

## **Bourne Westfield Primary Academy**



### **Rules for parents/carers supporting children on Teams**

In line with our Remote learning policy, teachers are expected to report any safeguarding concerns that become apparent during a live session. Please follow these rules to ensure that the safety and well-being of all pupils and staff is maintained.

- Use a quiet space away from too many distractions (if this is possible).
- When joining a Teams call, children will need to mute their microphone and turn off their camera.
- Children must follow the teacher's instructions in a timely fashion.
- Parents must not try to interact or engage in conversation or ask questions during the live session.
- Children and parents can use the chat function at the end of the live input if they have any questions relating to the learning - these must be kind and polite.
- Children may need assistance to unmute for example, if they are requested by the teacher to answer a question or show their work.
- It would be useful if the children have suitable equipment at hand for the lesson being delivered (pencils, paper, learning journals etc.)
- If children want to access the chat facility, they must be reminded that this is for asking the teacher questions about the learning only.
- Although the camera will be off for most of the time we expect the children to be dressed appropriately when they login and for adults in the house not to be 'on view'.
- Every live input will be recorded to enable children to access this learning at a later time and for safeguarding purposes.
- All children MUST leave the live session before the teacher.