

## **Protocols for Virtual Live Lessons and Live Chat (Home Learning Advice)**

These protocols have been suggested to protect your child and the class teacher when they are teaching and learning together online. Please read the document carefully and be objective about the information listed below.

- During online lessons, you and your child must wear suitable clothing (no pyjamas or offensive slogan T-shirts) It will be the parent's responsibility to immediately switch off any webcam. Pupils will be asked to leave the online lesson if it is felt that a pupil or family member's clothing is inappropriate. Once they have changed into appropriate clothing, they will be permitted to re-join the session.
- All digital devices must be used in appropriate areas of the house, for example, not in bedrooms.
- The 'blurring of backgrounds' tool must be used where possible. This function may not be available on your home device, therefore make sure your child sits against a neutral background. You can contact the school technician for advice about this function.
- All live lessons will be recorded. This is for safeguarding purposes. If any issues were to arise, the video could be reviewed. The recorded lessons will be stored for one year and then deleted.
- Live lessons will be kept to a reasonable length of time. The ideal time for a session is around 20 to 30 mins. The live lessons will always fall within normal school hours. Live lessons will be recorded and the links will be shared within your child's MS TEAMS/Tapestry area.
- All language used must be appropriate, including by any family members and adults in the background. Inappropriate language used by pupils or heard from members of their family will be reported and the MS TEAMS accounts will be muted.
- Microsoft Teams and chat platforms are for learning purposes only. They are not to be used as a social media forum. This will be monitored and checked. The Platform will be available from 7am till 8pm only. This will reduce the length and time children are online.
- There will be a channel in the Class Team for children to communicate with their friends. This is called the 'Playground' channel. children must use appropriate language and behaviour in this channel. It will be monitored daily by class teachers and members of the SLT.
- Children are not permitted to eat during online lessons. The learning platform is a representation of a real classroom, teachers do not permit eating during. Having a drink whilst learning and participating is fine.

- Try to create a suitable learning environment for your child, where possible, children should sit at a table. Children will need a pencil, ruler and rubber. Resources and workbooks will be sent home for your child to use.
- When your child is learning online, please reduce distractions such as, television, telephone calls etc.
- Encourage your child to learn independently. Please offer support for technical issues or explanations if your child does not understand their learning.
- If possible, please provide your child with a set of headphones and have the microphone on.
- If a parent has questions, use the Help Desk channel in the Class Team after the lesson. You can send a message to your child's class teacher in this channel and they will respond to your query or call you within 48hrs.
- Please be aware that the lesson could be for a class of 30 children not just for your child. It is an open forum; any distractions will disturb not only your child but 29 others.
- Please engage in conversations with your child after the lesson and discuss the learning tasks and assignments. This will help your children to strengthen their understanding of the learning content.
- Teachers will respond to your child's work once your child returns it but be mindful that teachers will not be able to reply instantly due to the structure of their day/week.
- Remember to consider and balance your child's emotional wellbeing too by providing ample room and time for reflection, physical activity, conversation, and play.
- Monitor your child's access to digital devices. Try and follow the structure of the timetable which will be set by your child's school which will set a balanced approach.

Please contact school immediately and inform them if you do not have a device at home for your child or you cannot access the internet. A computer is now a vital part of your child's education and they need to be able to have access to online learning.

We will be organising a range of initiatives to support parents to ensure that all children have access to an appropriate device for learning through this COVID 19 period and beyond.