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 an online lesson or assembly, your child must wear suitable clothing (no pyjamas or offensive slogan T-shirts) as should anyone else in the household when webcams are switched on. 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 members 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 (where possible) be used. (This function may not be available on your home device therefore make sure your child sits against a neutral background. You should contact the school technician for advice about this function if it is not available.)

- All live lessons are 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 classes 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 links shared within your child's MS TEAM area.

- All Language used must be appropriate, including any family members and adults in the background of any household. Inappropriate language used by pupils or heard by members of their family will be reported and the Microsoft 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 but again the children will need to use appropriate language and behaviour in this channel as if they were in a real playground at school. It will be monitored daily by class teachers and members of the SLT in real time.

- 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 lessons when they are physically in school so please do not allow your child to eat during live lessons. Having a drink whilst learning and participating is fine.

- To recreate a suitable learning environment for your child, make sure they can sit at a table for the lesson (where possible). Have access to a drink, pencil, ruler, rubber, and *workbooks (*school should have sent the books home, for your child to use).

- When your child is learning online, please reduce distractions i.e. television, telephone calls, pets etc. in the background.

- Let your child learn independently – do not sit next to them and coach them. Only offer support if there is a technical issue but please be present somewhere in the same room.

- If a parent has questions, use the appropriate chat 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 24hrs.

- 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. The teacher input will be online but most of the activities and learning should be completed away from the computer.

- 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. The timetable will set a balanced approach to working on digital devices. Screen time will be taken into consideration when the weekly timetables are planned by the teachers.

- Ensure your child is fully engaged and following expectations. This is the most challenging aspect but can also be the most rewarding for your child's future education.

Please contact school immediately and inform them if you did not respond to our online survey issued at the start of the academic year **and** 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. More details to follow.