



St Thomas & St Anne's CE Primary School

Hanwood, Shrewsbury, SY5 8JN

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~ Caring, growing and learning together ~

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Whole Class Live Teams Sessions

Dear Parents/carers,

We would like to offer the children a chance to 'meet' in live sessions with their classmates and teachers to help them feel a sense of connection with their peers and school. These sessions will run via Microsoft Teams and will initially happen weekly. We have chosen to use Microsoft Teams to facilitate these calls/meetings as we believe it is the most secure platform to run virtual sessions.

These will not be live teaching sessions but a chance for the children to meet, listen to a story, show and tell items on a particular theme or celebrate the successes of their week with their class teacher and peers. We understand that it may be difficult for parents who are working or caring for other children to facilitate these so please do not worry if you cannot attend these sessions; we will try to do them at different times to cater for the different circumstances of each family.

How will it work

We will send out a Microsoft Teams link and the details of the meeting the day before the meeting is due to take place. This will be sent to parents' email addresses. To join the meeting, you will need to click on the link. Depending on the device you are using, you may need to download the Teams app but this is free of charge. You will be able to sign in to the meeting as a guest - **no email address sign-in is required**.

Once you have clicked on the link you will be prompted to enter a guest name - please use your child's first name. You will then be notified that you are in the waiting area and someone will let you in the meeting soon. All participants will enter as guests and therefore email address should not be visible.

Acceptable Use Policy

To ensure that Teams is used safely and securely by all school users we have outlined some rules in our acceptable use policy:

Acceptable Use Policy for parents/carers/pupils using Teams

I/we agree that I/we will:

- not share the meeting link provided
- provide parental supervision for technical difficulties
- be dressed appropriately
- join the meeting on-time
- join the meeting on a secure, private device and network
- join the meeting in a quiet room away from distractions
- join the meeting with the microphone muted but the camera on
- only switch on the microphone when requested by the teacher
- if you would like to say something use the hand symbol or raise your hand
- only use the chat box when requested by the teacher and do not write inappropriate messages in the chat box
- not record/photograph/video/screenshot the meeting or share your screen
- uphold high standards of behaviour as expected within school
- Press LEAVE when the meeting has finished or when requested by the teacher

Permission

Parents/Carers must provide permission for the use of Teams by their children and confirm the acceptance of the Acceptable Use Policy set out above. Please complete the online form using [this link](#) to confirm this and provide consent.

If you have any questions regarding live sessions please do not hesitate to contact me at school.

Kind Regards,
Hannah McGrath

Acting Headteacher