



St. Michael's Junior Church School

Believing together we can



Parent and Pupil Guidance for Remote Learning

To ensure our remote learning is fun, productive and safe for all children and adults, there are a few pastoral and safeguarding requests that we ask of you and your child.

Please support your child in following the terms of this guidance which is linked to our school ethos:

Safe, Ready and Respectful

Guidance and agreement for the children

- I will **safe, ready and respectful** in my learning and only use Microsoft Teams as directed by my teachers.
- I will ask the permission of my parent or carer to use technology at home.
- I will keep my password private and will not reveal it to anyone unless it is to my parents/ carers or a trusted adult, who is helping me with my online learning.
- I will be kind and ensure that all communication with other pupils and teachers using technology is positive and considerate.
- I will be respectful when using technology and know that I am responsible for my behaviour and actions.
- I will not deliberately browse, download, upload or forward anything that could be considered offensive and inappropriate. If I accidentally come across any such material, I will report it immediately to my teacher or parent / carer.
- I will be part of a team and help to create a safe and happy learning environment by not recording or taking photos/ screenshots of my classmates or teachers during video conferencing sessions, nor share lessons publicly.
- I understand that these rules are designed to help keep me safe online and that if they are not followed, school sanctions will apply and parents will be contacted.

When using Microsoft Teams:

Teachers will be contacting you through Microsoft Teams; remember that this is an extension of the classroom and you should conduct yourself as you would in a classroom. This includes:

- If using the shared chat function to 'talk' with your teachers and classmates, remember that all school adults can see what is posted, so it must be appropriate for school, respectful of others and safe to share.
- Join any Teams lessons from an environment that is quiet, safe and free from distractions, in a common space and within earshot of parents. A kitchen table, home office or family space is recommended.
- If your teacher is holding live lessons, you must be on time, behave respectfully towards the teacher and other pupils during the session, and follow the school values.
- Be dressed appropriately for learning in home clothes (e.g. no pyjamas)
- Please do not eat or prepare food during any live sessions.
- Remain attentive during live sessions and ensure that you are free from distractions. You may wish to use headphones to listen to your teacher in online sessions if it helps you to concentrate.
- Have any resources you may need or have been asked to bring to hand. It is a good idea to have a pencil/ pen and paper available to use
- You will follow the instructions from your teacher and will mute and unmute when you are asked to. You will not mute other members of your group

Your wellbeing and safety remains a key priority, even when you are not at school. If you have any worries at all, please share them with an adult you trust.



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Guidance for parents and carers

When using Microsoft Teams, we ask that parents and carers ensure the following:

- Your child's device is in an appropriate room where they can be supervised. During live sessions, the backdrop is as plain as possible- a wall or simple backdrop with no other children visible is best.
- Your child is dressed appropriately to be seen on video.
- Your child does not have a mobile phone nearby when using Microsoft Teams.
- Your child understands that usual classroom behaviour applies.
- You or your child do not record the sessions or take screenshots of the sessions.

When receiving phone calls from your child's class teacher, we ask that:

- If the teacher speaks directly to your child on the telephone, they are on speakerphone and a parent is in the room.

Further advice on keeping your child safe online can be found at:

The links below provide a valuable source of information.

- [St. Michael's Safeguarding](#)
- UK Safer Internet <https://www.saferinternet.org.uk/our-helplines>
- <https://www.saferinternet.org.uk/advice-centre/parents-and-carers/resources-parents-and-carers>
- <https://www.nspcc.org.uk/keeping-children-safe/online-safety/>
- <https://www.childnet.com/parents-and-carers/parent-and-carer-toolkit>
- <https://www.thinkuknow.co.uk/>
- <https://www.childnet.com/ufiles/Supporting-Young-People-Online.pdf>

If you have any pastoral or safeguarding worries or concerns, or if you are worried about something you or your child sees online, please contact the school immediately on 01225 421888