

23.10.20

Dear Parents and Carers,

Home-School Agreement – Remote Teaching Using TEAMS

The purpose of this agreement is to set out the remote teaching commitment we make to your child's education when they are unable to attend school, our expectations of you as parent/carer and the expectations of our pupils.

Our school will:

- Set up a continuous connection with your child, via Microsoft Teams, to offer them routine, care and support.
- Send timetables for your child's learning, once their bubble/school is announced to close.
- Provide children with a mixture of on-line learning and paper-based activities.
- Organise live meetings for your child twice a day (EYFS once a day).
- Provide small group live meetings for every child at least once a week.
- Send home books for children to do their learning in.
- Provide essentials such as pens or pencils if you do not have them at home.
- Continue to nurture your child through regular contact when at home to ensure that they are happy, safe and well.
- Respond to any concerns you may have in a timely manner on Class Dojo during school hours.
- Respond daily to work posted on your child's Class Dojo portfolio.

As a parent/carer, I will:

- Encourage my child to engage with their teacher daily.
- Keep the microphone muted during live meetings on TEAMS and encourage my child to use the hand up option when they want to ask a question.
- Turn the video camera off during live meetings on TEAMS.
- Ensure my child/ren are in a shared space in the home when using TEAMS.
- Make sure all family members are aware children are in a TEAMS meeting
- Not record or take photos of any live meetings.
- Not use my child's TEAMS account to send emails
- Ensure TEAMS account is only used when my child's bubble has closed. (*children will be leaning how to use their TEAMS account in Computing Lessons*)
- Support my child in sharing their learning with their class teacher on Class Dojo portfolio
- Use Class Dojo to message my child's class teacher. Encourage my child to use the 'chat' function for academic questions only, in order to enhance the support the teacher can offer them.

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- Ensure that any queries I have regarding my child's learning are asked via Class Dojo and not asked during a live meeting or communicated on the CHAT bar in TEAMS
- Nominate an adult to collect your child's grab pack if you are unable to attend school or contact the school if you need support with this.

I, as a Pupil of Buckfastleigh Primary School will:

- Keep my microphone muted and the video camera off during a live meeting.
- Use the hands up function if I want to ask or answer a question.
- Use Class Dojo to ask my teacher a question that is related to my work when I am not in a meeting.
- Use my Class Dojo portfolio to upload pictures or videos of the learning I am doing at home.
- Engage with my teachers daily so that they know I am happy, safe and well
- Not take photographs or record any videos from a TEAMS meeting I am having with my teacher.
- Not send any emails from my TEAMS account
- Only use my TEAMS account when my class bubble has closed

Possible sanction for failure to comply with this agreement:

- ***Removal of access to Microsoft Teams for your child/children***

Shortly, you will receive your child/ren's login information and a guide on how to log on to TEAMS.

**By using TEAMS, we will acknowledge this as you accepting the agreement above.
We will also share this agreement with your child in school so they fully understand it.**

If you would like to discuss the above please send me an email to admin@buckfastleigh.devon.sch.uk

Kind regards

Eddie Brown

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