

Friday 15th January 2021

Dear Parents / Carers

Online video calls

We will soon be starting our online video calls for children. Following feedback from the questionnaire, it is clear that this will be one of the most beneficial elements to the children both in terms of their ongoing learning and also their ability to connect with their friends.

The number of children involved in the calls will range in size: some will be one to one with the teacher/teaching partner and the child; some will be small groups; some will be with the whole class.

Keeping children safe

In setting up these calls, our immediate priority was to ensure the safety of all children and staff. We have therefore reviewed information from a range of settings and taken advice from the Local Authority's safeguarding team. All of this is captured in our Microsoft Teams Protocol for teachers and the risk assessment – both of which can be found on our website under the Remote Learning tab.

How will the calls be managed?

Staff from the school will make contact with you (either via Dojo, email or phone call) to arrange a suitable time for the session. We thank you for your flexibility and understanding that we will need to be quite prescriptive about the timings available.

Your child will be sent an Office 365 user account and password. This must be kept safe and is for your child's use only.

What do we need to do to keep everyone safe and happy during these calls?

To ensure all children and adults are safe, there are some simple rules to follow:

- 1) The adult must be able to provide support to the child if needed (but, to reduce pressure on parents, we do not need you to stay with your child for the whole session. Just make sure young children are settled in to the call).
- 2) Children will agree to a list of rules at the start of each session. This will be delivered in the form of a script (which can be found on the school website). Any children who break the rules will be dropped from the call and the teacher will follow up with the parents/carer afterwards.
- 3) Children must wear suitable clothing. Not nightwear for example.
- 4) Adults must be aware that in a group call situation, other children (and parents) will hear the input and discussions taking place. Adults must therefore make sure they are happy with their child's learning and interaction being shared in this way.

- 5) Adults must make sure that the child is able to take the call in a quiet environment – no phone calls, TV or discussions should be heard by the children on the call – adults must be particularly aware that all group members will be able to hear anything that is said.
- 6) We will use Office Teams to make calls. For staff and children’s safeguarding purposes, these will be recorded and kept securely by the school for 12 months after which they will be destroyed. These will be viewed only by the SLT for quality assurance/safeguarding purposes. No other recording of the sessions, for example by children or parents, is permitted in whole or part - for example screen shots cannot be taken.

Where is the best place for my child to take the call?

- 1) Parents and carers should try to ensure their child has a suitable place to work: a quiet and uninterrupted place is best (we realise this may be hard) and a shared area such as a living room, front room or kitchen. Children must not take the call from personal spaces such as bedrooms.
- 2) Parents and carers should be sensitive to anything that may be visible to the group: photos, pictures, documents, books etc may be on display and parents should be satisfied that any visible material is suitable.
- 3) Parents and carers should also be aware of anything that may disclose their location / address to others in the group if this is a concern to them.

By accepting an Office Teams call, you are agreeing to these terms.

What do you need to do now?

- Set up your account by following in instructions sent.
- Agree to the times for your child to have online calls and keep a note of the times.
- Prepare a space in the house for these calls to take place.

If you have any questions, please let us know.

Yours faithfully



Lee Pajak

Headteacher



Kindness Perseverance Success