

# Hawthorn Community Primary School

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8<sup>th</sup> January, 2021

Dear Parents/Carers,

## Home learning

As we move our learning from in school to remote learning, teachers will be using Microsoft Teams to deliver live sessions during the day. Each morning there will be a 'welcome to the day' session where children will get the chance to see their teachers and the other children in their class. A register will be taken and there will be a chance to speak about the day's learning.

At the end of the day there will be 'good afternoon' session where children will get a chance to see their teacher and class again and have the chance to talk about the day and listen to a story.

These sessions have been timetabled so children who are in the same family but in different phases will be able to access their own class session. If you have more than one child in a phase, that are in different classes, and you only have one device then we would suggest that the children take it in turns to log into their classes sessions and show their face so we can mark them in the registers.

In order to access these sessions we would ask that all children and parents agree to follow the principles set out below.

### **Agreement for Students when using Microsoft Teams:**

1. I will try to access on-line learning in a place where there is a neutral background or blur out the background when communicating by video;
2. I will make sure my parents or carers know that I am starting the video chat and that they are nearby;
3. I will make sure that I am dressed appropriately before the chat;
4. I will not share my log in details with anyone except my parents or carers;
5. I will not share personal information – treat the chat like an open classroom.
6. I will make sure that I stay in the place agreed by my parents or carers and I won't wander;
7. I will make sure that my device is fully charged and that I have all equipment I need before the online lesson begins;
8. I will follow the teacher expectations for group chat, when to speak and will only use appropriate language, gifs or stickers, being polite and respectful at all times;
9. I understand that I should approach my online lesson like it was a lesson in my classroom;
10. I understand that if I do not follow this code of conduct, I may be muted or removed from the meeting by my teacher.
11. I will tell an adult about anything I see or hear online that makes me feel unsafe.
12. I understand that the online lesson will be recorded and kept in my school for one year. I will only watch a video lesson in my MS Teams class and will not share it or take screenshots.



## Agreement for Parents/Carers when enabling Microsoft Teams learning in the home:

1. I will remind my child about their Agreement;
2. I will ensure that my child's device has parental controls installed as appropriate to their age;
3. I will ensure that my child and all others in the household are wearing suitable clothing;
4. I will ensure my child is accessing online learning from a suitable device and in an area of the home that I can monitor;
5. I will ensure that language used is appropriate, including any family members in the background.
6. I will support my child in logging on to their MS Teams Class with full name displayed;
7. I will not contribute to the live lesson whilst it is in progress;
8. I understand that a live class will be recorded and kept for up to a year, so that the video can be reviewed;
9. I will not video or screenshot the live lesson and understand that this is to safeguard mine and other children;
10. If I see or hear anything concerning, whilst my child is accessing learning online, I will immediately report it to school staff via the agreed communication channel.
11. I understand that teachers are available for remote learning during school hours and that they will provide feedback on submitted assignments within an agreed timeframe.

Please follow the link below to confirm that you have read and understood this agreement and that you have shared the principles with your child to ensure that they also understand what is expected of them.

### [Home Learning Agreement](#)

Please ensure you complete this form by Monday 11<sup>th</sup> January in order that your child can begin to access this remote learning next week.

A copy of the full document, 'Safeguarding Addendum for Remote Learning' is available to view on our school website via the following link [Safeguarding Addendum for Remote Learning](#). Teaching staff have also been set expectations for these sessions and these are also contained within the document on the school website.

Your child has been allocated an account with an individual username and password. These have been given to the children on their Class Dojo portfolio. We will continue to use the Class Dojo platform alongside Microsoft Teams to set work, provide feedback and allow a communication tool between home and your child's teacher.

Microsoft teams can be accessed in many ways.

On a PC or Lap top using this web address:

<https://www.microsoft.com/en-gb/microsoft-365/microsoft-teams/group-chat-software>

On a tablet or mobile using the teams app. You will need to go into the app store and download teams. The icon looks like this:



Here is the schedule for the live meetings.

	morning greeting - register	story time
EYFS	9.40am – 9.55am	2.30pm
KS1	9.00am – 9.15am	2.45pm
LKS2	8.40am – 8.55am	3.00pm
UKS2	9.20am – 9.35am	3.40pm

Information regarding how to access the meetings will be provided in a separate document.

There may well be teething troubles along the way as we all negotiate the new way of working so please contact your child's class teacher via Class Dojo or the school office if you are having any issues.

Thank you.

Julie Clubley  
Headteacher