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**THE HART
SCHOOL**
*Creative
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NLE/SPO
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Dear Parents and Carers

Virtual Pastoral Support

Whilst working remotely, the Pastoral Team has been in contact with students via email to support with remote learning and wellbeing. As we move forward, all students will be allocated a small group virtual tutor session. This will be operated on Microsoft Teams and your child will receive an invite via their school email address to access this meeting.

Microsoft Teams is a secure software package used by many schools and organisations. The session will only be conducted through a school email address. Where possible, the staff member will conduct the meeting from the school site. It is important to note that the software does record sessions for the purpose of safeguarding and data protection but will be audio only.

The session will be undertaken by either their form tutor, Student Support Officer or Head of Year. The session will last for no more than 20 minutes and will focus on offering support with wellbeing. We do recommend that you are present in the household during this meeting however this is not essential.

To access their meeting, students should visit the school website www.hartschool.org.uk, scroll to the bottom of the home page and log on via Office 365. When on the school portal page, they should click on the purple 'Teams' icon. Students with a Chromebook can go directly to the portal and will be able to see the Teams icon.

We understand that this is a new process; therefore, instructions will be sent out to students. Your child should do the following:

- *Log into Teams, not the meeting, 10 minutes before the session is due to start to ensure they can see the meeting.*
- *If there are any issues with this, they should email their form tutor for support with access or check their help sheet.*
- *When it is time to start the meeting, your child needs to go to the Calendar on the left hand side of the screen and click 'Join Meeting'.*

If your child is unable to attend their meeting, they should get in touch with their form tutor via their school email. This is the next step for the school in providing pastoral care remotely and we look forward to offering this support.

Yours sincerely

Mr N Lewis
Assistant Principal - Behaviour