



Cheddar Grove Primary School
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Friday 22nd January 2021

Microsoft Teams

Dear Parents/Carers,

During the week beginning Monday 25th January children in Key Stage 1 and 2 will be offered face-face meetings using Microsoft Teams. Seesaw will remain the school’s primary remote learning platform, but we hope to use Microsoft Teams to provide a range of remote learning options.

Microsoft Teams Schedule - Trial Week

KS1 Assembly – Mr Unsworth (Wednesday 27th) at 1:30pm

KS2 Assembly- Mr Unsworth (Thursday 28th) at 1:30pm

	Monday 25th	Tuesday 26th	Wednesday 27th	Thursday 28 th	Friday 29 th
Year 1					
Year 2					
Year 3					
Year 4					
Year 5					
Year 6					

Children will receive two face-face meetings on their trial day.

9:30 Meeting (Mandatory*)	1:30 Meeting (optional)
Teachers will describe the work set on Seesaw that day, providing tips and modelling examples.	Children who would like to discuss their work with one of the teachers should attend in the afternoon. Teachers will talk through answers and address misconceptions.

*unless children cannot attend due to personal/family circumstance

Usernames and Passwords

Usernames and passwords have been sent to all children in Key Stage 1 and 2. Should you not have received this information you will need to email the school office Office@cheddargroveschool.org.uk Please note only children with a school username and password will be able to access the meetings.

How to access Microsoft Teams

Microsoft Teams can be accessed via a browser or via the Microsoft Teams App. The meetings are linked to school’s online diary. Children must login to Microsoft Teams and then click on the meeting link.

The following guide explains this in more detail: [How to access Microsoft Teams](#)

How to access Microsoft Teams Video: [How to access Microsoft Teams \(Children's Version\)](#)

Parent/Carer Expectations

Parents and Carers will:

- Read the guidance and expectations outlined and ensure these are adhered to by the student, when taking part in any live session.
- Wear suitable clothing if the chances are that they will be passing within screenshot whilst moving around their household.
- Ensure their child is located in a communal area of the house. Where parents feel that they are best located in a room on their own, the door should remain open, with an adult within earshot of the session.
- Use appropriate language only, even if communicating with another member of the household. This includes gestures and other body language.
- Not share or record any content of the meeting. Any such actions should be reported to the school as soon as possible.
- Raise any concerns they have about any element of the session with the school as soon as possible. Again, we would ask that students and parent/carers ensure they have read the above guidance and expectations carefully and adhere to them at all times. Doing so will result in a more valuable experience that is safe and positive for all.

Live Session Guidance

- The sessions are 20-30 minutes, so in order to best aid your child's learning, please join the meeting on time.
- It is optional to have your video stream turned on.
- Live sessions should not be joined from your child's bedroom and a more public space like the living room or kitchen should be used. If the child is in a room on their own, the door should remain open, with an adult within earshot of the session.
- Children should not contact teachers via their email addresses. Instead, parents should use office@cheddargroveschool.org.uk as normal. To promote good behaviour, praise will be used in the first instance following the school's behaviour policy.
- It is important that you consider safeguarding and your surroundings. Teachers are duty bound to report safeguarding incidents that could result in child protection issues.
- Children must be dressed appropriately, no pyjamas.
- Please do not record or screenshot the session as this will breach the acceptable use policy. Pass on any concerns you have about any element of the session to your parents/carers. This concern should be raised with the school as soon as possible.
- Children must keep their microphone muted unless asked to unmute by the teacher.
- Children must not use the chat function unless prompted by the teacher.
- Children must not use the chat function after the meeting is closed.

Further information can be found here [Face-Face Meeting Protocols for Parents and Children](#)

Remote Learning Support Links

Cheddar Grove Primary School Microsoft Teams Webpage	https://www.cheddargroveschool.org.uk/remote-learning/
How to access Microsoft Teams Video	https://youtu.be/7MGVxxUh5IQ

Yours Sincerely,

Mr Unsworth

Deputy Headteacher