



# Clavering Primary School

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Head Teacher: Miss R. Allsop  
Administrators: Mrs J. Snelling  
Mrs V. Prentice  
Mrs H. Smith  
12.6.20

Dear Parents

## Re: Remote Learning - Microsoft Teams

We will be using Microsoft Teams for some face to face sessions.

This would involve a regular grouped session of nurture/story/ Show and Tell time for about 20 minutes. There will also be some pre-recorded teacher resources.

For this to be a safe environment for all the children some safety points will need to be followed:

- Pupils would need to be appropriately dressed (no pyjamas)
- If not at school, pupils would need to be in a suitable room such as the kitchen or lounge (not their bedroom)
- All pupils would need to follow school rules – speaking/commenting politely and being respectful of other pupil's feelings.
- Parents must manage the pupil accounts not the pupil
- Video-conferencing programs should not be used on a one to one basis between school staff and pupils – remote learning on a one to one basis is not appropriate;
- The message board facility must not be used between pupils
- Live sessions will be recorded for safeguarding purposes

If you would prefer for your child not to participate in this form of learning then please contact the school office.

Further details regarding dates and times will be shared by the classteacher.

Kind Regards

Miss Allsop

