

Haileybury Turnford

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22nd June 2020

Dear Parent/Carer/Student

Re: Sixth Form Induction Training

I hope that your family members are safe and well. As we come towards the end of the summer term, with government guidance of social distancing still in place for schools, I write to you today to invite your son/daughter to a virtual Sixth Form induction training.

This training will take place using Microsoft Teams on Wednesday 1st July 2020 at 12pm.

Your son/daughter has access to the Microsoft Teams software through their school email account, a guide to support students in gaining access to the software can be found [here](#). Please make sure that this guide is read prior to the training to avoid any issues. If however you are having problems and need support then please make contact with Mr Datta at dattaj@haileyburyturnford.com or our Network Manager, Mr Goodfellow at ITSupport@haileyburyturnford.com.

The training is likely to last no more than 1 hour with plenty of opportunity for questions throughout and at the end of the session. All members of the Sixth Form team will be present in the training, which I will lead as the Head of Year 12 in September 2020.

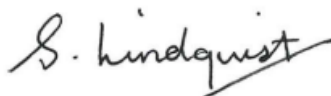
I have attached a document with instructions and expectations for student conduct during the Sixth Form induction training. Please ensure that this is read prior to the start of the training.

The training will be recorded and recordings stored in line with our data retention policy to ensure that evidence is maintained should there be any complaints following the training. During the training, students are expected to adhere to the school's usual behaviour code. This includes being professional, speaking politely and respecting other members of the school community. Their use of Microsoft Teams is governed by the school's Online Safety Policy, details of which are available on the school website.

Students should be aware that all messages they leave on the chat function can be seen by their classmates, teachers and parents. If they post anything irrelevant or inappropriate, they will be barred from the training. All students must disable their camera facility. Microphones should be muted unless they are directly asked to contribute by a member of the Sixth Form leadership team.

Thank you for your continued support and if you have any further questions please do not hesitate to contact a member of the Sixth Form Team.

Yours faithfully



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