



**St. Peter's C.E. Primary School**  
Belford Road, Harrogate, North Yorkshire, HG1 1JA

Headteacher – Mr Paul Griffiths

Online Home School Learning  
Use of Microsoft Teams - home school agreement



This agreement is made between St Peters C of E Primary School and  
Pupil's name.....  
Parents Name/ signature..... Date .....

Staff, parents and pupils will be asked to make the following agreements:

- Online teaching should follow the same principles as set out in the school code of conduct.
- School will ensure any use of online learning tools and systems is in line with privacy and data protection/GDPR requirements.

Through the use of Microsoft Teams, our aims are that;

- Teachers will be able to upload the work directly to the class group folder.
- Children will be able to upload their work directly to their own private channel, which only their teachers will be able to look at and make comments on.

Our expectations for appropriate use of Teams are that:

- Children will send a private message to their teacher on Teams when they have uploaded work to be commented on.
- Teachers will comment on work within 5 working days of it being uploaded.
- Teachers will only look at children's work and comment on it during "normal working hours", which are between 8.00am and 5.30pm Monday to Friday.
- Teams is a platform where communication should only be between children and their teachers, not for peer-to-peer conversations.
- Conversations on the "General" posts are for teachers only - these act as bulletin boards, where everyone can see the message, so they are not private.
- If parents need to contact teachers, they will do so via the [admin@stpeters.ycway.uk](mailto:admin@stpeters.ycway.uk) email address and not through their child's Teams channel.

Where webcams are involved, the following should be adhered to;

- no 1:1s, groups only;
- staff and children must wear suitable clothing, as should anyone else in the household;
- any computers used should be in appropriate areas, for example, not in bedrooms; and the background where possible should be blurred;

**Telephone: 01423 569684 Fax: 01423 521080**

**General email: [admin@stpeters.ycway.uk](mailto:admin@stpeters.ycway.uk) Headteacher email: [headteacher@stpeters.ycway.uk](mailto:headteacher@stpeters.ycway.uk).**

Part of Yorkshire Causeway Schools Trust, a charitable company limited by guarantee registered in England and Wales with company number: 07663935. Registered Office: St Aidan's CE High School, Oatlands Drive, Harrogate, North Yorkshire, HG2 8JR.



- live chats should be kept to a reasonable length of time, or the streaming may prevent the family 'getting on' with their day;
- language must be professional and appropriate, including any family members in the background;

Overall our aim is to provide a high quality of home school learning and care for all of our children, where all people are included, valued and respected.

St Peter's staff will only use Microsoft Teams which has been specified by senior managers of the Yorkshire Causeway Trust and approved by our IT network manager to communicate with pupils.

Together we will encourage high standards of achievement, behaviour and care for you child and each other.

Kind regards  
St Peter's staff

**Telephone: 01423 569684 Fax: 01423 521080**

**General email: [admin@stpeters.ycway.uk](mailto:admin@stpeters.ycway.uk) Headteacher email: [headteacher@stpeters.ycway.uk](mailto:headteacher@stpeters.ycway.uk).**

Part of Yorkshire Causeway Schools Trust, a charitable company limited by guarantee registered in England and Wales with company number: 07663935. Registered Office: St Aidan's CE High School, Oatlands Drive, Harrogate, North Yorkshire, HG2 8JR.

