



BATH & WELLS  
Multi Academy Trust

'That they may have life, life in all its fullness' John 10:10

**Headteacher:**  
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14 January 2021

### **Guidance for Parents/Carers and Pupils - Live Meetings using Teams**

We are very pleased that we are now ready for 'face to face' 'live' interaction between pupils and staff. These sessions will be timetabled each week and each class will have a different time so that siblings who share a device can access at separate times. The initial scheduled timetable is outlined below. If this changes we will of course let you know.

Please read the guidance and expectations below carefully and with your children, ensuring they are clear on what is expected. We have to make sure that behaviour expectations are the same standard as they are in school.

For pupils in school at the moment we will endeavour to make sure that they can access the meetings too and will be supervised by a member of staff.

We want everyone to enjoy the meetings so in the unlikely event that the guidelines below are not adhered to then we will contact you to discuss the issue in the first instance, then if this is not resolved we must sadly not allow a child to join the meeting.

#### **How children can access the meeting:**

Log into TEAMS

Via the desktop icon, Teams app on your phone or device or Office 365 - Teams is located down the left if it is not showing click the waffle type icon

Select Calendar - this will normally be on left side computer or along the bottom through an app

1. From your Calendar, select 'Join' on the meeting at the correct time
2. Turn on your camera
3. Choose your audio settings. Set to mute
4. Select Join now
5. You will now be held in the lobby until your teachers allows you in

**School staff will:**

- For safeguarding purposes record the live session so that if any issues were to arise, the video can be reviewed. These recordings will be held securely on the school network. If two members of staff are available, then two will attend.
- Communicate through Teams from school email addresses to school email addresses only.
- Terminate a session or remove a student should there be any unwanted behaviour or conduct and will report this to the school and parents as necessary.
- Start and end each meeting – pupils will be admitted from a ‘lobby’.

**Pupils will:**

- Enter the meeting on ‘mute’ and ‘unmute’ and ‘mute’ as directed by the teacher.
- Be in a communal area within the house and supervised (an adult in close proximity).
- Be appropriately dressed (e.g. no pyjamas!).
- Behave in line with our current school behaviour policy and expectations.
- Not add comments in the comment boxes unless asked to by the member of school staff.
- Only use Teams to connect and communicate with school staff and not their peers.
- Not record, video, take a screenshot and/or play with any other features during a live Teams interaction.
- Not share any content that may have been sent to them by another pupil. All such incidents will be reported to school.
- Share any concerns they have with trusted adults at home.

**Parents/Carers will:**

- Read the guidance and expectations and ensure these are adhered to by their child.
- Wear suitable clothing if the chances are that they will be passing within screenshot whilst moving around their household.
- Ensure their child is located in a communal area of the house. Where parents feel that they are best located in a room on their own, the door should remain open.
- Not record or screenshot any footage from Teams.
- Not use this session as a place to talk to the staff about anything or to comment on the content or delivery of the session; these sessions are for pupil and teacher interaction only.
- Raise any safeguarding concerns they have about any element of a session with the school as soon as possible.
- Not use staff personal school emails.
- Use [home.learning@kcs.bwmat.org](mailto:home.learning@kcs.bwmat.org) to contact teachers.

For safeguarding reasons for both pupils and staff, invitations to the meetings will be sent to pupils whose parents have completed the declaration at the end of this guidance and returned it electronically or emailed the office, you can copy and paste the Parent Declaration wording below into your email. Teachers will have a list of who to expect. You only need to send this form in once, not every week! Please let us know by 8 30 am Monday 18 January.

We are very excited to see the children next week so please let us know as soon as possible that you are happy for your child to join in with live sessions.

We are hoping that technology does not fail us so as always, please bear with us.

Kind Regards

Mrs Thomson  
Headteacher

**Timetable beginning 18 January.**

Opal Class Teams meeting: 9 30 am Monday mornings  
Topaz Class Teams meeting: 1 30 pm Wednesday afternoons  
Amber Class Teams meeting: 1 30 pm Thursday afternoons  
Emerald Class Teams meeting: 9 30 am Tuesday mornings

**Parent Declaration**

I would like my child to take part in any live sessions with their teacher. I have read the above guidance and I will ensure that it is followed by my child and any adult who is with them during any meeting.

Signed: .....

Name of child: .....