

## Guidelines on how to use services and sites safely

- Children must take part in the meet up in a suitable communal environment (not a bedroom) and be appropriately dressed (uniform isn't necessary, but they should be fully dressed in clothing that covers top and bottom half of the body).
- All members of the household must be aware that the meeting is taking place and make sure they are also suitably dressed and use appropriate language and behaviour when nearby or in the background. The app version of Microsoft Teams has a built-in option to use a virtual background - you may feel this is an appropriate feature to turn on to ensure your home remains private.
- You must make sure you and your child /ren have 'logged off' the call correctly once it is finished - before turning off any devices.
- You and your child will not try to contact any staff using these online tools outside of the pre-arranged meet ups which will be arranged through Class Dojo.

If you need to contact staff for any reason, please follow the contact information at the beginning of the document.

- Screenshots, photos or recordings of these meetings must not be made and the links must not be shared with others.

We will ensure that:

- No staff member will contact you or your child using Teams outside of any pre-arranged meetings and if they do need to contact you they will arrange to do so using Class Dojo.
- Teachers will ensure appropriate security settings are in place for the meeting. They will ensure that access is only granted to the expected registered users invited with a password or direct link. Screen sharing, file-sharing, annotation and chat will be restricted.
- Participants will be held in a virtual waiting room while their identity is confirmed. Your Teams account must clearly identify you by name and renaming during the meeting will not be allowed. Participants' audio or video may be muted until appropriate and they may be removed from the room if rules are not being followed.
- All meetings via teams will be recorded
- Teachers will stay in the meeting until everyone has 'logged off'.
- Teachers and any other adults on the call (or in the background) will use appropriate language / behaviour throughout the call.

# Home: School



This leaflet summarises the systems and technology that staff will use to ensure the continuation of learning for children, and details how they can be used effectively and safely.

**For any advice, queries or support, please use the following contact information.**

### **School office:**

Email

[stbartholomewprimaryschool@wolverhampton.gov.uk](mailto:stbartholomewprimaryschool@wolverhampton.gov.uk)

Telephone 01902 558855

### **Your child's class teacher:**

Class Dojo messages [www.classdojo.com](http://www.classdojo.com)

### **Computing lead:**

Mrs S Banks [sbanks@stbartsmat.co.uk](mailto:sbanks@stbartsmat.co.uk)

### **Headteacher and Safeguarding lead:**

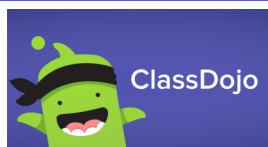
### Sites and services:

Our home learning offer will deliver remote learning through a range of sites and services, most of which are part of our usual online provision for children. Your child will have received the log on information they require; however, if there are any issues with logging on or they have been misplaced then please contact the school as soon as possible so any issues can be resolved.



All teachers will schedule a meeting every day for an English and maths lesson. Teams will be used to teach the children the content they will need in order to access the work which has been set via Class Dojo. Scanning the QR code will help you to download this service. We advise downloading the app version rather than the desktop version to benefit from additional features.

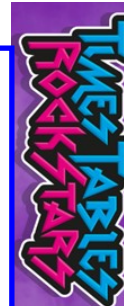
This site will be our main method to communicate with parents and children while we are unable to be in class. It will be used weekly in order to upload the timetable of the week and daily to set work for the children.



This will be used to set 'To Dos' for children to access activities linked to the wider curriculum.



Times tables will be regularly practised throughout the week. These will be set by your child's class teacher.



### Spelling shed

Your child will be able to access specific spellings (set by their class teacher) where they can access any challenges, spelling lists and games

### Maths Shed

Your child will be able to access any challenges or assignments set by their class teacher as well as play any of the online mathematical games.