

26 January 2021

Our Ref: HP8028

Dear Parents/Guardians

As I am sure you are aware, we have moved over to online learning for our children during the school closure. To support us in this, we have been using Microsoft Teams to teach, set work and stay in touch with the children. So far, we have received positive feedback and we hope you have found it useful too.

It is very important that all online learning is safe and for this to happen, we need your help to ensure your child uses the internet safely and appropriately. Please read the lists below which will help you understand school's expectations when children are online.

**Please do:**

- Supervise your child when they use the internet and ensure they are not using it late in the evenings.
- **Report any concerns if you see or hear anything inappropriate during live online lessons by contacting [admin@hardwick.derby.sch.uk](mailto:admin@hardwick.derby.sch.uk).**
- Ensure your child takes part in live online lessons in an appropriate setting, e.g. a quiet space with a blank wall behind them.
- Remind your child to be on time for all live online lessons. The children should wait in the lobby 10 minutes before the class begins.
- Ensure your child only uses the chat section if they need help or to ask the teacher a question.
- Monitor the posts feature, ensuring children are only using it for educational purposes and not to chat to friends.
- Check your child's messages.
- Remind your child to listen well, contribute and follow instructions first time.
- Remind your child to be polite and respectful in all communications.
- Make sure you watch the tutorial videos on our website (Online Learning/Teams) before contacting school for technical support.

**Please don't let your child:**

- Use the video, audio and chat features unless permission is granted.
- Record teachers or children.
- Share private information.
- Speak during live online lessons unless they are prompted to do so or have a question about the lesson.
- Send inappropriate messages.
- Reveal their passwords to anyone.

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## **Online Safety advice**

In the autumn term, we provided every parent with a Digital Parenting magazine. Please refer to it for more information on how to make the right digital choices for your family.

Technology can help us all stay in touch, but please take necessary steps to ensure your child stays as safe as possible.

## **Parental Controls**

Almost all devices allow parental controls to be set. These can be adjusted depending on the ages of the children. They can:

- Stop children putting new apps on a device until the parents approve them.
- Reduce the chance of a child accidentally spending money on virtual goods.
- Limit the time that children use a device without having a break.

A good starting point is the internet matters website <https://www.internetmatters.org/>, go to the SETTING CONTROLS section at the top.

## **Apps and Sites**

The list of apps and websites children are using grows by the minute. In the UK the NSPCC have a site called NetAware <https://www.net-aware.org.uk/> which explains many current apps, the risks and the benefits of their use.

## **Talking**

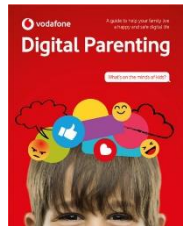
Probably the best thing you can do to help your child is to talk to them regularly about how they use technology, which apps and sites they use and who their online friends are. Some children struggle with online relationships and you can help guide your child through this difficult area. If children receive unpleasant messages, these can usually be reported, and each app or site will have a different way of doing this.

## **Activities for Children**

<https://www.thinkuknow.co.uk/> is the website aimed at children and their parents from the National Crime Agency. It has lots of useful suggestions and advice on how to report issues. It also has games and activities for younger and older children. LGfL have produced a free video which has advice for children found at <https://undressed.lgfl.net/>

## **More Help?**

The NSPCC have teamed up with O2 <https://www.nspcc.org.uk/what-wedo/about-us/partners/nspcc-o2-online-safety-partnership/> to provide advice to parents and have a free helpline on 0808 800 5002. They will also give support in any O2 shop – you do not have to be an O2 customer. Children can call Childline on 0800 1111 for advice on anything that is worrying them.



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## 10 TOP TIPS FOR PARENTS

### 1. TAKE AN ACTIVE INTEREST IN YOUR CHILD'S LEARNING

As a parent or carer, your school may have explained how remote education works already, but children may still need help. Take an active interest in their learning and help support them whenever they need a helping hand.



### 2. MONITOR YOUR CHILD'S COMMUNICATION AND ONLINE ACTIVITY

It's important to remind your child that despite being at home, the same level of behaviour and conduct exists as if they were at school. Encourage them to remain polite, remember their manners and not to post or send any negative comments just because they are behind a computer.



### 3. ESTABLISH A DAILY SCHEDULE AND ROUTINE

Working from home and trying to learn in a more casual setting that children might associate more with play and a degree of freedom might take a bit of getting used to. Try to stick to a daily routine and use the timetable/schedule that schools have sent home to help children keep on top of their daily learning.



### 4. ENCOURAGE SCREEN BREAKS AND PHYSICAL ACTIVITY AWAY FROM DEVICES

Remote learning will inevitably require more interaction with computers, laptops and tablets. Teachers will invariably advise on screen breaks: however, it doesn't hurt to keep a check on their time online or encourage them to get some fresh air/exercise.



### 5. ENSURE YOUR LEARNING DEVICE IS IN PUBLIC SPACE IN THE HOME

It's important to consider where your PC or laptop is placed if live video is being used. Try to keep the background neutral, with no personal information visible and move learning devices out of the bedroom as this could be deemed inappropriate.



### 6. IMPLEMENT SAFETY CONTROLS AND PRIVACY RESTRICTIONS ON APPS AND SOFTWARE

Dependant on how your school implements remote education, your child may be required to download certain software or apps. Whilst these are likely to be relatively safe to use, like any other new app or platform, parents should still implement safety controls as a precaution.



### 7. ENSURE YOUR CHILD ONLY USES OFFICIAL SCHOOL COMMUNICATION CHANNELS

It's important that all communication with teachers and school staff is directed through approved school channels, whether that be through the school's online portal or the relevant secure messaging site.



### 8. FAMILIARISE YOURSELF WITH RELEVANT SCHOOL POLICIES

Schools should have a policy on remote education that they can share with parents. Familiarise yourself with this and ensure you know what is expected of teachers and your child during lessons, both online and offline.



### 9. MAINTAIN FEEDBACK WITH TEACHERS

Engage in communication with teachers where possible, and try to feed back progress and development as well as any helpful suggestions around the learning process. Be transparent but remain professional and only use official channels to communicate.



### 10. MONITOR YOUR CHILD'S WELLBEING AND MENTAL HEALTH

Remote education will likely mean that your child won't get the same level of social interaction and might not see their friends for a while. Keep a check on their wellbeing and try to encourage them to get out as much as they can. Whilst learning from home might seem fun and exciting to start to with, missing out on seeing their friends every day might take its toll.



If you have any questions or concerns, please contact the school office: [admin@hardwick.derby.sch.uk](mailto:admin@hardwick.derby.sch.uk) or phone 01332 272249.

Thank you.

Yours sincerely

A handwritten signature in blue ink that reads 'R Sandhu'.

Mrs R Sandhu  
Head of School