

Dear Parents and Carers

12th January 2021

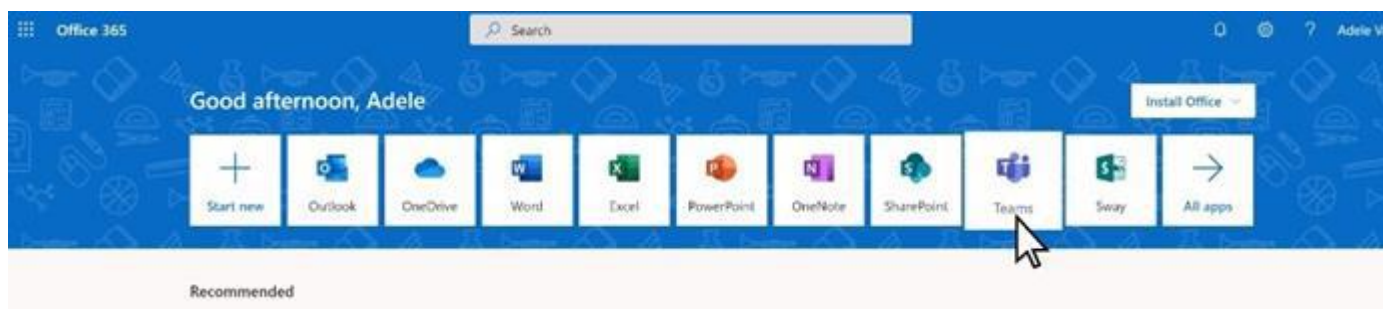
We have been giving careful consideration to our remote learning packages and the ways in which we can engage and motivate all of our pupils. We are investigating how we can incorporate face to face registration with our teachers on a daily basis and with this in mind we have looked at the Microsoft Teams package and how this can work in our School.

The Benefits

Teams is an online classroom hub, where your child can communicate with their whole class and their teacher. Children can access the Teams registration meeting via the link which your class teacher will post on Seesaw.



Go to <https://www.microsoft.com/engb/microsoft-365/microsoft-teams/download-app> or search online for Microsoft Teams download. You can select whether to download for desktop or mobile. Alternatively for mobile devices, you can visit your Operating System's app store and download the Microsoft Teams app directly.



To join a meeting, record your child's first name and you will then be admitted by your teacher.

During each meeting with your class teacher we would ask that:

- You ensure there is a parent/carer in the room throughout the 'meeting'
- You and your child wear appropriate clothing
- The room/space is quiet and free from distractions such as the TV/radio, toys or other devices
- Your child should be in an appropriate area of the house, such as a communal area (not their bedroom for example)
- You try to avoid disturbances from family pets or other family members
- You encourage your child to behave responsibly
- If we all adhere to this guidance, our registration meetings will go smoothly and the children will benefit from some positive contact through teacher led conversations.

Keeping Safe on Microsoft Teams

Safeguarding

Your children's teacher will be the only member of staff who will contact and invite your child to access Microsoft Teams via Seesaw. There may be occasions when the school office will have to perform administration tasks but this should not include interaction with pupils.

If your child is invited to meet by an individual or organisation **NOT** using the Seesaw format, the invitation would need to be reported to the Designated Safeguarding Lead Mrs Tess Coulthard, **immediately** as a potential safeguarding issue in accordance with the South Hams Federation Safeguarding and E-Safety Policies.

If you have any safeguarding concerns during registration meetings, please notify our Designated Safeguarding Lead (Mrs Coulthard) immediately. Please note: video calls may be recorded for safeguarding purposes.

Parental responsibility

As parent or carer, you are responsible for supervising the suitability of your child's/children's online access, communication and the 'home' setting. This includes:

- ensuring children have a quiet, safe space from which to meet and that only your child(ren) will join the meeting.
- Adults and other children will not be permitted to partake
- Parents are encouraged to supervise (but not appear on screen) and that in the interest of safeguarding the household, all microphones are to be muted unless specifically requested to unmute by the teacher.
- Each meeting will end at the teacher's discretion.



Stokenham Area Primary School

Stokenham, Kingsbridge TQ7 2SJ

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We will begin on Thursday 14th January with our Year 4 class at 9.15am. Class teachers from Reception to Year 6 will notify their classes via Seesaw as to when their live registration meetings will commence.

We are very exciting to be able to introduce this avenue of face to face contact between our teachers and pupils and hope that all families will feel better connected with the school during these very unsettling times.

Yours sincerely

Tess Coulthard
Executive Headteacher



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Loddiswell Primary School Kingsbridge Community Primary School Malborough with South Huish C of E Primary School
Modbury County Primary School Stokenham Area Primary School

