions' for your child to access live lessons via TEAMS. Please make sure your child reads these carefully before the days of the lessons as we will not have time to sort technical issues on the days themselves.

**All sessions will be recorded by the teacher for everyone's safety.**

Any unacceptable behaviour online will lead to a student being removed from the session followed by a phone call home and sanctions. The Headteacher's decision on these matters is final.

Many thanks once again for all of your continued support.

Yours faithfully

A handwritten signature in black ink, appearing to read 'I Smith', enclosed within a thin black rectangular border.

**Mr I Smith**  
**Headteacher**



## YEAR 12 FACE TO FACE CONTACT FROM MONDAY 15TH JUNE

<u>Week A</u>	<u>Week B</u>
Week beginning 15 <sup>th</sup> June	Week beginning 22 <sup>nd</sup> June
Week beginning 29 <sup>th</sup> June	Week beginning 6 <sup>th</sup> July
Week beginning 13 <sup>th</sup> July	

In College lessons	Microsoft Teams lessons
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Monday Week A	Monday Week B
Physics @ 1pm	Physics @ 1pm
Maths @ 1pm	Maths @ 1pm
Chemistry @ 1.45pm	Chemistry @ 1.45pm
Tuesday Week A	Tuesday Week B
Sociology @ 11am	Sociology @ 11am
Business @ 1pm	Business @ 1pm
Art @ 1pm	Media @ 1pm
Maths @ 2pm	Maths @ 2pm
Wednesday Week A	Wednesday Week B
Health & Social Care @ 9.30am	Health & Social Care @ 9.30am
Law @ 10am	Law @ 10am
Psychology @ 11am	Psychology @ 11am
IT @ 1pm	IT @ 1pm
Geography @ 1pm	Geography @ 1pm
Thursday Week A	Thursday Week B
Further Maths @ 1pm	Further Maths @ 1pm
Biology @ 1pm	Biology @ 1pm
Applied Science @ 1pm	Applied Science @ 1pm
Friday Week A	Friday Week B
Sport @ 11am	Sport @ 11am
Psychology @ 1pm	Sociology @ 1pm
History @ 1pm	History @ 2pm

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If your child is studying subjects that are being taught on the same day and at the same time, they will be directed to which session to attend upon their arrival



# Teams lessons – Guide for pupils

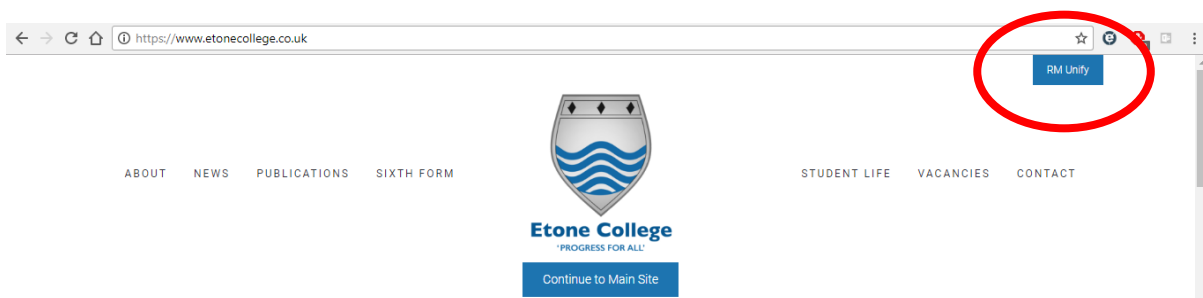


## Things to do NOW

As soon as possible, log in to Teams

**Do not leave it until the day of the lesson itself.** We will not have time to sort out technical issues on the day.

You will need to access the RM Unify page. To do this click on the RM Unify button in the top right of the school home page.

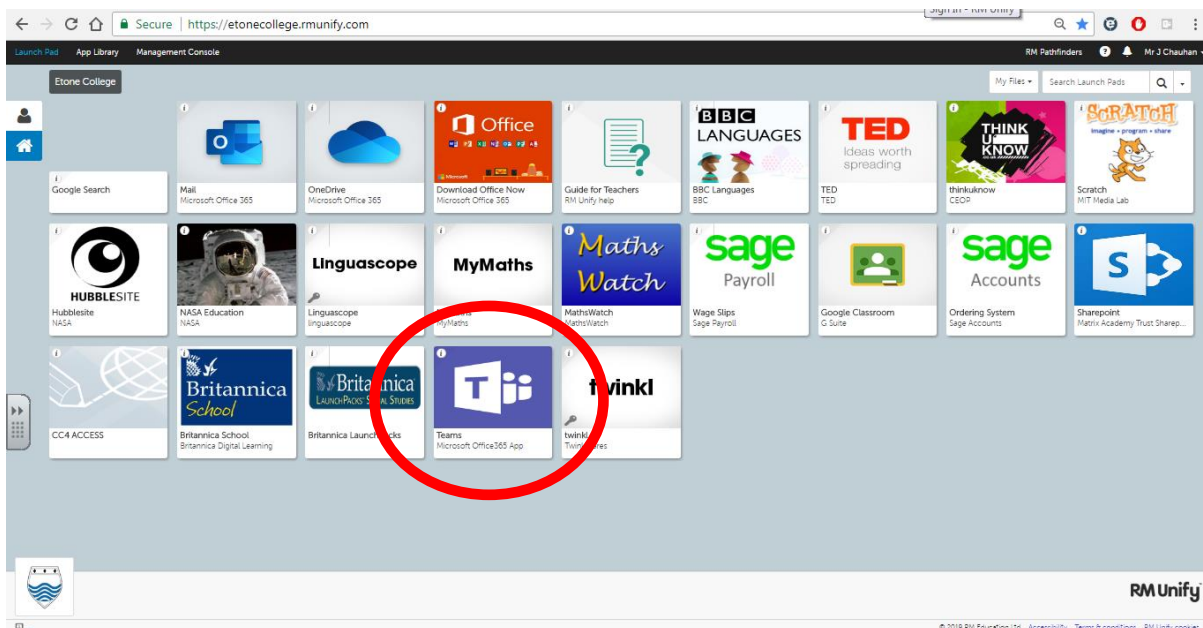


Sign in using your full school email address and password.

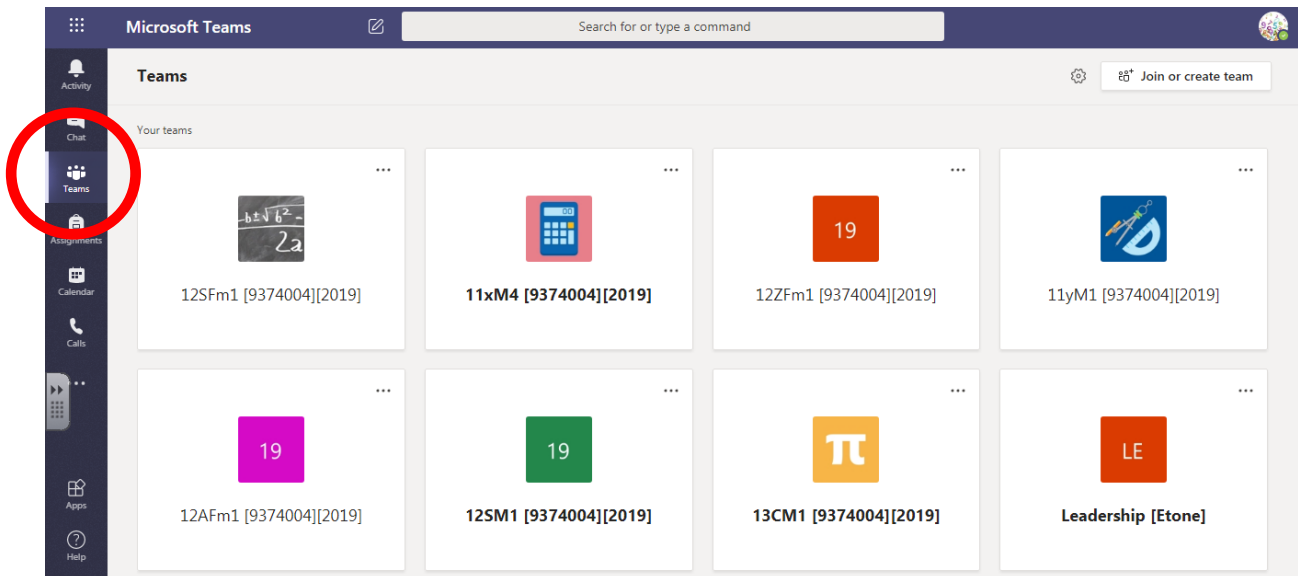
Remember to put **@etonecollege.co.uk** at the end of your username

If you have forgotten either, get someone else in your household to email

[itsupport@etonecollege.co.uk](mailto:itsupport@etonecollege.co.uk)

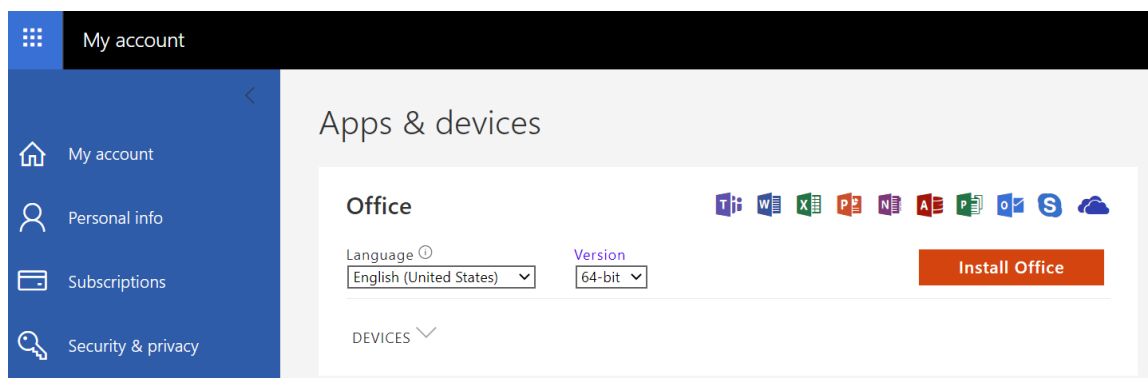
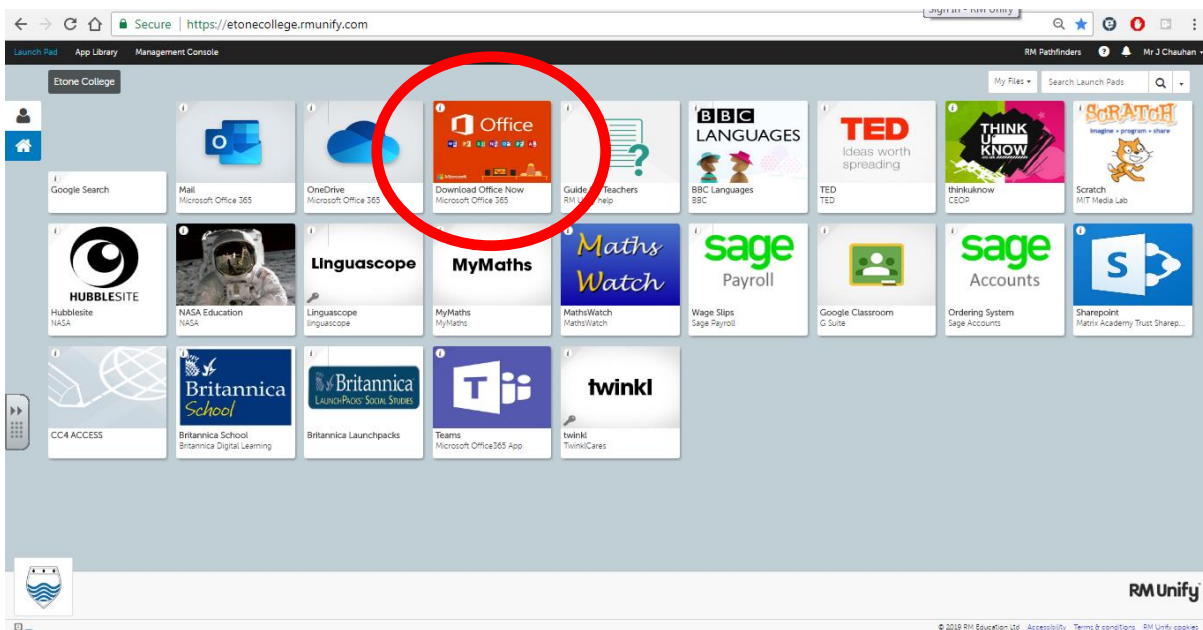


Down the left side of the screen, click on Teams to see your “Teams classes”.



In the main part of your screen, you should be able to see your Teams class tiles for each of your subjects. If not, email [itsupport@etonecollege.co.uk](mailto:itsupport@etonecollege.co.uk)

Teachers may refer to resources in All Resources or send you new resources over the Chat. It is a good idea to install Microsoft Office 365 for FREE through RM Unify first so you can access Microsoft Office software.



# Teams Invitation

You will get an email inviting you to a Teams session so it is important you check your emails regularly.

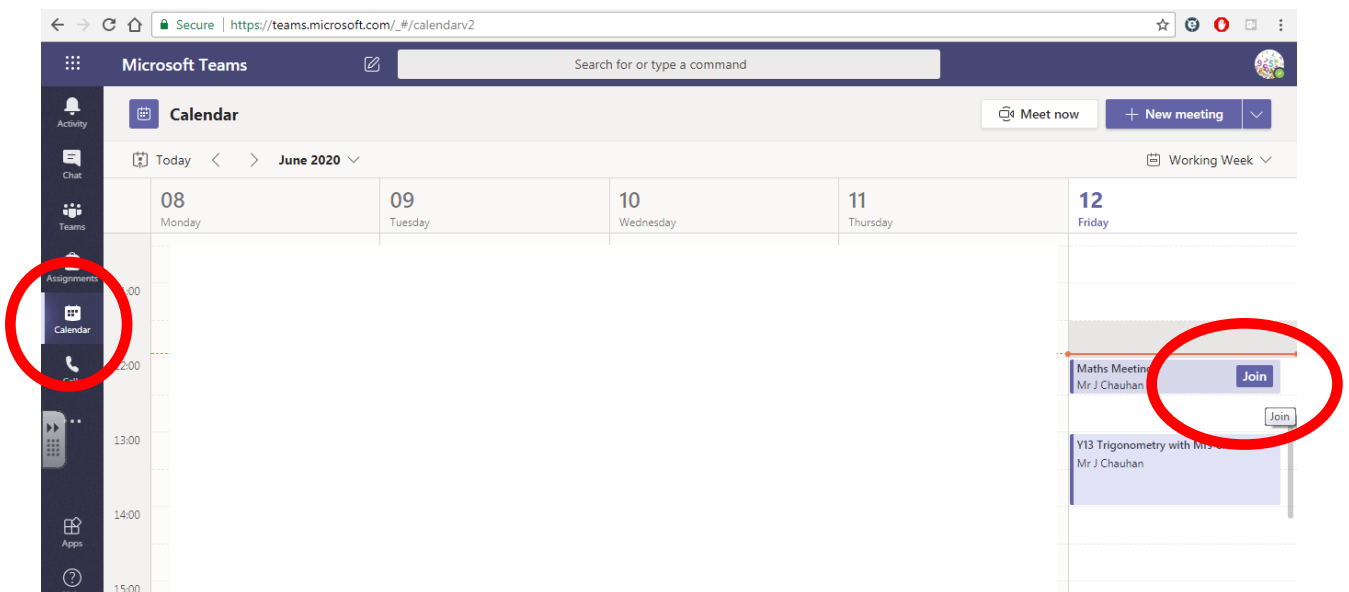
Please accept the invitation to the online Teams session at the pre-arranged time. If you cannot make the session please email your teacher with your reasons why.

## On the day of the lesson

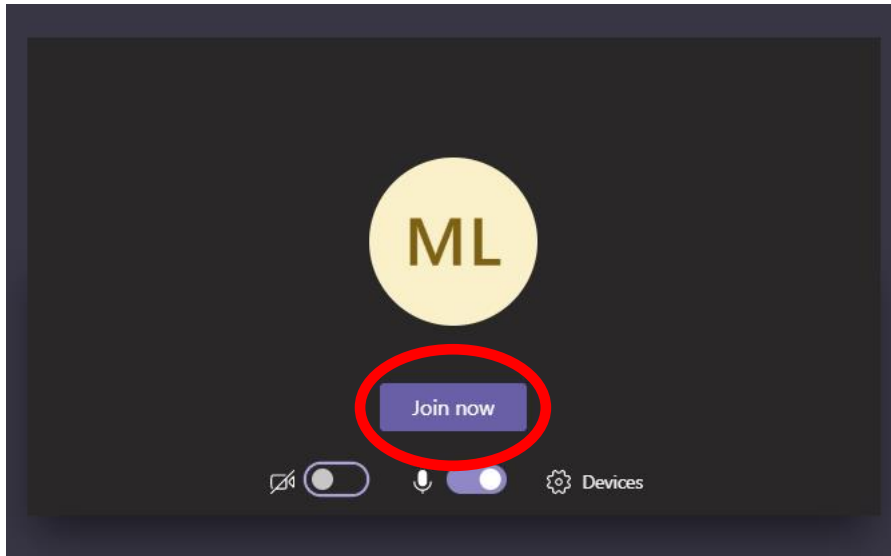
**Remember that Teams is constantly being monitored and these lessons are being recorded to make sure no one behaves inappropriately. Although the recordings will not be shared publicly and your image will not be shown, by participating in these lessons you are consenting to your typed chat comments and anything you say being recorded.**

**Anyone who behaves inappropriately will be immediately removed from the lesson and banned from future lessons.**

1. Get online and into Teams around 10 minutes before the session. If you have accepted the invitation you will get a reminder on your screen. Otherwise you can select your calendar on the left to see your scheduled session. From here you can click join.



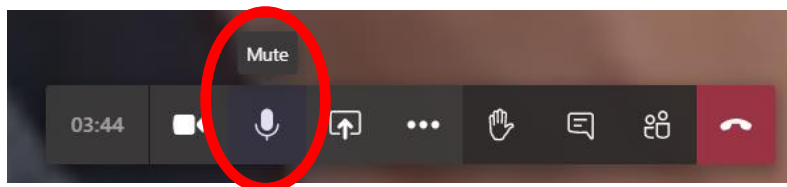
2. When you get to this screen, click Join now to enter the lesson.



3. You will **not be allowed to use your camera** and this **should remain turned off**. However you will be allowed to use your microphone – though your teacher can override this and mute you. As we would in school, we are not going to be talking over each other.

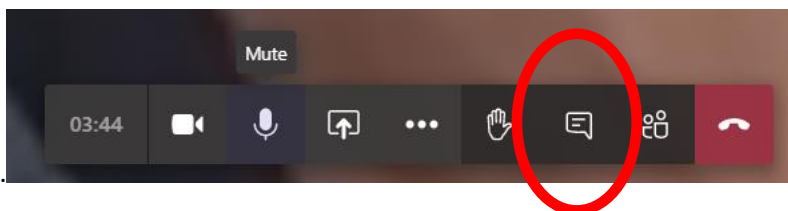
If you arrive before the lesson has started you may leave your microphone unmuted to say Hello to your teacher. If the lesson is about to commence, please mute it.

Using headphones can reduce feedback.



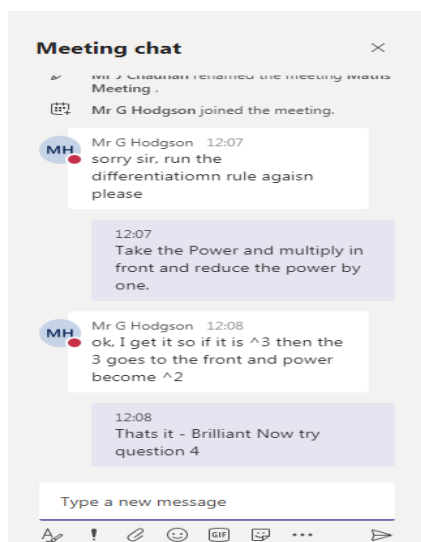
You do have the ability to mute and unmute yourself at any point but only do so when asked by your teacher. For instance, they may want you to speak aloud a question you have asked in the chat to get a discussion going.

4. If you have a question, stay muted for now and use the chat function. Access this using the button on the toolbar in the middle of the screen.

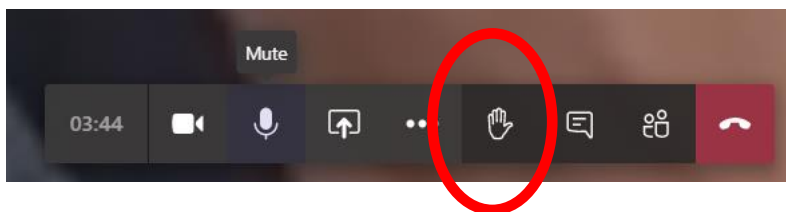


5. The chat looks like this. Type in your questions and wait until your teacher has looked through to see if they want to unmute you.

This may end up starting a discussion. Just remember to mute yourself when this discussion is over so others can be selected to unmute and contribute.



6. Alternatively if you want the teacher attention you can press the hands up button and wait to be asked.



7. When the session is finished please press the red end call button. This will exit you from the online session and end the lesson.