



THE KING'S SCHOOL

GRANTHAM

Dear Students, Parents and Carers,

I hope that you are all well. On Monday of this week the school received clear instruction from Public Health England: East Midlands region to close the school with immediate effect for Year 7. Thank you for your understanding and I am hopeful that as we go forward, we will see a more nuanced approach from Public Health England towards any future cases and the associated implications for year group bubbles.

It is important that the Year 7 students continue their excellent start to the academic year and we hope that we will be able to use the product Microsoft Teams to achieve this. Students will follow their normal timetable albeit virtually. The Physical Education department will be sending a 'work out programme' for home. Unfortunately, we have a few technical and availability issues that we are working through. There will be some lessons on line on Wednesday and we hope that the vast majority of lessons are online from Thursday.

Access to the King's School Network from home

To log onto the school Microsoft 365 site:

- Ensure you are not signed into your Hotmail account or Outlook account already (if you are, sign out). Then you need to log in with your school email address and your school password. Using any browser, such as Microsoft Edge, Google Chrome, etc. go to <https://portal.office365.com>
- Then enter your school email address - firstname.lastname@kings.lincs.sch.uk
- You will then be redirected to a page called Kings ADFS.
- Once there you will need to put in your username with grkin\ in front of it like - grkin\username.
- Then you will need to enter your password.
- If you have any issues with this, please contact Burconix on admin@kings.lincs.sch.uk

Hopefully this will ensure that students will be able to get into their email and see an invite to a Teams session. Before the session, students should check that they can get onto Teams. To do this please do the following:

- To log on to Microsoft Teams, log on to Microsoft365 as described above.
- Alternatively go onto the App Store and download Microsoft Teams.
- Click on the Teams logo.

Student usernames are: GRKIN\20.firstname.lastname

Student passwords were issued to them last week. 7More and 7Newton did not receive their passwords, these will be sent under a different email.

If you have any issues with this please contact admin@kings.lincs.sch.uk

Online Safety

ThinkUKnow has created a page to support parents and young people online. The site includes home activity packs with simple 15-minute activities to support children's understanding of online safety. There is also a parent support section for secondary age children. Further information can be found at <https://www.thinkuknow.co.uk/parents/Support-tools/home-activity-worksheets>.

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Working On Line

The invite for a lesson will be sent to your son's school email. All of the lessons that they have been invited to will appear in their Outlook Calendar. Lessons will only take place during their normal timetabled school period. We would be grateful if parents could help students find and check their calendar on Outlook daily to help students organise their time between any Teams lessons.

If you would like to see an online video by Cloud Design Box to better understand how Teams for education will look then this link should be helpful: <https://youtu.be/SemjM2fHV2Q>

Guidance for children

The usual standard of behaviour expected during lessons in school still applies to any remote learning activity. Additional rules that must be followed are:

- Teams sessions will be delivered during the normal timetabled period.
- All 'live' sessions in Microsoft Teams will be recorded by the school.
- Always use the 'blur' function or ensure that you have a blank wall as your background. If this is not possible please turn your camera off.
- You must always be appropriately dressed as though it were a non-school uniform day when participating in a 'live' session.
- Ensure you are in a public location such as the kitchen or lounge when participating in a 'live' session. No one should ever be in a bedroom.
- All microphones must be muted when the teacher is talking and only opened when the teacher provides an opportunity for discussion.
- If you are asked to share your screen you should only have applications open that you will be using in the session.
- Students must never make a recording of the session.
- The teacher will always end the session. You will be expected to leave the session immediately.

If you are uncomfortable with anything that happens in an online session please contact your Head of Year. Email addresses are available through your school Outlook account.

Guidance for parents

Any questions on supporting children with remote learning should be directed to Mrs Helen Murray, the Assistant Headteacher for Teaching and Learning, at helen.murray@kings.lincs.sch.uk Safeguarding concerns relating to remote learning should be directed to the Designated Safeguarding Lead (DSL) Justin Dixon at justin.dixon@kings.lincs.sch.uk

Further support and guidance for parents can be found at:

<https://www.thinkuknow.co.uk/>

<https://www.childnet.com/>

Thank you for all your continuing support and positivity. We are really looking forward to seeing all Year 7 students back in school on Friday 18 September.

Yours sincerely,

SIMON PICKETT
Head Master