



PARK HILL PRIMARY SCHOOL

LOWER EASTERN GREEN LANE, COVENTRY - CV5 7LR

TEL: 024 7646 6669 - EMAIL: adminstaff@parkhill.coventry.sch.uk

School website: www.parkhillprimaryschool.co.uk

Headteacher: Mr P Griffin

4th December

Remote Learning PHASE 3

Dear Parents,

Firstly, I would like to thank you all for completing your online feedback forms. This has provided us with valuable information to access the processes we have in place and those currently under development. It has been a journey for all our school community to deliver the curriculum remotely, but we continued to be amazed by the support of our families and the achievements of our pupils.

As always, we are already working on the next phase of remote learning which will further enhance the provisions in place for your children. Early in the Spring Term, we hope to launch **Phase 3**, and use Microsoft Office 365 platform **Teams for Education**.

Teams is a secure cloud-based service by Microsoft that provides remote and dispersed teams with the ability to work together and share information via a common space. Teams combines team chat, document collaboration, video meetings, file storage, and application integration. Teams is made up of channels and will serve as digital classrooms, that allow:

- digital class books will be shared
- digital learning material will be provided
- student personal user account

Teams allows teachers to:

- distribute work to the appropriate children
- provide feedback and mark students' "assignments".

The main reason we have chosen Teams, is it can be accessed on a wide range of devices using the Teams App.

As part of the development phase, all pupils will have a **personal student email account** created for them. Before students are issued with their email account details (a separate communication letter will be issued) we request you carefully read and consent to the following:

- usage agreement
- Remote Learning Responsible Pupils Agreement
- Parent Consent for Live Sessions.

How will my child's personal student email account be used?

Your child will be issued with a personal student email account. When this is issued, your child will need set a secure password – the process will be explained in future communication.

Your child's email address and password will allow them access on the school's digital Year Group classroom on the Teams platform. Once in the digital classroom, your child will be able to:

- view pre-recorded content
- view assigned class materials (worksheets, slides, resources)
- submit work to an allocation submissions inbox

If you give consent for your child to attend "live" teaching sessions, they will be able to:

- attend scheduled video sessions
- chat with the teacher and pupils whilst in this session
- view shared resources via the teacher's screen share.

They will **not be able** to do the following:

- email anybody in the school network other than the allocation submission inbox
- email staff directly
- email their friends
- email anybody outside of our network
- be able to use this email to create accounts on other platforms (e.g. Gaming sites, social media accounts etc).

They **will not** receive:

- spam/junk emails
- emails from outside of our network.

Student email accounts will be continually monitored in reflection of our Code of Conduct, Safeguarding and Behaviour policies. Parents will receive communication from the Leadership Team if there are any concerns in regard a child's email account in reflection of the above.

For your child to be issued a personal student email account, we request you share the attached **Remote Learning Responsible Pupils Agreement** with your child/children. Pupils are required to sign the agreement, which is then co-signed by their parent or guardians.

Parents or guardians are required to read and sign the attached **Parent Consent for Live Sessions** form.

Please note: a Remote Learning Responsible Pupils Agreement and a Parent Consent for Live Sessions form must be completed for each of your children that attend Park Hill from Reception – Year 6. Please return the form to each child's class teacher to aid with data collection and record keeping.

The deadline for these forms to be returned is **Wednesday 9th December**. We have intentionally set a shorter deadline, as we cannot proceed with the next phase of remote learning without parental consents.

Thank you for your continued support.

Mrs Mann

Remote Learning Coordinator

Remote Learning Responsible Pupils Agreement

Please share these rules with your child and ensure they understand what is asked of them. They are asked to sign the agreement at the bottom and for you to co-sign is also. Please discuss this with your child using age appropriate terms. For younger children, please sign on their behalf (Reception-Year2).

Rules

- I will only use technology for school purposes as directed by my teacher.
- I will not reveal my passwords to anyone.
- I will be responsible for my behaviour and actions when using technology (Microsoft Teams and other online learning platforms); this includes the resources I access and the language I use.
- I will make sure that all my communication with pupils, teachers or others using technology is responsible and sensible.
- I will complete and upload all work into Teams by the deadlines directed by the teacher.
- I will not deliberately browse, download, upload or forward material that could be considered offensive or illegal. If I accidentally come across any such material, I will report it immediately to my teacher or my parent.
- I will not record or take photos of my classmates or teachers during an online session
- I understand that a Live Teaching Session will be recorded, so that if any issues were to arise the video can be reviewed
- I understand that when using Microsoft Teams and other applications provided by the school that my use can be monitored and logged and can be made available to my teachers.
- **I understand that these rules are designed to help keep me safe and that if they are not followed, school sanctions will be applied, and my parents may be contacted.**

Guidelines for Live Sessions

When using Microsoft Teams, remember that this is an extension of the classroom and you should conduct yourself as you would in a classroom. This includes:

- Video conference from an environment that is quiet, safe and free from distractions, with an appropriate adult present
- Be on time for your interactive session
- Be dressed appropriately for learning (e.g. no pyjamas, no swimwear)
- Remain attentive during sessions
- Interact patiently and respectfully with your teachers and fellow pupils
- Provide feedback to teachers about your experiences and any relevant suggestions
- You MUST NOT record each other's online interactions or the video lessons
- You MUST NOT share recorded lessons publicly
- Make sure you end the session as soon as the teacher tells you to do so
- **I understand that these guidelines are designed to help keep me safe and that if they are not followed, I will be removed from the live session, and my parents may be contacted.**

Remote Learning Responsible Pupils Agreement

(Child's name) _____ has read/discussed the above rules and guidelines with an parent/guardian. By signing this form, we both agree to follow the rules and guidelines.

_____ Child's signature.

_____ Parent's signature

_____ Date completed.

Parent Consent for Live Sessions

Dear Parent,

As we move to a 100% online learning environment using Microsoft Teams for Education, we must receive parental permission before a pupil is able to take part in online sessions. All pupils must adhere to the **Remote Learning Responsible Pupils Agreement** to engage safely in the online sessions. Please read and discuss this user agreement with your child.

To facilitate online learning during the suspension of face-to-face learning, we ask that you support your child, where possible, by:

- providing them with a workspace that is quiet, safe and free from distractions with an adult nearby
- making sure your child is dressed appropriately
- ensuring that online communication is only between teachers and pupils.

All parent to teacher communication should be via ClassDojo or the schools Admin Team as usual. Neither parents nor pupils may record, share or comment on public forums about individual teachers.

By signing the below, you acknowledge the above information has been shared with you and you agree to the options indicated on the form.

Please note: You may give consent for your child to be issued with a personal student email account, to view learning resources and submit work, but withhold the right for your child to attend live sessions. Only children with consent to access live sessions will be invited to live sessions.

Parental Consent for Live Sessions

I give consent for my child _____ Class _____ to

ONLY be issued an email account to view learning resources and submit work

to be issued with an email account to accesses all areas of the school's digital classrooms and attend live sessions.

_____ sign and date _____

_____ print name. Relationship to child _____