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Mr K Reid
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Dear Parents/Carers,

MS Teams Chat Function

We have decided to enable the MS Teams *Chat* function for the whole school, which you can find on the left-hand side of the page (please see the screenshot below). While there may be occasions when the function is used inappropriately (children sending each other rude message, etc.), the benefits (children being able to directly contact each other and their teachers, and submit work) outweigh the drawbacks.

This does, however, mean the *Chat* function needs to be managed carefully.

All teachers will be explaining their classes that private messages on MS Teams are subject to the same rules of conduct as conversations in school. For example, if a child were to say something offensive to another pupil in the school playground, we would expect the victim to report it to a member of staff. The perpetrator would then be sanctioned in accordance with our behaviour policy. The same system should be in place in relation to private messages, with the added benefit that there is a clear evidence trail.

If children or parents report abuse from another pupil, teachers will consult the *Remote Learning Policy – Behaviour Appendix* (available on our website) and sanction the perpetrator accordingly. As with behaviour incidents in school, we will involve both parties in the resolution and ensure the offender understands why they have been sanctioned.

Thank you.

Alex Wedgbury
Assistant Headteacher

