



Southwold Primary and Early Years School Remote Learning MS Teams Parental Agreement

By enabling my child to login on MS Teams, I agree to abide by the following:

- I give permission for my child(ren) to participate in a meeting using MS Teams, 'hosted' by a member of staff, including permission to communicate using the microphone and camera.
- I understand that as a parent, I am responsible for supervising the suitability of my child's/children's online access, communication and the 'home' setting (wherever distance learning is taking place outside of school). This includes ensuring children have a quiet, safe space from which to meet (in an appropriate room), are wearing appropriate clothing, and that there are no age-inappropriate or unlicensed background noises, visuals or moving images.
- I understand that only my child(ren) will join the meeting, and that adults and other children will not be permitted to partake. Parents are encouraged to supervise (but not appear on screen if possible). Each meeting will end at the discretion of the hosting staff member.
- I understand that I must not share the meeting invite with anyone else, as it is for the use of my child(ren) only.
- I understand that by giving permission, 'meetings' will be occasional – by invitation only.
- I understand that my child(ren) will only be invited to meet between the hours of 9.00am and 3pm, Monday to Friday, during term time.
- I understand that teachers should not be invited to meet on MS Teams by parents or by children.
- I understand that for safeguarding purposes, MS Teams sessions will be recorded by the staff host.
- I understand that recordings of lessons may be added to the class MS Teams channel for other pupils to access for future reference.
- I understand that during these lessons, I am not permitted to take pictures, screen shots or recordings of the lesson or the teachers.
- I understand that staff will approach MS Teams meetings as being an extension of the classroom learning environment. As such, classroom and school expectations, procedures, policies, and rules will be adhered to as normal - by teachers and children alike. Staff will facilitate and lead all meetings and will follow the school behaviour policy and classroom rules.