

Dear Parents/Carers

I am writing to let you know that we are looking to extend and improve remote learning opportunities with the introduction of live lessons for our Key Stage 2 children.

This will enable children who are isolating at home to access more of the direct teaching similar to the children in school and obviously help reduce the gaps in learning that children experience through not attending school. Our plans are to develop this over the next few months. In school the children have already been introduced to this technology during Collective Worship and assemblies when all classes can come together virtually and this has been a great success. We have spoken to the children about our plans and they are excited to incorporate this into their learning.

We plan to set up the remote learning through the addition of using Microsoft Teams. All children will receive instructions and training in school and should they be isolating at home they will then be able to access some of their lessons at home. This may involve being able to see their class teacher and the interactive board being used to teach the lesson or having assignments and power points shared via teams. Children at home will be able to ask the teacher a question through a message facility.

To receive remote teaching, children will need access to the internet and a device such as a laptop, tablet or a mobile phone. **I must stress that we have no expectation of children sitting on devices all day long. The lessons provided will be short with follow up work planned.** There will be no more than 3 direct teaching sessions a day. We are able to support some children who do not have access to either of these devices – if this is the case please let us know so that we can update our current list of children regarding what is available for them to use at home and loan out a device if required.

Please find attached further guidelines for your information. Please can we ask that you sign the consent slip attached and return this to us as soon as possible. This will ensure that your child is provided with their unique username and password.

The chat function on teams is to monitor children's progress. If you, as a parent or guardian, need to speak to your child's class teacher, please continue to do this via email.

I am sure you will agree that this is a really positive step forward to ensure all our children do not miss out on class lessons when they are unable to attend school.

Many thanks



Headteacher

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### Microsoft Teams – Parental Consent

I consent to my child's use of Microsoft Teams for remote learning in accordance with the attached information provided.

Signed \_\_\_\_\_ Print Name \_\_\_\_\_

Child's name \_\_\_\_\_ Class \_\_\_\_\_ Date \_\_\_\_\_

**Online Home Learning Acceptable Use Policy**

## Rules for children:

- I will only use technology for school purposes as directed by my teacher.
- I will not reveal my passwords to anyone.
- I will be responsible for my behaviour and actions when using technology (Microsoft Teams); this includes the resources I access and the language I use.
- I will make sure that all my communication with pupils, teachers or others using technology is responsible and sensible.
- I will not deliberately browse, download, upload or forward material that could be considered offensive or illegal. If I accidentally come across any such material I will report it immediately to my teacher or my parent/carer.
- I (or anyone else) will not record or take photos of my classmates or teachers during an online session.
- I understand that when using Microsoft Teams and other applications provided by the school that my use can be monitored and logged and can be made available to my teachers.
- I will only use the chat function to ONLY speak to my teacher between 9am and 3pm.
- I understand that these rules are designed to help keep me safe and that if they are not followed, school sanctions will be applied and my parent may be contacted.

When using Microsoft Teams, remember that this is an extension of the classroom and you should conduct yourself as you would in a classroom. This includes:

- Video conference from an environment that is quiet, safe and free from distractions
- Be on time for your interactive session
- Be dressed appropriately for learning (e.g. no pyjamas)
- Remain attentive during sessions
- Interact patiently and respectfully with your teachers and fellow pupils
- Provide feedback to teachers about your experiences and any relevant suggestions
- You MUST NOT record each other's online interactions or the video lessons
- You MUST NOT share recorded lessons publicly
- Make sure you end the session as soon as the teacher tells you to do so

## Videoconference Lessons

During video calls with your teachers it is really important that you stick to these rules:

1. You are in either your dining room, living room or kitchen and not your bedroom.
2. You must be dressed and ready – not in pyjamas.
3. Please remember that the video conference is part of school. You must be respectful to staff and other pupils. School rules still apply!

If you have any questions your teacher can be contacted by e-mail.

## Tips for Parents / Carers

- The chat function on teams is to monitor children's progress. If you need to speak to your child's class teacher, please continue to do this via email.
- In the event of school closure, follow the timetable that has been sent home and ensure that your child is ready for all of their lessons.
- Ensure that your child's device is in a public space in the home.
- Monitor your child's communication and online activity.
- If you are concerned about anything that your child has accessed online contact Mrs Strachan.
- Encourage your child to conduct themselves in an appropriate manner. Misuse of the online learning offered by school will result in your child being removed from the sessions.