

MICROSOFT TEAMS CONSENT FORM



As a school, we will be offering our remote learning and remote parent's evenings through Microsoft Teams. In order for us to do this, each child will be issued with a school email address and password. They will learn how to use this to access their class page within school, they will still require support at home. Should a class bubble, the whole school or particular groups of children have to self-isolate or learn from home, then teaching and resources will be shared through the Microsoft Teams learning platform. When virtual parent's evenings are required, they will be set up via the child's email address through Teams.

For full access to Gotham Primary School's remote learning package, you need to consent to the use of Microsoft Teams. As a parent, you will be able to choose whether or not to enable the use of the camera at home. In addition, your child can communicate through the chat function should you not wish to enable the microphone. This does place an extra level of challenge to remote learning for your child though.

As a school, we have developed a pupil code of conduct for remote learning, this forms part of our Acceptable Use and Online Safety Policy. The pupil code of conduct goes through acceptable behaviour and explains that email accounts are monitored by staff within school.

When children need to access remote learning, we expect a parent or carer to

- Be within the room for most of a live lesson but to not join in the lesson themselves
- Be appropriately dressed and ensure that all members of the household are appropriately dressed
- Use polite language and ensure that all members of the household use polite language
- Support their child by finding a quiet area for them to work that is safe, public and free from distractions and have suitable resources e.g. a pencil, paper. Please avoid using a bedroom for video conferencing
- Ensure that children attend all lessons, complete daily work and submit daily work
- Contact school swiftly if there are issues stopping a child attending or completing work e.g. no internet, computer has broken, behaviour
- Inform school, prior to the start of lessons, if their child is unable to attend a lesson for any reason – normal absence reporting procedures need to be followed
- Have read the pupil code of conduct and support children to adhere to it, the children will have the code of conduct explained within school and they can sign within school. If you do not agree then your lack of consent overrides the child's consent.
- Understand that within school, we will still teach children to send emails and use Microsoft Teams even if you do not consent to being part of remote learning sessions from home.

If you are in agreement to the above arrangements but already know that there will be difficulties in your child accessing Teams due to internet issues or access to appropriate equipment, please contact school as soon as possible. We will endeavour to help you.

Signed _____

Name in capitals _____

Parent of _____

Date _____



If you wish to withdraw your consent please contact the office on office@gotham.notts.sch.uk.

Gotham Primary School fully complies with information legislation & GDPR. For the full details on how we use your personal information please refer to our website www.gothamprimary.co.uk.