



SAINT MARY'S PRIMARY SCHOOL & NURSERY UNIT

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15th January 2021

Dear Parents,

Thank you to all those who have accessed their child's class team through Microsoft Teams. If you have not already done so we encourage you to access this platform and make contact with your child's class teacher. Details on how to do this are included on the school website within the Home Learning section. Should you have any problem accessing Teams, please do not hesitate to contact me at pgilchrist570@c2kni.net

Microsoft Teams will be further integrated to help facilitate remote learning over the next few weeks. Your child's class teacher will give you details on this through their class page. However, it will not replace the scheduled work being placed on the school website or being able to contact the teacher directly through their email account. Teams is an additional tool whereby the teacher will be directing work daily and pupils may contact the teacher directly. A message will upload each morning from the class teacher and we ask you to acknowledge this with a worded "Hello" or emoji wave. You do not need to make contact immediately but we would like to know that you are accessing our messages at some stage during the day.

You can upload pictures of your child's work onto Teams but please be mindful that any chat, pictures or posts put up within the Teams platform is public and available for all to see. The most private contact will continue to be via the teacher e mail account and some may prefer to continue to use this.

If you put up samples of work completed or a message for the teacher you may get a response from the teacher publicly on this platform or the teacher may contact you privately. Hence if you see a post has not been responded to on the Teams platform, it does not necessarily mean that it has not been responded to.

Teams is a school platform and not a general messaging service. We discourage pupils from sending messages to each other on this platform. Again, please be very mindful that this is generally a public platform. Therefore, any messages you post up must be related to the schooling activity your child is engaged in. Should you wish to contact the class teacher directly with your child's work, suggestions, ideas or for advice you can continue to do so via the teacher's direct email address. Any messages posted on Teams that are not relating directly to school may be deleted.

A parents copy of our Policy for the use of Microsoft Teams is included overleaf and I have added a PowerPoint presentation to the school website within the Home Learning section that offer help and guidance on using Microsoft Teams.

Like yourself we are continuing to learn all about this platform and we ask you to be patient and understanding with but we hope to utilise this, in conjunction with our school website to help promote remote learning.

Yours sincerely,
Mr P Gilchrist
Principal



Policy for use of Microsoft Teams (Parents Version)

Microsoft Teams has been set up in school as a platform for the children in Primary 1 to Primary 7.

The platform will be used to assist remote learning, in conjunction with the school website and teacher's email access. Microsoft Teams is a secure, GDPR conforming system, which allows children to access materials online.

All students must adhere to same behavioral expectations as found at school when engaging online. This means that pupils will behave in ways that uphold the values of St. Mary's Primary School, summarised in our school motto, 'Let your Light Shine.' The following illustrates how St. Mary's Primary School's Positive Behaviour Policy is translated into online learning specific environments.

At St. Mary's School we all do our best to:

Physical Setting	Online Setting
Respect each other's right to learn;	Respect each other's right to learn in online settings by taking turns and listening to others if engaged in video calling;
Speak positively and politely to one another;	
Play and work co-operatively and peacefully;	Speaking positively and politely to one another over the Internet through the chat function or verbally;
Follow the directions of those whose job it is to help us;	
Look after school equipment, personal belongings and those of others;	Work-cooperatively and peacefully in online settings;
Help each other follow this code.	Following directions of those whose job it is to help us while we learn online

The chat feature within Microsoft Teams will be used for school related issues only and is not to be used by parents and pupils to communicate with each other directly.



Roles and Responsibilities within Microsoft Teams

Parents will

- Help their child use the platform to engage with learning from school.
- Accompany and support their child while using Microsoft Teams.
- If children are attending video calling, adults will remain in the general vicinity with the children.
- Ensure that Teams is not used in personal spaces, such as bedrooms.
- Ensure children are dressed appropriately if they are joining video calling.
- NOT screenshot or copy any information, messages or posts from their teacher or other pupils.
- Ensure children and adults do not use the 'chat' feature to contact with each other for non-school related issues.
- Remind children of the expectations when working online.
- Report any problems/issues arising to the Mr Gilchrist (Principal) or Mrs G Breen (Designated Teacher for Child Protection) or Mr S Denvir (Deputy Designated Teacher for Child Protection)

Children will

- Use the Teams platform for school related activities only.
- Log on to their personal account only and not share their personal information.
- NOT use the chat feature to correspond with adults or children.
- NOT use the video feature with other pupils or adults.
- Report any problems/issues arising to the Mr Gilchrist (Principal) or Mrs G Breen (Designated Teacher for Child Protection) or Mr S Denvir (Deputy Designated Teacher for Child Protection)

Staff will

- Use the Teams platform for school related activities only.
- Ensure that if joining video call or uploading a video, that this is done in living space, not from bedrooms.
- Report any problems/issues arising to Mr Gilchrist (Principal) or Mrs G Breen (Designated Teacher for Child Protection) or Mr S Denvir (Deputy Designated Teacher for Child Protection).

