



Newfield School  
Lees Hall Road  
Sheffield  
S8 9JP

0114 255 7331 📞  
enquiries@newfield.sheffield.sch.uk ✉️  
www.newfield.sheffield.sch.uk 🌐

**Headteacher:** Mrs Emma Anderson  
**Chair of Governors:** Mr Steve Chew

Our ref: SD/RCY

8 January 2021

Dear Parents/Carers

It is pertinent to write to you at this time as we settle into this new way of working. At Newfield School we take great pride in our sense of 'Community' and now more than ever we will work together. I hope you are all well during the first week of lockdown and are looking after each other and your family. Below are key updates around online learning.

### **Online Safety**

Following an incident yesterday that was brought to our attention and making the decision to pause our use of Microsoft Teams we have run a full investigation to find out what had happened. An advert that appeared in the middle of a YouTube video contained a link to an inappropriate website. This could be any video on YouTube, educational or otherwise. Following the investigation, it is clear the issue is with YouTube adverts and not Microsoft Teams.

We can protect against external online threats by following key protocols when we are online we can keep safe from these malicious sites. These are things that we should be doing anyway with our day to day use of the internet. The following advice will be shared with pupils.

- Only log on using your school email address
- Do not put your camera on at any point
- Do not talk in the chat feature to anyone who is not in your class
- If a link appears you don't recognise do not click on it
- If you see anything inappropriate please report it to school immediately
- If you are worried or unsure about anything online please let teachers know or email your Head of Year

...\Continued

- If you have an immediate concern about a safeguarding issue please ring school and press option 4
- Talk to your parents about any worries you have

Over the next few days at the start of online lessons we will be re-iterating these key messages to pupils to help protect ourselves when we are on the Internet. We appreciate your on-going support in reinforcing these messages. Our children are always our number one priority. We will be returning to Teams from Monday which allows live lessons and interactions with Newfield School staff.

### **Student Conduct on Teams**

Teams is a fantastic resource which supports our students learning at this difficult time. The messaging function in Teams is only to be used for learning interactions directly linked to the subject. We will of course apply sanctions if necessary and staff instructions should be followed at all times but please take the opportunity to thank our students for their exceptional conduct this week.

### **Timings of the School Day**

Just a reminder that the school day runs from 8.55am to 2.45pm. Pupils should look at their timetable for the day on Show My Homework before 8.55am to see what work they have for the day and they should follow their timetable completing all the lessons set that day. If they are expected to be on Microsoft Teams it will say so in the Show My Homework instructions. Please refer to the previous correspondence around accessing Microsoft Teams. When planning your day please follow the following times as these are when teachers will either be delivering live lessons or are available for live support.

<b>Period 1</b>	<b>08.55 – 09.55</b>
<b>Period 2</b>	<b>09.55 – 10.55</b>
<b>Break</b>	<b>10.55 – 11.10</b>
<b>Period 3</b>	<b>11.10 – 12.10</b>
<b>Lunch</b>	<b>12.10 – 12.45</b>
<b>Period 4</b>	<b>12.45 – 13.45</b>
<b>Period 5</b>	<b>13.45 – 14.45</b>

...\Continued

Make sure your children are ready to log back into Show My Homework on Monday morning and continue with their learning.

Thank you for your continued support. It is a difficult time for all but we are at our best when we work as a community.

Yours Faithfully

A handwritten signature in black ink, appearing to read 'Simon Dawson', with a stylized flourish at the end.

Simon Dawson  
Deputy Headteacher