

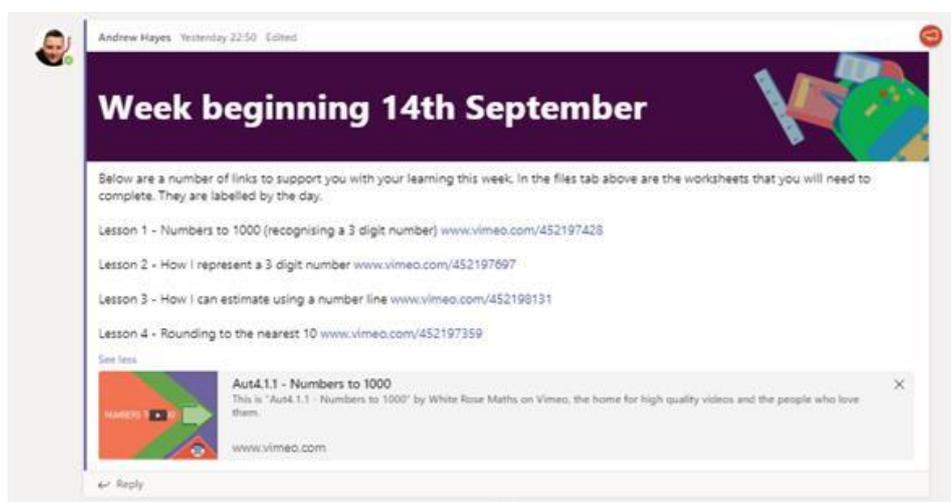
# Completing Work During Self-Isolation Using Microsoft Teams

At present, learning for Maths and English is being shared on Teams for pupils to complete in the event of self-isolation or while awaiting the results of a COVID-19 test. Maths learning can be found in the Maths channel while English learning can be found in the English channel.

When you click on these channels, you will find several threads. These will include:

- Parkland Teams rules
- Your current Maths or English learning journey (an outline of the learning that is taking place)
- A thread starting with Week Beginning...

The thread with 'week beginning...' and date has guidance on how pupils can access the learning and links to videos that will support their learning (See below).



## How to complete work set

When pupils have watched the videos and have a clear understanding of what they need to do, they need to complete the worksheets that have been set. In the file tab at the top of the Maths and English channels, are the worksheets that pupils are expected to complete. They will have been organised into folders and dated clearly.

Pupils can open these so that they can understand what is required. You can then complete the work in the following ways:

- Download the worksheet and annotate over it on a tablet (You can then save and re-upload the work)
- Download and print off the worksheet, completing the work on the page
- Type up your work using Microsoft word
- Use the worksheet as a reference and complete the work on a separate piece of paper or in a workbook



When you have completed the work, you can take a picture of this and upload it onto Teams by replying to the week beginning thread using the attachment feature (paperclip symbol). You can also upload any documents by click on the little paper clip when you have written your comment in the reply section.

When this has been uploaded, the class teacher will look at this work and comment on it. They might not reply straight away as they are teaching but will reply on the day the work was posted.

## **Reporting E-Safety Concerns**

At school, E-safety is taught as part of the computing and PSHE curriculum. During every computing lesson, there will be an element of e-safety taught to ensure pupils understand the risks associated with using technology and the internet as well as knowing how to keep themselves safe.

If anyone shares anything inappropriate, uses foul or abusive language or does something on Teams or other platforms that makes you feel uncomfortable, you should tell a responsible adult straight away and contact school. We can then do the following:

- support your well being
- investigate the issue that has arisen
- educate pupils so that this issue does not happen again

### **How to report an incident**

If you see something or someone does something inappropriate while on a learning platform, you must do the following:

- Do not respond to the person
- Take a screen shot of the incident
- Report it to Parkland Primary School via [admin@dsatparkland.org](mailto:admin@dsatparkland.org) (please attach the screenshots) or via class dojo

The school will then speak to you about the incident and investigate further.

At Parkland, we have a dedicated safeguarding team that can help and support you with any e-safety issues. They are identified below.

				
Mrs J Andrews Headteacher	Mr A Hayes Deputy Headteacher	Mrs S Phillips Assistant Head	Miss H Pugh SENCO/SLT	Mrs T Butterworth Inclusion Champion

