



Federation of Wallisdean Infant School (*including Wallisdean Pre-School*)
and Wallisdean Junior School

Wallisdean Federation Online Home Learning and Safeguarding Guidelines for Parents and Carers (Teams Platform)

Information for Parents/Carers

- Teams is a safe and secure system that enables teachers to upload work for the children to complete and parents and carers to send assignments back to school.
- Teachers will upload short videos to help support children's learning.
- Teachers will use the platform to notify parents of any live sessions. These will be an opportunity for the children to see their teacher, and each other, for short class 'meetings'.

In order to ensure that everyone is kept safe when using Teams, we have put some guidelines in place and by using this platform, you and your child are agreeing to follow them.

- Any live sessions will be pre-planned and scheduled during the school day.
- If your child takes part in a live conversation, they can be seen by the teacher and other pupils (and members of their household).
- **Parents/Carers and pupils must not make any audio or video recordings, or take screenshots on the platform.**
- For live sessions, parents/carers will need to ensure that the device being used has a working camera and microphone.

Before a live meeting

- Parents/Carers should make sure their child is aware of and understands the 'Guidelines for Pupils'.
- Parents/Carers should make sure their child and other members of the household are aware the live meeting is happening.
- Devices used should be in appropriate areas, for example, not in bedrooms. The space should not reveal any personal information or contain inappropriate or offensive content.
- Staff, children and other members of the household must wear suitable clothing (this means clothing that would be appropriate for a day at school).

During a live meeting

- Parent/Carers should remain in earshot of the live meeting at all times.
- Pupils will automatically be muted and will need to unmute themselves only when asked to by the teacher.
- Pupils are expected to behave appropriately and to the same standard as when having lessons in school.
- Pupils can use the 'hands up' function if they wish to speak. The teacher can then make sure that only one person speaks at a time.
- Language must be appropriate, including any household members in the background.

- The teacher will stop the meeting if anything arises that causes concern and will contact the school's Designated Safeguarding Lead and parents/carers about the issue.
- Parents/Carers can end the session at any time if anything arises that causes concern and should then contact the school by email or telephone.
- At the end, the teacher will close the meeting, which will automatically end the session for everyone.

Guidelines for Pupils – Teams Learning Platform

Remember, you have signed our E-Learning and Acceptable User Policy and Agreement already. This helps you to stay safe when working on devices and using the internet.

If you join in with a live meeting with your teacher, you will need to follow these rules.

- I want to stay safe online and I know that anything I do on the computer, phone, tablet or internet may be seen by someone else.
- I know that my teachers can hear and see everything that I say during a live meeting.
- I know that expectations for my behaviour in a live meeting are the same as the expectations in school.
- I need to wear clothes that would be appropriate at school.
- I must always use polite and positive language in things that I say or comments that I post.
- I will use the 'raise hand' feature if I want to say something and only unmute my microphone when the teacher asks me to.
- I will tell my parent/carer or teacher if something makes me feel uncomfortable or worried.

I know that if I join a live meeting and do not follow the rules, the teacher will remove me and speak to my parents/carers about what has happened. I may not be able to join in with future live sessions.

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