



21st May 2020

Dear Families,

We hope you are all keeping safe and well.

We have been using Microsoft Teams as a way of setting work and staying in touch with the children while the school has been closed to the majority of pupils. We have found it to be useful and hope you have too.

Although it is something we are suggesting the children use, we need parental support to ensure it is used safely and appropriately. As with any internet access, children must be supervised whilst it is being used. In particular, please monitor the private chat feature as this is something we are unable to monitor or block/remove at this time. We would like to remind all families of the following guidelines for using Teams:

Please do:

- Supervise children's use of Teams. As with any other website or messaging platform, it is important that parents/carers police it appropriately, ensuring that their child uses it appropriately.
- Be polite and respectful in all communications.
- Use standard English.
- Check all messages before sending them.
- Pupils to only contact the school adults using the whole class chat.
- Give staff time to answer you. This may only be once each week.
- Parents to email admin2405@we-learn.com if you have any questions or concerns. Please put in the title FAO [teachers name].

Please don't:

- Use the video/audio/private chat feature to contact school adults. School adults have been directed not to use this feature.
- Use the video, audio and chat features unless you have permission and are supervised by an adult.
- Complete all tasks on a screen - you can photograph work and attach it.
- Use your child's login to contact school adults or private message them. All communications from adults must be done via admin2405@welearn365.com with the title FAO [teachers name].

If you have any concerns around safety relating to Teams, please contact the school straight away.

Warwickshire ICT services are going to be changing the contact level available through Teams during the Half Term break which will ensure that children are only able to contact and be contacted by pupils and staff from Long Lawford. They are also making some other changes which will make Teams even safer.

Work is set using Teams each week and work can be shared with teachers as well. Or children can just log on to say 'Hi'. If you have been having any difficulties logging in to Teams, please contact admin at admin2405@welearn365.com.

Yours sincerely

Mr. Tim Sutcliffe
Online Safety Lead