



## Parent/Carer/Child Remote Learning Rules

### SCHOOL CONTACT DETAILS:

**Address:** Throston Primary School, Flint Walk,  
Throston Grange, Hartlepool, TS26 0TJ  
**Telephone:** (01429) 288291  
**E-mail:** [admin@throstonschool.org.uk](mailto:admin@throstonschool.org.uk)  
**Website:** [www.throstonschool.org.uk](http://www.throstonschool.org.uk)  
**Twitter:** [@throstonprimary](https://twitter.com/throstonprimary)  
**Movies:** <https://throston-primary-school.primarysite.media>



Dear Parents and Carers, in order that we can use our selected Remote Learning Platform 'Microsoft Teams' and online resources safely, please can we kindly ask you to read and follow the information below. If you need any clarification or additional information please e-mail:

[admin@throstonschool.org.uk](mailto:admin@throstonschool.org.uk).

- Parent/carers are expected to be present throughout ALL 'live' meetings with Throston Primary School. Interruptions should be kept to a minimum.
- The virtual meetings should take place in shared/communal spaces such as the dining room or living room. School staff will ensure no personal information or items are on show.
- Access to a meeting will only be allowed via a scheduled invite. Staff will use the waiting rooms function.
- Staff will mute/disable videos and microphones when they deem necessary.
- The chat function should be used appropriately.
- Parents/carers and children should not share their username, password or calendar access links.
- Staff will model appropriate behaviour and language online and they expect parents, carers and children to do the same. Appropriate clothing should be worn.
- Meetings will not be recorded by the school and the school expects that parents, carers and children will also not take or record images for their own personal use or onward sharing.
- Educational resources will be used or shared in line with our existing teaching and learning policies, taking licensing and copyright into account. Parents/carers will only be asked to send images of work/activities not videos.
- Parents/carers should contact the school if they do not have a device to access Microsoft Teams and/or online learning resources at home, encounter any difficulties or have a concern.
- Children should take regular breaks when working on a device from home, and report anything inappropriate immediately to a responsible adult. Parents/carers can then report to the school and <https://www.ceop.police.uk/safety-centre/>
- Staff will contact parents/carers if children are not accessing remote learning or they have wellbeing concerns.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Carer of: \_\_\_\_\_ (PLEASE PRINT)