

4th January 2021

Dear Parent/Carer,

This is to confirm the arrangements for your child's remote education.

Work will be available from 9.00 each day on Microsoft Teams "Assignments" for each of your child's timetabled lessons.

Some of your child's lessons may be live lessons on Microsoft Teams and your child will be notified of these on their school email account. Students can also look on each of their class Teams in "Activity" for notification of live lessons. Therefore, emails and Teams should be checked by students every day.

Please ensure that you and your child read the following information regarding taking part in live, Teams lessons:

- Any live Teams lessons will start at normal lesson time and will usually last for 40 minutes.
- Students are expected to maintain classroom standard behaviour, conduct and attitude to work during their Teams lessons.
- All students need to mute their microphone.
- Students should turn their camera off when directed to do so by the teacher.
- Students should always use the 'blur' function or ensure that they have a blank wall as a background.
- Students must always be appropriately dressed as though it were a non-school uniform day, when participating in a 'live' session.
- Students should only "unmute" microphones if the teacher invites answers during a session and directs them to do so.
- Students should only make "Chat" posts when invited to do so under the instruction of the teacher and posts should always be appropriate for a classroom.
- The teacher will always end the session. Students will be expected to leave the session immediately.

Safeguarding:

- All lessons will be recorded and available on Teams after the lesson has finished.
- Students must never make a recording, take screen shots or take pictures of a session.
- Students should attend the lessons in a public area in the home e.g. kitchen or living room.

- All materials used by teachers meet the same Safeguarding standards as in school lessons.
- Students are expected to follow the school ICT policy and guidelines as they would in school.
- Parents should ensure appropriate filters and monitoring systems are in place on devices used at home in order to protect children from potentially harmful or inappropriate sites whilst working online.
- If your child has any concerns before, during or after the session, they should ask you for help. Ring the main school office to speak to a member of staff about your concerns.
- The reporting of any safeguarding concerns is the same as in Limehurst's Keeping Children Safe Policy and the Covid-19 addendum. To report any safeguarding concerns, ring school and ask to speak to a Designated Safeguarding Lead. Outside of opening times you should send an email to safeguarding@limehurst.org.uk.

All of our students have been trained how to use Microsoft Teams this term and most have used it in some of their lessons. To confirm how to access Teams and also for information on accessing live Teams lessons from home, please click on this link:

[\(4\) Student and Parent Guide to Microsoft Teams - YouTube](#)

Yours faithfully

Claire Corker
Assistant Headteacher