

## ST ANSELM'S CATHOLIC PRIMARY SCHOOL

### PARENT AND CARERS CODE OF CONDUCT FOR ONLINE (MICROSOFT TEAMS) LESSONS

*Learning and growing together, through prayer, belief and love*

This Code of Conduct for Online Teams Lessons was approved by the full Governing Body on 21<sup>st</sup> October 2020.

#### INTRODUCTION

St Anselm's Catholic Primary School is a nurturing learning community. We believe pupils learn best in a safe and supportive environment based on respect and trust and underpinned by an effective partnership between parents and staff. High standards of behaviour are required of pupils, and staff are expected to act professionally at all times. The positive support of parents and carers is necessary and highly valued by the school.

#### EXPECTATIONS

- Children should use their own account – accessed through SharePoint- in order to access the lesson. They should not share their SharePoint login details with anybody else.
- Children should enter into the lesson 5 minutes before it is due to start to ensure lessons can begin on time and teaching is not missed
- Parents and carers will be within earshot of the lesson and will appear on camera at the beginning of a lesson to grant permission
- Please ensure that the background for your child is neutral and does not reveal any personal information
- Children to be dressed appropriately; school uniform is optional
- Children as well as parents and carers will not share, nor request, any personal information about any child during the session
- Children will not use their mobile phones during a lesson
- If you have any concerns about during the lesson please leave the group immediately and notify the teacher, a member of senior leadership or the Designated Safeguarding Lead – (Mrs O Connell).
- The session will not be recorded (audio and/or video) and the chat function will be disabled.
- The teacher may mute children if needed and children should not unmute themselves unless asked to.
- All videos must be on – if you or your child have concerns or are anxious about this, please contact the teacher the day before the lesson
- Parents and carers are not to share offensive, derogatory or critical comments via social media Including WhatsApp – if you have a concern either message the class teacher privately or contact the senior leadership team by emailing [office@st-anselms.harrow.sch.uk](mailto:office@st-anselms.harrow.sch.uk)
- If any of the above are not complied with, children will be removed from the lesson
- All of the above measures are designed with one simple goal in mind: To ensure that all children are safe online.