

Covid-19 Update Teams Check-ins and Interventions

Dear Parents

We are pleased that the daily Teams Check-ins are going well and that almost all of the children at home are joining them daily. Thank you for helping them to do this.

At Kennet Valley School, safeguarding is always a priority and we have been working with our School Improvement Partner (SIA) and Wiltshire Council to ensure that we keep all of your children and all of the staff as safe as possible.

The latest advice, re safeguarding children and staff whilst online in live check-ins is that we should start to record the live morning check-ins. This has come directly from School Effectiveness at Wiltshire Council. These recordings will be held on the Teams cloud for 30 days and then deleted automatically. We will not review the films unless there is a safeguarding concern raised by a member of staff or by a child/parent.

In the coming weeks we are pleased to be starting independent/small group intervention team meetings with some of our children to ensure that we are supporting children as much as we can through the lockdown. Again this will be via Teams and we will be recording these sessions for safeguarding reasons.

Everyone in the check-ins or interventions will be able to see when it is being recorded.

I have included our new Acceptable Use Policy below for you to read.

If you have any questions about this, please do not hesitate to contact your class teacher.

Many thanks



Emma Russell
Headteacher

Acceptable Use Policy Covid -19 Update

This policy is to be distributed to all families in a lockdown situation to ensure all members of the school community understand the protocols and behaviours required when working and learning in an online environment. This policy will ensure that our children can learn, and our teachers can teach, in a safe and secure environment, ensuring the best outcomes for everyone.

In the event the school is closed due to a Covid 19 outbreak live check-ins will be delivered remotely via Microsoft Teams. Every child in the school has been set up with a Microsoft Teams account. A username and password, unique to each child, has also been issued to that child's parents, along with a guide on how to download Teams and sign in.

Each lesson will be recorded and the data stored in our secure cloud-based server. If a child is unable to watch a 'live' lesson they will have the opportunity to watch pre-recorded lessons to catch-up on missed learning.

The following measures will need to be followed:

1. If your child is in reception, Year 1, or Year 2, you must ensure that one parent is available to support your child during each Teams lesson.
2. Not all machines will have the facility to 'change background' but if you do, you should select 'blur'. If you cannot change your background please ensure your backdrop is suitable and contains no personal or sensitive information.
3. When joining the lesson please turn cameras 'on' and microphones to 'mute'.
4. If you want to ask a question or are confused, then please click on the hand symbol, this will raise your hand and you will see your hand turn solid Yellow/ Orange. The teacher or the Teaching assistant will know you need help and will either unmute you to let you ask the question or contact you via the private chat function.
5. Please try not to have any other applications or email open when in the lesson, as alerts and pop ups you receive will be seen by all on your screen view.
6. Do not use the Private Chat Function.
7. Please do not screen-shot or record at any time.
8. Ensure children are appropriately dressed for the lesson- no pyjamas please!
9. Do not share passwords with anyone else.

Any breaches of the policy will be reported to the headteacher who, after consultation with governors, reserves the right to remove any person from the remote learning facility.

Policy Created: Jan 2021