



"Where young minds grow and young hearts learn to care"

ST. ANDREW'S C. E. PRIMARY SCHOOL

REMOTE MEETINGS AND 'LIVE' TEACHING GUIDELINES

'Our love should not be just words and talk; it must be true love, which shows itself in action.' 1 Corinthians 16:14

Live **O**ur **V**alues **E**veryday

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Remote Meetings and 'Live' Teaching – Acceptable Use Guidance

Remote meetings and 'live' teaching (in this document referred to as 'live sessions') have been identified as an additional way of delivering virtual learning and conducting pastoral calls (with a child) during this COVID-19 period. Schools are providing live sessions to ensure teaching and learning can continue and calls can be made to check on pupils' welfare but, for many, this is a new experience and everyone involved in live sessions must remember that the usual school protocols still apply. We are providing this guidance to ensure that participants are clear about the expectations on them.

Parents / carers:

- Parental / carer approval must be given before pupils may participate in live sessions.
- If a child is taking part in live sessions, the parent / carer will receive an email invitation from the teacher (this will be at least 24 hours in advance for a pastoral call) which will include the dates and times of the live sessions. If it is an invitation for lessons, it will also state the end times. With regards to 'live' teaching, this email will cover a 14-day period. **Parents / carers must reply to the email, as they will need to confirm to the teacher that supervision will be provided at that time (as detailed below).** Parents / carers do, of course, have the option to decline the offer of their child participating, however, the Trust strongly encourages participation.
- A parent / carer, or another appropriate adult, must be present in the room with the child for the duration of live sessions.
- Parents / carers must identify a suitable location for their child to use for live sessions, for example a living room or dining area. Bedrooms should not be used.
- Parents / carers should ensure that, as far as possible, distractions are removed, including pets and siblings, and there is quiet.
- Parents / carers should make every effort to support live sessions by ensuring their child is suitably dressed, prepared and ready to learn / engage.
- Parents / carers should familiarise themselves with the expectations of pupils set down in the school's / academy guidance (based on these Trust guidelines) and ensure their child adheres to them.
- Parents / carers are responsible for ensuring that the privacy of other family members is maintained during live sessions.
- Lessons delivered 'live' are still lessons and pupils are expected to present themselves and behave appropriately. High standards of behaviour are expected for live sessions, just as they are in the classroom.
- Parents / carers should not use these live sessions as a means for communication between parents / carers and teachers. Such communication should be via email, in the first instance, in the usual way.
- Parents / carers must not record or share these live sessions, nor comment on public forums about individual teachers.
- Parents / carers should read and familiarise themselves with the attached guidance from National Online Safety.

Pupils:

- Treat your live sessions as you would any other lesson. Be on time and be prepared.
- Use the bathroom and eat before (not during) your session.
- If it is to be a lesson, be ready to learn and make sure you have class resources, pen / pencil / ruler / exercise book at hand.
- Make sure you are in a suitable location; your device is charged (or plugged in) and that you are suitably dressed, prior to the beginning of each session. Ideally this would be your school uniform.
- Keep your device on a secure surface, such as a table.
- Check your camera and microphone are working, prior to the start of the session.
- If possible, you should wear a headset (ideally with a microphone) but this isn't essential.
- Remember to behave as you would in school and abide by the school's Internet Acceptable Usage Policy and the school's rights and responsibilities.
- Chat functions should only be used to ask questions and to answer teacher questions as directed by the teacher.
- Raise your hand, if you have a question and use hand gestures to show understanding such as thumbs up or touching your ear for audio issues.
- Do not record or take photos of your classmates or teachers during a session.
- Listen, focus on the lesson and learn.
- Avoid distractions such as electronic devices.
- Mobile phones should not be in the room during the session.
- Respect your teacher, your fellow learners and yourself by doing your best, just as you would in class.
- Make sure you end the session as soon as your teacher indicates to do so.
- These rules are designed to help keep you safe and, if they are not followed, we school will be applied and your parents / carers may be contacted.
- Remember your school is putting these sessions on for your benefit but not everyone who tries to contact you online has your interests at heart. If you have any worries or concerns about something that has happened to you online, please speak to your parents or contact us at school on 01536 512581 or email head@standrews.northants-ecl.gov.uk