



Spring Common Academy

American Lane
Huntingdon
Cambs.
PE29 1TQ
Head of School: Julia McIntosh
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22nd January 2021

Dear Parents/ Carers

Re: Remote Learning

At Spring Common Academy we would like to keep up to date with you and your children. To do this we are using a platform called Microsoft Teams for our video-calling. We will be using our school account for this, so you do not need to buy anything or create an account.

When we make our video call, we will always send you an invite and the time. We will never message your child asking them to join a call without you knowing, and we will never ask to 'video meet' with you or your child outside our school hours which are currently 9.00 – 3.45.

If you use a Teams account for another reason, please make sure you log out of that account before your child uses it. This will make sure any settings that you have made in your account do not over-ride any that we have put in place to safeguard your child. When we make the video call please make sure the computer is in a suitable place, not in a bedroom or bathroom for example and the background is clear, showing just the wall perhaps. You may also want to blur the background.

For your child's safety we may record our call with you. The recordings are kept on our school servers for 20 days and no-one is permitted to view them without good reason and with permission from the Head of School. Please do not download or share any school videos.

Our school account has settings that will limit problems with the following issues that you may have heard about:

- 'Zoom-bombing'
- Risk of phishing
- Privacy concerns
- Recordings
- Private zoom meetings
- Inappropriate content
- Data Protection
- Poor privacy controls and security

Spring Common Academy is part of Spring Common Academy Trust

Executive Head Teacher: Dr Kim Taylor OBE Tel: 01480 377404



To protect you and your child further, please:

- Do not create or use an existing Teams account for them, this will make sure that your child cannot change any of our settings.
- Make sure the joining email is from our school email address, this will prevent any impact from phishing emails where people try to get you to click on a fraudulent email.
- We aim to make sure that there are two adults on the video call and we would like parents to be alongside when our call takes place.
- There should be no inappropriate content on any of our video calls. Please contact the school if you are concerned about any of the content of the video call.

If you have any safeguarding issues, general questions or require any further information please feel free to contact me on the main school number above or email spaynter@springcommon.cambs.sch.uk

Yours sincerely



Simon Paynter
Assistant Head teacher
Designated Safeguarding Lead

