

04 January 2021

To Parents & Carers

Pupils will be sent calendar invitations to join with teachers for online lessons – please see below guidance for taking part:-

**Heronsgate Online Pupil Meetings Guidance**

In order for teachers to communicate more effectively with pupils remotely, we have arranged for 'Microsoft Teams' to be used rather than Zoom. We subscribe to Microsoft Office (which includes 'Teams') and are confident the safeguarding in 'Microsoft Teams' is more appropriate for use in our school.



**When accessing 'Teams' we would ask that you follow the guidance below:**

- An appropriate adult must remain in the same room as the child during video or conference calls to monitor and ensure they are safe and using it appropriately.
- When joining any school 'Teams' meeting you will need to briefly be onscreen with your child so we know that they have an appropriate adult nearby. This will also give us a chance to talk with you if we need to.
- Children must take part in the meeting in a suitable communal environment (not a bedroom) and be appropriately dressed (uniform isn't necessary, but they should be fully dressed in clothing that covers the top and bottom half of the body).
- All members of the household must be aware that the meeting is taking place and make sure they are also suitably dressed and use appropriate language and behaviour when nearby or in the background. 'Teams' has a built-in option to use a virtual background - you may feel this is an appropriate feature to turn on.
- You must make sure you and your child have 'logged off' the call correctly once it is finished - before turning off any devices.
- You and your child must not try to contact any staff using these online tools outside of the pre-arranged meetings which will be arranged through Parentmail and Showbie. If you do need to contact staff for any reason please do so through the school e-mail as normal – [heronsgate@mket.org.uk](mailto:heronsgate@mket.org.uk)
- Screenshots, photos or recordings of 'Teams' meetings must not be made and the links must not be shared with others.

### **We will ensure that:**

- No staff member will contact you or your child using Teams except for a pre-arranged meeting. If they do need to contact you they will arrange to do so with you using Parentmail or by telephone.
- Teachers will ensure appropriate security settings are in place for the meeting. They will ensure that access is only granted to the expected registered users invited with their log in and password. Screen sharing, file-sharing, annotation and chat will be restricted.
- Teachers will stay in the meeting until everyone has 'logged off'.
- Teachers and any other adults on the call (or in the background) will use appropriate language / behaviour throughout the call.

### **Accessing Teams for Remote Learning**

- 1) Go to [www.office.com](http://www.office.com)
  - 2) Click or tap 'Sign in'
  - 3) Enter the email address, for example - 19JSmith@mket.org.uk
  - 4) On the next page, enter the password
  - 5) Click or tap the purple Teams icon on left hand side of the page  
  - 6) Depending on how your child's teacher is managing their remote / isolating students:
    - 7) Wait for a call from your child's teacher
- OR;
- Click or tap 'Calendar', open the appropriate meeting invite and select 'Click here to join the meeting'

You have been sent your child's log in and password by parentmail.

Thank you for your continued support.

Jane Edwards

Headteacher