



Protocols for Live Online Teaching

For the purposes of this document the term teacher could also refer to a teaching assistant.

Some of our learning offer is live using Google Meet, and occasionally Zoom. The purpose of Google Meet/Zoom calls can include the following:

- twice daily face-to-face contact with as many children as possible in the class to explain the day and to provide support with any issues or difficulties
- checking in on children's learning and/or wellbeing
- show and tell
- guided reading sessions
- friendship groups
- 1:1 ELSA support
- Small group support for lower attaining/SEND pupils
- Peer marking
- 1:1 readers
- 1:1 optional 10 minute catch-up with class teacher

PLEASE NOTE: These sessions are for children, not adults/parents. When your child is accepted into a video chat by their teacher, there are certain guidelines we all must follow.

Guidelines for Pupils

- Pupils should not unmute when the teacher has muted the whole class. They must stay on mute until they are invited to speak.
- Pupils should only share screen content agreed and instructed by the teacher.
- Pupils must wear suitable clothing on screen.
- Pupils should find a quiet environment for the session, preferably in a shared part of the house.
- Backgrounds should not be distracting.
- Pupils must use appropriate language and interact as they would in the classroom.
- Pupils are expected to attend teacher/teacher assistant scheduled sessions wherever possible.
- Pupils should ALWAYS make sure that they leave the Meet when asked to do so by the teacher/TA. They must always double check and get into the habit of closing their device when not in use, to prevent the camera from working.
- Pupils must not record or capture/screen grab content from the video call.

Guidelines for Teachers/Teaching Assistants

- All sessions will be led by the teacher/teaching assistant via Google Classroom or occasionally Zoom.
- Teachers will not allow attendees to join before them.
- Teachers will make sure that they are the last person to leave the session, making sure that every child has left before them.
- Teachers will ensure that attendees are muted as they join the meeting.
- Teachers will ensure that no one else is on view from the camera.
- Teachers will wear suitable and appropriate clothing, in line with school policy.
- The teacher has the right to remove a pupil from a Google Meet if their behaviour is not in line with school expectations.
- Teachers should only hold meetings during the school day.
- Teachers should ensure that wherever possible, an adult is within ear shot.
- During a friendship Meet the teacher will mute themselves and turn off their camera, to allow the children to socialise in a more normal and natural way that isn't teacher-led, after they have led a group game. However they will remain by their screen so that they can hear and see the children at all times.
- Teachers will ensure that an adult from the pupil's home is in ear shot before commencing a 1:1 session.
- Teachers will ensure that the parents of children who are receiving ELSA support have signed a consent form.
- All sessions are open and can be accessed at any time by anyone else who is a member that classroom.
- SLT have access to all Google Classrooms including live sessions.

Guidelines for Parents/Carers

- Parents/carers have ultimate responsibility for ensuring that pupils attend Google Meet sessions where possible and that they follow these protocols.
- Parents may need to support their child to access the Google Meet via the Google Classroom.
- Please stay within earshot wherever possible and definitely if your child is having a 1:1 session.
- Please ensure that your child is appropriately dressed for meetings.
- Please ensure other family members are dressed appropriately and out of camera shot. Family members should not contribute or comment on the video call unless explicitly asked to by the teacher.
- Please remind your child of appropriate behaviour (as they would behave in school). If a child behaves inappropriately, the school may need to temporarily suspend their Google account.
- Please do not record the session on any device, as this is a safeguarding and GDPR issue.