



12th February 2021

Dear Parent/Carer of Year 4 children,

We would like to offer an online meet up for our Year 4 children, with their Teachers. This will be using Microsoft Teams, which we currently use in school, we have carried out a thorough risk assessment to ensure everyone is safe. Below are the instructions on how to log on we will send a login and password separately.

The Year 4 meeting for this will be **Wednesday 24<sup>th</sup> February and Wednesday 3<sup>rd</sup> March 2021 at 1.30pm - 1.45pm** this will be an opportunity for the Teachers and children to touch base with their class.

The Teachers will set a talk topic which will be shared on Seesaw, so they can research this before the meeting.

Before the meeting we need you to read the Home School Agreement and share this with your child. Please email [office@theflorence.academy](mailto:office@theflorence.academy) to confirm that you agree, we need **confirmation of this by Tuesday 23<sup>rd</sup> February at 11.00 am. Your child will not be admitted without this.**

If you have any problems logging on to Teams, please contact the school office on 01773 713452 or by email.

Thank you for your continued support.

Mrs L Baxter  
Head of School



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Website: [theflorence.academy](http://theflorence.academy)  
Executive Headteacher: Mrs J Sainsbury



## Live Lessons with Staff – The Florence Nightingale Academy – Home School Agreement

The platform for live learning lessons will be Microsoft Teams where each individual child will receive their own login and password. They will receive an invite to attend a 'meeting' via their Class Teams, which will include the time and date of their normal timetabled lesson.

### Expectations:

- Children should regard Live Learning in the same manner as classroom learning.
- Children must be supervised by an adult at all times.
- Children should conduct video learning in an open space at home – e.g. a living room etc. bedrooms are not regarded as appropriate.
- Children are expected to be dressed appropriately for learning in home clothes (e.g. no pyjamas, no vest tops, hats, or hoods etc.).
- Children should remain attentive and respectful during sessions and ensure that they are free from distractions.
- Children or parents must not take any still pictures or film of any part of the live lessons, nor share lessons publicly.
- Passwords and logins must not be shared with anyone outside of the home, including siblings.
- Will follow the Ground Rules for interaction set with them by their class teacher.
- The normal school rules and Behaviour Policy apply including using appropriate language by all involved in the live lesson or in the background. Normal reminders and warnings will be given if any inappropriate behaviour is shown and the child may be removed from the Live Lesson or asked not to attend future lessons. Communication in this instance will be made with home.
- Teachers will request students to turn off the camera to disable video and have audio on mute – they will also have control to mute microphones and cameras as appropriate.
- Children are reminded to report anything they see or hear that is inappropriate.
- Parents must also report any feedback or concerns to the school as, soon as possible.

These expectations are designed to support students in staying safe online and enriching the learning experience of all students.

In turn, the school has clear rules and expectations in order to safeguard children:

- Staff will anonymise their teaching area and ensure they are only using school issued accounts and devices.
- They will not share any personal information and conduct themselves in the normal professional manner.
- Staff will only communicate with pupils within school hours or timings agreed with senior staff.
  - Set Ground Rules for interaction whilst on Live Lessons and follow the schools'



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### Behaviour Policy.

- Ensure a second member of staff in the room and group.
- Ensure that no recording of the sessions are taking place.
- Will Keep a register of those children who have accessed and any issues that may have arisen.
- Follow normal school safeguarding procedures.
- Will talk to children about being safe online.
- Will adhere to the Risk Assessment and all relevant policies such as GDPR, Child Protection, Online Learning, Anti-Bullying, Health and Relationships Education Policy, ICT Policy and national guidance – Keeping Children Safe in Education, Data Protection Act 2018 and remote education guidance.

For more information and support regarding online learning, safety and guidance. Please see our website which has a range of information and help guides:

<https://www.theflorence.academy/remote-learning/>

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- ✓ I have read and talked to my child about the expectations for children, adults and staff for Live Lessons at the Florence Nightingale Academy.
  
  - ✓ I agree for them to take part in Live Lessons.

February 2021

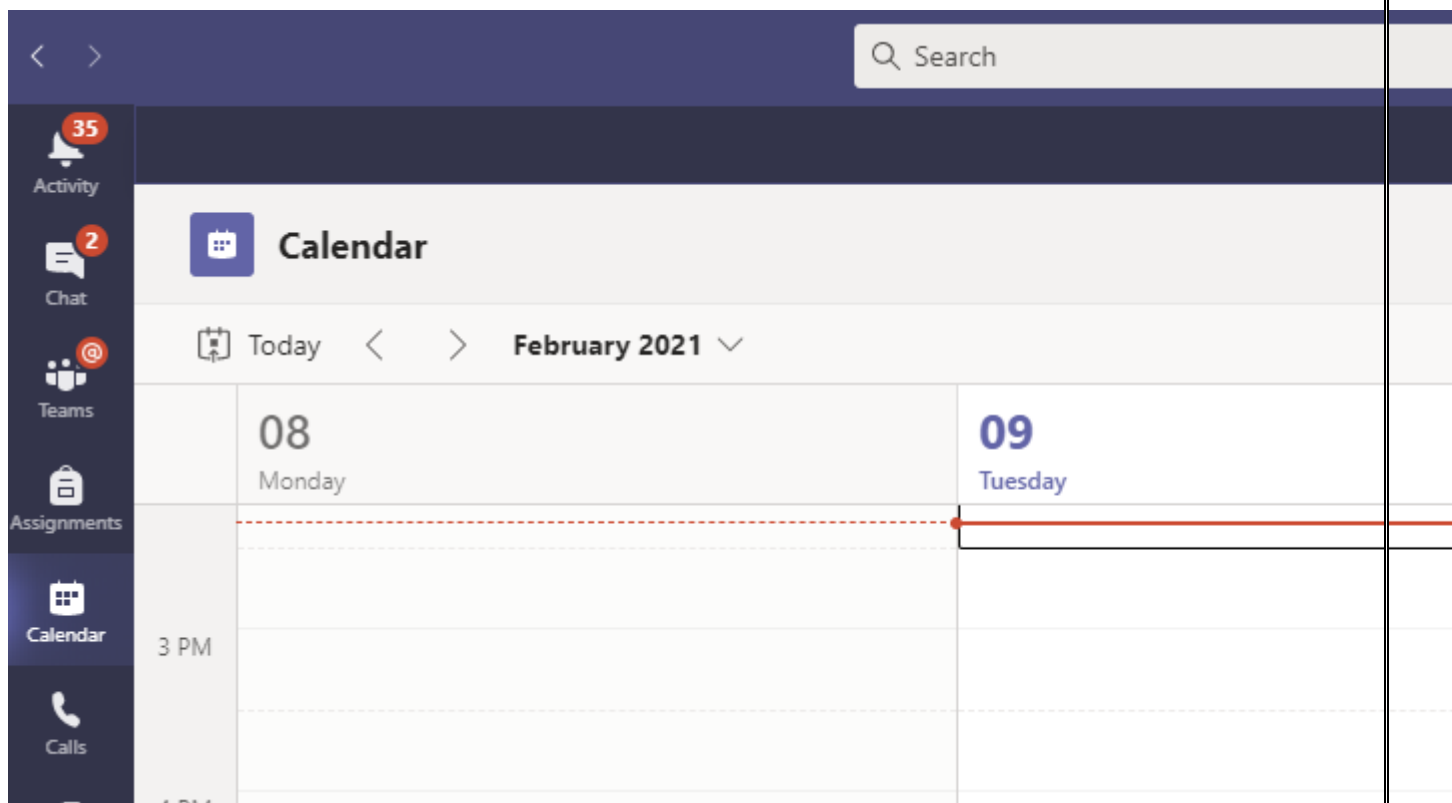
Instructions for logging onto Microsoft Teams.



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1. You can Install Teams via <https://teams.microsoft.com/uswe-01/downloads>  
Or search for Microsoft Teams – App Store and on Google Play  
Or you can also access via a webpage <https://www.microsoft.com/en-us/microsoft-teams/log-in>
2. You will be asked to change password when you first log on – make it something simple your child will remember. Please give yourself time to change the password before the first meeting.
3. Once you log in you will see the screen below – then click on the calendar picture to see the meeting scheduled by the class teacher.



4. Click join meeting, every child will go into a lobby and their class teacher will then admit them into the meeting.