

## **School, Pupil and Parent Online Learning Protocol 2020-2021**

These protocols have been designed to keep everyone safe.

### **School Procedures:**

1. The lesson will be scheduled by the member of staff.
2. The school will arrange the date and times of the session and these will be shared by the member of staff leading the session. Line managers should be added to session.
3. Class teachers will use the 'mute' function at times during the meeting to allow everyone to hear/be heard.
4. Pupils should use the text function to show they want to ask a question.
5. The session will be a maximum of 25 minutes long.
6. If the member of staff has any concerns regarding safeguarding or behaviour, they may contact the parent via the school enquiries email or through the school office, after the lesson to discuss their concerns. They will also inform the Designated Safeguarding Lead.
7. If the member of staff has any concerns regarding behaviour, they will remind the pupil how to behave. If the behaviour continues, the member of staff may decide to end the session. The member of staff will speak to the parent to discuss behaviour.
8. Sessions will be recorded by the school.
9. The member of staff will stay in the session until everyone has 'logged off'.

### **Pupil Protocols:**

1. All pupils must ensure that they are wearing suitable clothing (e.g. not pyjamas).
2. We ask that all children engage in sessions to the best of their ability.
3. Pupils must adhere to the school's usual behavioural expectations.
4. It is the pupils' responsibility to ensure they attend all scheduled sessions on time.
5. Pupils must sign in using their school Google account.
6. All pupils' cameras must be turned off and only turned on when the teacher requests.
7. No sessions are to be recorded or photographed by pupils in any way.
8. Pupils should mute their microphone until asked to speak.
9. The text function should only be used to ask and answer questions not just to chat to other pupils.

**Parent/Carer Protocols:**

1. Organise your child to be in a quiet room/area for the session to reduce background noise and allow them to focus.
2. Consider the background where your child is sitting, ideally ensure it is plain and blank. It should not include any personal information (e.g. photos).
3. All pupils must ensure that they are wearing suitable clothing (e.g. not pyjamas).
4. When the session is over, pupils will be asked to leave the session.
5. There should never be a situation where a session takes place on a 1 to 1 basis with one teacher and pupil without another adult present.
6. Face to face sessions are for pupils and teachers only. All parent/teacher communication should be via the usual procedures.
7. Parents/Carers may not record, share or comment on public forums about individual teachers.
8. An appropriate adult must remain responsible for monitoring and supervising and remote learning sessions to ensure the child is safe and using it appropriately.
9. All sessions will be recorded by the school and used in Google Classroom.