Remote learning guidance for parents/carers and pupils – Microsoft Teams

Updated February 2021

All children will have the opportunity to learn remotely using Teams. As 'live' contact is now embedded into our daily practice, it is essential to outline our expectations of behaviour and conduct so that these sessions work well for pupils, parents and staff. Following the guidance and expectations below is imperative, and failure to do so may result in your child not being invited to any further live contact sessions. Therefore, please read the guidance and expectations carefully as parents/carers and with your children, ensuring they are clear on what is expected.

School staff will:

- Provide live interactions with pupils.
- Organise live interactions in advance by sharing timetables for the week and/or day. Any other additional meetings will be arranged for specific time through the Sharebook Channel.
- Record the live session so that they can be used for catch up or reminders about the learning - this will be stated at the start of the session. NB 1:1s/small group sessions will not be recorded if all children are present.
- Endeavour to have a plain background, if working from home.
- Lead planned 1:1 sessions whilst based in school where the usual protocols will be in place.
- Ensure recordings will be held securely using Teams and Streams only accessible to Trust and school staff and will be deleted after a short and reasonable period of time.
- Only deliver live content using Microsoft Teams.
- Communicate through Teams from school email addresses to school email addresses only.
- Use their own discretion on screen sharing/turning on their camera.
- Terminate a session or remove a student should there be any unwanted behaviour or conduct and will report this to the school and parents as necessary.
- Indicate how they would like pupils to interact, eg: turn cameras on/off and will follow these instructions.
- Only make contact with learners within the usual school hours of 8.30am and 3.30pm.
- Ensure only relevant members of school staff have access to pupil profiles.

Pupils will:

- Be in a communal area within the house and supervised (an adult in close proximity).
- Be appropriately dressed (no pyjamas).
- Be mindful of their background and keep it as plain as possible. Please note that the use of blurred or bespoke backgrounds reduce the children's ability to interact in a session by holding up a white board or piece of work as they 'disappear'.
- Behave in line with our current school behaviour policy and expectations.
- Understand that the usual consequences within the school behaviour policy will be applied in cases where behaviour is unacceptable.
- Not call school staff via Teams without a pre-arranged appointment
- Not add comments in the comment boxes/Chat/shared white board unless asked to by the member of school staff.
- Only use Teams to connect and communicate with school staff and not their peers, unless prompted to do so.

- Not record, video, take a screenshot and/or play with any other features during live Teams interactions.
- Not share any content that may have been sent to them by another pupil. All such incidents should be reported to school.
- Share any concerns they have with trusted adults at home.

Parents/carers will:

- Read the guidance and expectations - ensuring these are adhered to.
- Be expected to make casual observations in any 1:1 session or to be present if requested.
- Make best endeavours to ensure suitable precautions are in place so that they can monitor anything which appears within the field of vision of the camera (a plain background such as a wall is preferred).
- Wear suitable clothing if the chances are that they will be passing within screenshot whilst moving around their household.
- Ensure their child is located in a communal area of the house. Where parents feel that they are best located in a room on their own, the door should remain open.
- Not record any footage from Teams
- Raise any concerns they have about any element of a session with the school as soon as possible.
- Raise any concerns/objections regarding the guidance listed above by using the Sharebook Channel or by contacting the school office.