



Bromesberrow St Mary's C of E Primary School
Reaching for the Stars with Aspiration and Hope

Wednesday 15th April 2020

Dear Parents and Children,

In order to better connect with the children, we have set up Microsoft Teams to offer initially a once a week 'check in and chat' session to share what the children have been doing and learning at home. This will compliment what we are offering in through eschools: 2 daily activities (English, Maths, Geography, History, RE, Art, DT, Science, MFL, Music focused). These have been planned to be seen as a morning/or afternoon of work that the children would have been focusing on in school (taking account of breaks). Teachers have tried hard to make these as accessible to all children as possible. We would then recommend that our families are having their daily walk/form of exercise and taking part in some creative activities, lots of reading, playing games, puzzles and garden time. Teachers are also sharing other ideas and resources to support at home, which have been devised and offered by different companies throughout this crisis. These will be shared on Eschools and on our Facebook Page also. As we have stated previously, these activities are not compulsory and we understand that our families are all going through different experiences, however they will help keep your child busy and learning, aiding for a smoother transition back into school, when the time comes.

We have thought very carefully about the use of video conferencing and have added an appendix to our e-policy, taking account of this. We have also put together an 'Acceptable User/Code of Conduct' for parents and children to read and agree to. These are our 'terms and conditions' of using Teams, put in place to protect children and staff. Finally a simple set of instructions have been put together to support parents to download and access Teams. The aforementioned are attached to this letter. We ask that you read carefully, explaining the 'rules' to your child/ren and download Microsoft Teams ready. You will receive an email from your child's teacher on Monday 20th April, inviting you to a scheduled Teams session for that week, along with your child's email and password. Each class day/time will vary. It is not compulsory that you join in, but it would be lovely to see you!

On entry to the meeting at the scheduled time you will be asked by the teacher that you agree to the terms and conditions and are happy for your child to participate.

Any problems with set up or concerns/questions, please email your child's teacher.

We look forward to meeting with you and connecting to some familiar faces next week!

Kind Regards,

Laura Hankins and Sue Thornley



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Appendix to E Safety Policy

Video conferencing –in response to Covid 19 outbreak

The purpose of using video conferencing is to connect to our children and families using a face to face medium, so that we all feel that sense of belonging and are valued as a group. Our sessions will be focused on 'keeping in touch', so that friends can meet virtually and that they can maintain good relationships with their teachers. As a school we have decided to use Microsoft Teams. This is a very secure package, already used by many schools and recommended by our IT service.

- ***Permission is sought from parents and carers if their children are involved in video conferences. During the Covid 19 outbreak, this will be by initial engagement (face to face confirmation and agreement to their child's participation after having read these terms and conditions with teacher). Teacher will then confirm this agreement on a register.***
- The school keeps a record of video conferences, including date, time and participants.
- Video conferencing ONLY to occur at scheduled time. Staff will not respond to requests outside of these scheduled group times. Children should not be using this school email and password to connect with others outside of the teacher led scheduled group chat.
- Only group conferences-no one to one conferences to be held.
- Staff will end the call if they feel any of the content is inappropriate (this includes text chat as well as verbal).
- Parents should supervise their children at all times during video conferencing and if they feel their child is unhappy then have responsibility to remove them from the call.
- No part of any video conference is to be recorded.
- Only DBS checked staff will take part in video conferencing
- Usual Safeguarding standards will be maintained. *If staff felt that any child was 'at risk' or a disclosure was made then they would escalate this in the usual manner, using our Child Protection procedures.*
- Staff to conduct conferencing from a 'neutral' space within their own homes and to not have family members within that space.
- Children are not required to attend, it is an open invitation.



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Parent/Child Teams Agreement

I agree to my supervising my child whilst using Teams. No child should be left alone while video conferencing, as unlike in school a teacher cannot provide the physical and emotional support young children need.

I acknowledge that high standards of behaviour and respect are an expectation, as in a normal school day. From the off, teachers will establish a clear culture of respect, where children are shown how to take turns using an online environment. We ask that parents support their child in this, reminding them that they need to wait their turn and show good listening. We anticipate that all children will behave well, but have put in place a clear behaviour approach below just in case.

Teachers will deal with inappropriate behaviour using this tiered approach:

- 1) Gentle reminder given to child/ren to listen and show respect as agreed.
- 2) If a child doesn't listen or continues with the inappropriate behaviour, then teacher will mute the call. Children who are making good behaviour choices will then be invited to 'unmute themselves' and join back in via text chat feature. The original child, who was making a poor behaviour choice will be invited back in after a minute or so, on the proviso that they are able to listen and participate appropriately.
- 3) If a child is still making the wrong behaviour choices and this is impacting upon the experience of the call for the rest of the class, then they will not be invited for the next session. The child's teacher will then liaise with the child's parent via email, to ensure that if the child is to participate again then good behaviour standards must be maintained.
- 4) If a behaviour incident occurs that is significant e.g. inappropriate language or bullying behaviour then the call may be immediately terminated for all (unfortunately this is the only way on Teams). The headteacher would then contact a child's parents via email and it may well be that the child is excluded from the calls in future.

I agree that no screenshots or photographs will be taken of other children. No sharing of photos of other people's children on social media (as per school policy)

I agree that to the best of my ability I will keep the background neutral and appropriate for all children, being mindful of who is in the call, what they are saying and what they are doing.

I will not use Teams outside of school using the school email address and password provided. These are for school group session use only.

I will sign my child into each session by verbally confirming that they can attend. Teachers will register your child and your permission for their attendance and agreement to the above terms and condition at the beginning of each session. By logging them in, you are agreeing to the above.



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Instructions on using Microsoft Teams

- 1) Download Microsoft Teams app from the app store or Google play.
- 2) Sign in with your child's email and password
- 3) Click on the Teams button (at the bottom on a phone app, at the left side of lap top)
- 4) Click on the purple join now button.

These are basic instructions to enable you to access the app and our conversations. If you want to learn more about Teams and its uses then there are many free online tutorial videos you could access.