

**Albert Bradbeer Primary Academy**

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West Midlands  
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Headteacher: Charles Chambers

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Tuesday 26<sup>th</sup> January 2021

Dear Parents and Carers

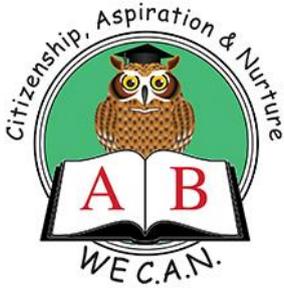
I hope everyone stayed warm and safe during the recent snowfall and icy conditions. Thank you for your understanding about the decision to close school yesterday. We are happy to be back open today for Key workers and identified children.

The new learning platform of Microsoft Teams started yesterday for home learning. We understand that there have been some teething issues that were out of our control, but we have solved them and we are now moving forward in ensuring the best provision for the children during this enforced lockdown. To help things progress further, we need to work together by:

- Encouraging the children to log on to Teams daily to see the work being set.
- Only message the teacher about the work. Although it is good for children to have conversations with each other after being apart, we cannot turn the platform into a social media site. It is there for the children to work from, as in a classroom. Please give the children breaks (as they do at school), but please only allow the children to speak and chat outside of Teams through over media (such as their own phones or webchat etc)
- Each teacher is supporting the children in their class, which is 30 children per teacher. It is unfortunate that giving long feedback is not possible when typing instead of talking to each other. In school, the majority of feedback is given orally to the children, it would take each member of staff hours to respond to every child for every lesson (especially if their typing skills are not as quick!). Please be assured that typed feedback is directed to move learning forward.
- Please prioritise the use of Teams as the working platform. I understand that some parents are having difficulty with online devices. Please speak to Mr Phillips as we can help provide devices for children at home. Members of staff are spending long periods of time creating learning packs for children, but then a significant proportion of these are not being collected. In other instances, we have distributed devices but parents are still asking for paper copies. The more parents who engage with Teams means the more time staff have got to support the children online.
- Please remember that the staff at school are only available during normal working hours to respond to messages or requests. We've had a few parents informing school that they are sending messages but not getting a reply to the next day. This is correct as the staff will only respond to messages between 9am and 4:15pm. Both before and after this, they are either preparing work, or at home with their own families and will not be working. I understand that some working parents are having different working shifts outside of these times, but we cannot offer evening sessions of support for the children.

We understand that the lockdown and home learning is giving many parents and children added anxiety and stress. Please know that we are all working as hard as possible to reduce these anxieties and ensure things are constantly improving. We know that sometimes things may go wrong, and that our approach cannot keep all 420 children happy or suit the opinions or needs of all parents. However, we will





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keep trying to improve areas that are causing concern and please do inform us of these areas, so that can try and address the for the benefit of all the children.

If you have any questions, please contact your class teacher and they will do their best to help. Please find attached a simple “code of conduct” for the children”

Best wishes

Darren Mann

## Microsoft Teams Code of Conduct

- **When using Microsoft Teams pupils should always remember to be polite and respectful when communicating with others.**
- **If a pupil has experienced an incident where someone has been unkind or disrespectful to them they should immediately report it to their class teacher – ideally with a screenshot.**
- **Pupils should inform an adult if they see anything online that makes them feel uncomfortable.**
- **Pupils should not share or upload any content which is inappropriate or could upset pupils, staff and others.**
- **Pupils should only contact their teacher through the chat if they have a question related to their learning.**
- **Pupils should not be chatting with other children through Teams**
- **Pupils should not contact a member of staff through video chat.**
- **Pupils should not share account passwords or use other pupils accounts.**
- **Pupils should not delete or open other people’s files or documents.**

### Consequences:

- **If it is clear a child has been unkind to another child or shared inappropriate content they will be given a warning and their parents will be contacted. If their behaviour continues then they will have their access restricted and potentially removed, with work being sent home by another means.**

