



# High Tunstall College of Science

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Headteacher: Mark R Tilling

Deputy Headteachers: Peter W Hayward and Laura Ovens

Dear Parent/Carer

I am writing to clarify how you may access work set for your child on Microsoft Teams whilst they are learning from home. Due to the complexities of the evolving Covid-19 crisis, all staff now upload work on a weekly basis to enable every student to learn from home should the need arise as part of our Remote Learning Programme, additionally staff are now offering a virtual tutor group and live lessons to support students' learning from home. Please take your instructions from the screen shots below:

Go to; <https://htcs.org.uk/useful-links/> and click on "Office 365". Sign in using your child's college email address ([username@hightunstall.hartlepool.sch.uk](mailto:username@hightunstall.hartlepool.sch.uk)). The password is the password your child uses to log into the computers at college. If you have difficulties logging in please contact [helpdesk@hightunstall.hartlepool.sch.uk](mailto:helpdesk@hightunstall.hartlepool.sch.uk) to arrange for the password to be re-set.

Your child can send their work to their teachers by using "outlook". Staff email addresses can be found on the college website <https://htcs.org.uk/all-staff/>

To access Microsoft Teams, click on "Teams"

## Virtual Tutor Group

All students have been allocated a virtual tutor and will be welcomed at 8.30am every morning for a brief "wake up call" meeting with their virtual tutor to set up their learning for the day. This will be followed with a "3pm check in" again through their virtual tutor team, so we can support with the submission of any work and deal with any issues which may of arose from the college day. Please direct your child to the virtual tutor group team on Microsoft Teams and follow the announcement and instructions. Ensure your child attends their virtual tutor group slots for further information regarding live lessons.

To access Virtual Tutor Group, click on "Virtual Tutor Group" Team. When in the team, on the left-hand side click the channel (it will be titled 8V1 or 10V2 etc.)

Elwick Road, West Park, Hartlepool, TS26 0LQ  
 Tel: (01429) 261446, Fax: (01429) 222856  
 Email: [htadmin@hightunstall.hartlepool.sch.uk](mailto:htadmin@hightunstall.hartlepool.sch.uk)  
 www.htcs.org.uk @hightunstall @hightunstall

Proud to be a  
**Schools North East**  
 Partner School

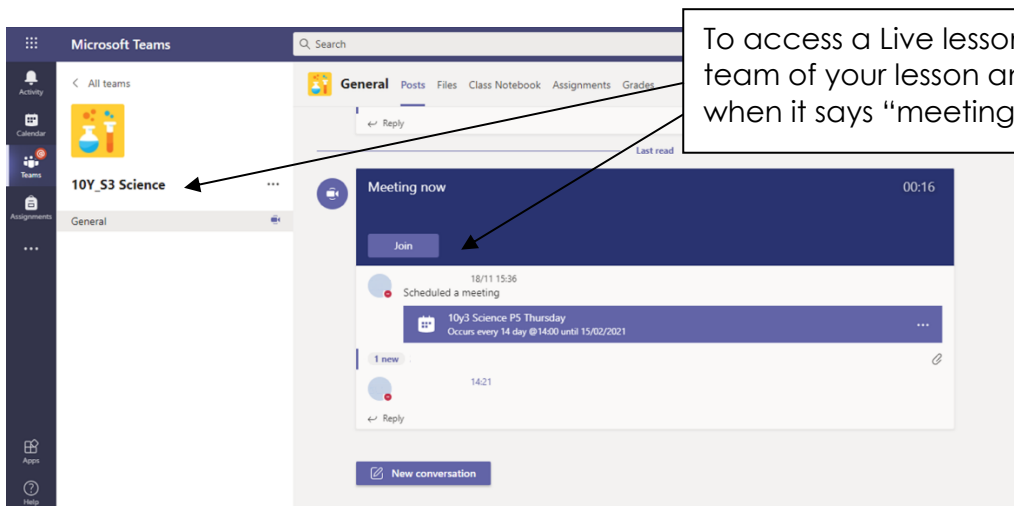


## Live Lessons

During live lessons and virtual tutor sessions, students are expected to turn off webcams and mute microphones. Teachers may ask students to unmute their microphone at appropriate agreed times during the lesson.

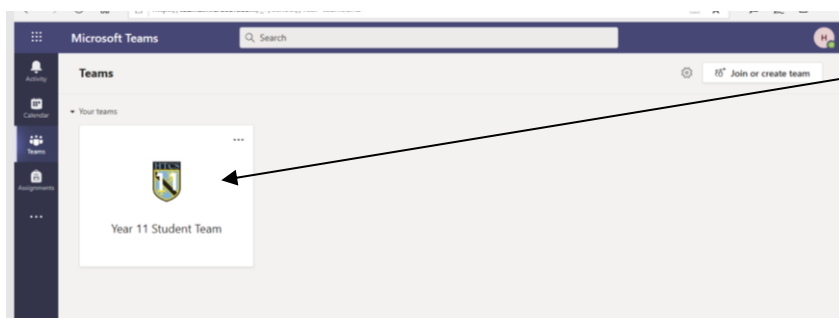
- Students are to use the raised hand or chat functions in Teams to show when they need attention or wish to engage in the lessons
- Parents and carers will not be allowed to participate in lessons in any capacity
- The recording of remote sessions is prohibited in any circumstance. This is not allowed at all!
- Students should attend Live Lessons as much as possible
- If students behave inappropriately they will be excluded from remote learning and will be expected to continue to access resources via Teams.

Students should follow their timetable throughout the day and check their class group to see if their teacher has invited them to join a live lesson. Students should continue this throughout their isolation period.

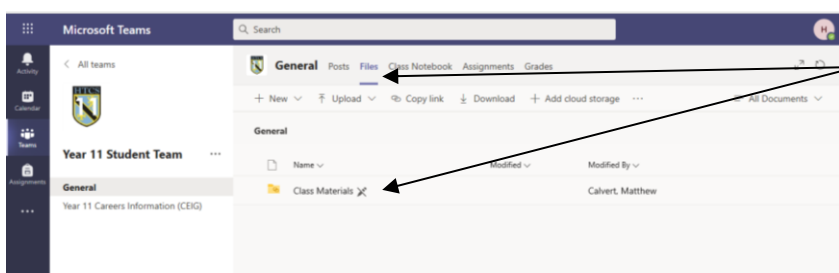


To access a Live lesson, go to the class team of your lesson and select "join" when it says "meeting now".

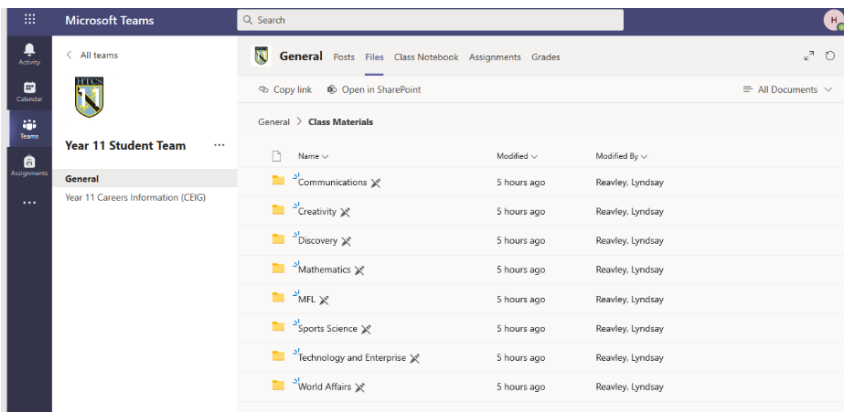
## Learning Resources on Microsoft Teams



Select the relevant Year Student Team button, the screen shot shows the Year 11 Student Team as an example



Click on 'Files' at the top of the page and then 'Class Materials'



Each faculty folder will contain work for your child under their class code. This will be uploaded on a weekly basis.

Once your child has completed the tasks set on Teams please encourage them to email their work to their class teacher (using Outlook as detailed above), staff email addresses can be found on the college website; <https://htcs.org.uk/all-staff/> or by searching in the directory in Outlook. If two teachers deliver the same subject and your child is unsure which staff member will assess their work and provide them with feedback, we advise that they email both class teachers.

I am sure you appreciate the challenge trying to blend the education of those in college and those working remotely from home and ensuring safety and educational equity for all our students. Your ongoing support and patience is as always appreciated as we continue to develop our remote learning provision and we will continue to keep you and your child updated of any improvements.

If you have any further questions please do not hesitate to contact me.

Yours faithfully

*L. Reavley*

Mrs L. Reavley  
Assistant Head Teacher Curriculum and Timetabling