



# Parent/Pupil Guide for Microsoft Teams

Microsoft Teams is available to all students and staff and it is part of the welearn365 platform which includes many helpful resources.

To share work with your teacher, you can use the main class chat by writing a message and attaching a photo or document using the paperclip symbol. Some teachers have set up individual folder for children in the 'Files' tab which you can also add work to.

Due to the extended period we are away from school, we are aware that the children will want to stay in touch with their friends and school adults. Teams will allow this. **From Thursday 25<sup>th</sup> June 2020**, your child's class teacher will commence weekly video or audio calls via Teams to check in with all members of their class that have not been seen in school that week. Teachers will be calling via TEAMS so that it lowers the risk of GDPR breaches, teachers do not need to take contact numbers off site or use their personal devices to make calls (which is prohibited by our safeguarding policy). We ask you to follow the simple guidelines set out below.

## 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.
- **Expect a video or audio call from your child's class teacher each Thursday or Friday.**
- Be polite and respectful in all communications.
- Use standard English.
- Check all messages before sending them.
- Pupils to 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](mailto: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 or audio feature outside of the class teacher call on Thursdays or Fridays. If you miss the call, your child's class teacher will call you back when they can. Please don't call them back as they may be on another call!**
- Use the private chat feature to contact **any** school adults. School adults have been directed not to use this feature.
- 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 **continue to** be done via [admin2405@welearn365.com](mailto:admin2405@welearn365.com) with the title FAO [teachers name].