



THE SOLENT SCHOOLS

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Dear Parents and Carers

Remote Learning Provision

As you will already be aware, we are continuously developing our online learning provision. We appreciate all of the feedback that you are giving us and we continue to use this, along with the feedback from our staff, to adapt this provision accordingly. Our remote learning feedback form is still live. If you would like to offer feedback at any point, please [click here](#).

We are incredibly pleased and very proud to be able to report that we now have 94% of our pupils engaging in this provision. We simply would not have been able to reach out in this way without your continued support of our digital strategy.

We do recognise that your child might be missing the interaction that they would ordinarily have with the adults in their class and also their peers, so we have decided to trial some online live sessions in some of our classes. These sessions will involve some informal interaction and may include aspects such as story and song. If these are successful then we may consider rolling them out to all classes in due course.

We are however aware that a switch to live lessons would currently not suit the majority of our pupils, and as such we are not planning to move to this method of delivery in the immediate future. You have also told us that you would like the opportunity to access the assemblies each week, in the same way that you were able to last year. For this reason, we will now be saving and uploading Mrs Wilby's live assemblies to the 'assemblies' tab on the school website. We will also be uploading the assemblies led by Mrs Curthoys and Mrs Peterkin-Aldred, so that you are able to watch these at your leisure.

As our provision develops, it is important that we have your agreement that you will help your child to engage with any live events. To this end, we have created a ['Responsible Use Agreement' which you can find here](#). Please take the time to read this through and **submit the agreement via the jot form by 22nd January at the latest. Your child will not be able to participate in any planned live sessions until this is signed.** Please ensure that you are comfortable with the role we will need you to play to make your child's use of Microsoft Teams enjoyable and productive. We have also worked with our children in school to make sure that they understand the behaviour expected when online to keep everyone safe and able to learn; below you will find our Microsoft Teams pupil user protocol and a few safety related pointers. This is also available on the school website.

Yours sincerely

L Wilby
Executive Headteacher

Pupil Protocol – Microsoft Teams

When using Teams for school, only use your school registered account (never a personal one)

Using Teams Appropriately

- You must never record or take pictures or screenshots of any session on Teams either using Teams itself or any other recording device (including phones). It is against the law!
- The chat function should only be used for topics relating to the subject of the lesson.
- You must not deliberately browse, download, upload or forward material that could be considered offensive. If you come across any material of this type you must tell your teacher or the school immediately.

When streaming live;

- Be on time
- Remember to mute your microphone at the start and wait until your teacher tells you that you can unmute



(Microphone on)



(Microphone off)

- Always use the Golden Hand Emoji to ask a question live – once raised wait until the teacher says your name



(Hand Up)



(Hand Down)

- If enabled by your teacher, you can only use the chat function to ask or respond to questions raised by your teacher.



- Make sure you are seated in a safe and appropriate place (not bedrooms) and that you have chosen a background screen.
- Make sure you are in a quiet place where you won't be disturbed.
- Dress appropriately.
- If, following a warning, you do not follow these expectations, then you may be removed from the session.

Microsoft Teams

Safety Features

Microsoft Teams is an application developed by Microsoft and is part of the Office 365 suite. As with all Office365 apps, Teams follows security best practices and procedures such as service-level security through encryption, auditing, security hardening and operational best practices. In addition to the security controls implemented by Microsoft, to provide an environment safe for Students and Staff we configure additional restrictions:

- Students and Staff are required to authenticate using their Office365 credentials to access Teams
- Anonymous or Unauthorised guests cannot automatically join meetings (which is possible with other video conferencing tools). Guests are kept in a virtual lobby outside of the meeting and can only join if the class Teacher admits them into the meeting room
- Students cannot have unsupervised chats
- Students cannot have unsupervised calls with one another
- Students are only able to join meetings created by their Teachers
- Students cannot share their camera
- Students cannot share their screen
- Students are unable to change their profile pictures (coming soon)
- Student accounts can only be accessed from the UK (to reduce risks of accounts being compromised by spam/phishing attacks originating from outside of the UK)
- All Student accounts are configured to temporarily lock for 30 minutes after 5 incorrect password attempts, to reduce risks of accounts being accessed by trying to guess/brute forcing passwords