



These guidelines are intended for any participants (staff, parents and pupils) in online 'live' sessions. They are designed to keep all of the participants safe and maintain a positive, supportive learning environment.

Staff

The staff will use Google Meet, with links shared via Google Classroom. Learning will be uploaded daily to the Classroom Tab for pupils to access. Learning will be assessed by the teachers and feedback given to the pupils daily.

Live sessions will take place within school hours.

The teacher will open and end the session. All pupils must have disconnected from the call before the teacher closes to ensure pupils do not stay online unsupervised by the teacher.

On occasions, video calls may be recorded for safeguarding or training purposes.

Teachers will not meet pupils in a 1:1 session.

During live sessions, please ensure that there are no distractions (e.g. toys/TV/radios), as it is still a classroom environment.

Teachers will set clear guidelines at the beginning of the sessions, making clear how and when pupils can speak and how they will ask any questions and answer questions.

If a staff member has any safeguarding concerns about a child in their online classroom, this will be reported to the DSL in accordance with the school's safeguarding policy.

Parents

Parents and carers should ensure that their child is on time to the live sessions. Often when teachers are involved in lessons, they cannot see late arrivals in the waiting room so children risk not being admitted in if they are late.

Parents or carers should be within earshot of their child during the live sessions.

Parents or carers should support with monitoring that microphones and cameras are switched off during break and lunch times for safeguarding purposes.

Parents should not use the live sessions to communicate with the teacher – agreed means of communication (emails) will be maintained.

If a parent has any safeguarding concerns about their online classroom, please call the office to inform us and we can deal with the concern.

Where a pupil has been allocated a 'breakout room' to work directly with their teaching assistant, a parent must remain present during these sessions.

Pupils

During break and lunch pupils are required to mute their microphone and turn off their cameras for safeguarding reasons.

Pupils should mute their microphone when it is not their turn to speak.

Pupils must not use the chat feed for any personal discussions.

Pupils should wear appropriate clothing – e.g. no pyjamas.

Pupils should not be eating during the live session. Drinking water is encouraged throughout the school day.

All pupils will follow the school's Behaviour Policy. Pupil's behaviour, when accessing Google Classroom, be it via video or written comment, should be appropriate and as though they are at school.

Pupils should consider the background of their image. A neutral background should be used where possible.

Pupils will hand in learning daily using the Google Classroom following the instructions from the staff.

Pupils will follow the school presentation guides when recording their learning in their work books.

Pupils will complete the majority of learning electronically in Years 3, 4, 5 and 6 and hand in using Google Classroom. Exercise books may be used for certain lessons and feedback given by the teachers daily.

Pupils in Y1 and Y2 are required to complete the majority of their learning in their books, but upload photographs to Google Classroom for each lesson for teachers to give feedback daily.

Pupils in EYFS are required to share learning through videos, photographs and on paper/books and upload photographs to Google Classroom for teachers to use for the pupils Early Years Profiles.