**WHAT?**

At Moat Farm Junior School we use Microsoft Teams (“Teams”) as a platform to deliver an online curriculum that children can access from home. Teams allows pupils, teachers, and staff to seamlessly work together, create content, and share resources all from a single, easy-to-learn and simple to use platform. Within Teams, our teachers can quickly converse with pupils, share files and websites, create a OneNote Class Notebook, and distribute and mark work set in lessons. Built-in OneNote Class Notebooks and end-to-end assignment management allow teachers to organise interactive lessons and provide effective and timely feedback. Teams can be accessed in many ways, for example, laptops, tablets; and there is also an app that staff, pupils and parents can download to use.

**HOW?**

Pupils should:

* Access their emails and Teams account during school hours only (8:45am - 3:15pm).
* Use their emails to access Teams and seek support from their class teachers. Children who do not follow the guidelines set in this Policy will have their emails temporarily disabled and parents will be contacted.
* Follow the Moat Farm Junior School values at all times when online (Motivation, Optimism, Achievement, Teamwork, Friendship, Respect, Acceptance and Manners).
* Follow our school’s E-Safety policy at all times.

**Online Learning Timetable (During Coronavirus Pandemic Only)**

Teachers will upload, live stream and/or record lessons daily as per timetable (Appendix 1). Year groups will decide which teacher will plan each lesson. Work that the children submit will be marked within 24 hours.

**Hosting a Live Streaming (lessons only)**

Some lessons are live streamed to children by **our teachers only**. Pupils and teachers **will not plan for, or participate** in, any live streaming from **outside of our school** and must always adhere to the following:

* The stream should take place in school time and must be supervised by teachers and support staff at all times.
* Be sensitive to the needs of individual students, including [deaf and disabled children](https://learning.nspcc.org.uk/safeguarding-child-protection/deaf-and-disabled-children/), and children who may be sensitive to certain topics or issues that may arise during the livestream.
* Sit/stand against a neutral background.
* Teachers dress like they would for school.
* Double check that any other tabs they have open in their browser would be appropriate for a child to see, if they are sharing their screen.
* Use professional language.
* Record all live streaming.
* Teachers should be present in the lesson before the children join it and after the last child has left.

**Recording a lesson**

Teachers should try to find a quiet or private room or area record a lesson. When making a recording, teachers must:

* Sit against a neutral background.
* Dress like they would for school.
* Double check that any other tabs they have open in their browser would be appropriate for a child to see, if they're sharing their screen.
* Use professional language.

Children and parents must:

* Be in a shared space in their house.
* Be mindful that other children and teachers might see and hear what is in their house (the camera function can be turned off otherwise and microphone muted).
* Uniform is not required, but children should not wear pyjamas.

**Communicating with Parents, Carers and Pupils**

It is important for our teachers, support staff and pupils to maintain professional practice as specified in the Code of Conduct. When communicating online with parents and pupils, staff should:

* Communicate within school hours as much as possible (or hours agreed with the school to suit the needs of staff).
* Communicate through the school channels approved by the senior leadership team (Teams Only).
* Use school email accounts (not personal ones).
* Use school devices over personal devices wherever possible (Teams app on staff’s personal phones is permitted).
* Teachers and support staff should not share personal information.

**Bullying or Abuse Online**

Parents should report any bullying or abuse that occurred online directly to teachers through Teams, or parents and carers can report directly by calling the school.

**Reporting Concerns**

It is essential to have and communicate clear reporting routes so that children, teachers, parents and carers can raise any safeguarding concerns. Staff, parents and carers should report concerns as normal, following our Safeguarding Policy procedures.

**Appendix 1**

