



Buckden Church of England Primary Academy

School Lane, Buckden, St Neots PE19 5TT

01480 810241

01480 811937

office@buckdenacademy.org

www.buckdenschool.co.uk

Protocols for pupil using Microsoft Teams at home:

Your child will be expected to attend the daily live sessions alongside other pupils in their class. There will be some other pre-recorded lessons or tasks set for children to access throughout the day covering the Foundation Subjects such as Science, History and Geography, Art etc where applicable.

Your child will be able to access these in any order they wish and at a time which is convenient to them and you. The link will be included on the timetable that will be placed on the Class Blog weekly.

Your child will be expected to complete all other tasks (assignments) set for that day and when possible these should be submitted throughout the day as they are completed (as they would do in class). Preferably, assignments that are completed online should be submitted including photos, if applicable, of the assignment in books by 6:00pm ideally but do need to be submitted by the end of the day. This will enable teachers to mark tasks and issue feedback as soon as possible.

Tasks not submitted on the day may not necessarily be marked. All other tasks should be completed in the school books that have been sent home so they can be marked when they return to school. Work in these books should be of the same standard expected in school. Unless discussed with the class teacher pupils need to complete assignments set as they are expected to be learning remotely.

The chat function will be enabled in Teams, so you or your child will be able to leave comments. These comments must be appropriate to the learning task. It might be that you or your child wishes to post a question asking for help if they are unsure about how to complete the task. This feature is not to be used for the children to communicate with each other through the use of either text or emojis. Any inappropriate messages will be passed onto the senior management team and dealt with accordingly.

While children are watching a live lesson, we recommend that they are sat in a quiet room and their microphones must be set to mute. If the child wants to ask a question during a live lesson they can use the 'raise hand' button and the teacher or teaching assistant will know they are waiting. Teachers do have the ability to set the pupils' microphones to mute.

In order for the teachers to maintain visual contact with their pupils, we expect pupils to have their cameras turned on during live lessons (as long as there is a camera function on the device that they are using). This will mean that your child is able to see themselves on the screen as well as the other pupils and staff involved in the lesson. This should help your child to continue to feel connected to their friends and teachers. Pupils will be expected to behave appropriately during the live lesson and any incidents of inappropriate behaviour (such as face pulling) will be dealt with accordingly.

Pupils must be appropriately dressed when engaging with a live lesson (i.e. no pyjamas).

It is important that pupils have as few distractions as possible during the Remote Learning experience. Therefore, we recommend that pets are removed from the room where the child is sat. Mobile phones should not be accessed by pupils during a live lesson. Even though we recommend attendance from pupils during live lessons, the live lessons will be recorded so they can be accessed later by pupils if necessary.

Remote lessons (live or recorded) must NOT be shared electronically or otherwise. This will be a breach of our Acceptable Use Policy and will be dealt with accordingly.

Please reinforce to your child/ren the importance of working safely online. Make them aware that anything they do or post on Teams will be monitored by the class teacher, IT technician and Mrs Heather & Miss Anderson.

If there is any inappropriate behaviour that interrupts the teaching or impacts on the learning of other pupils, your child may be removed by the teacher and the lesson watched later as a recording and work completed.

By logging on to TEAMS you are agreeing to all of these protocols.