



Live Lesson Protocols

- All live sessions will take place via Google Meet via the Google Classroom
- You will find the link to the Meet on the Google Classroom.
- You will only be able to join the meet when the teacher is present and accepts your request to join
- Live sessions will last for about 30 minutes.
- All pupils must ensure that they are wearing suitable clothing (e.g. not pyjamas).
- We ask that all pupils to engage in sessions to the best of their ability.
- Pupils must adhere to the school's usual behavioural expectations.
- If inappropriate language or behaviour takes place, participants involved will be **removed by staff, the session may be terminated, and concerns will be reported to the Head Teacher.**
- Inappropriate online behaviour will be responded to in line with existing policies.
- Sanctions for deliberate misuse may include:
restricting/removing use, contacting police if a criminal offence has been committed.
- It is the pupil's responsibility to ensure they attend all scheduled sessions on time.
- Students must consider where they will locate themselves when taking part in a live session. They must find a quiet location at home, that is, ideally, not a bedroom, where they will not be disturbed.
- All pupils' cameras will be on and students should be muted at the start of the session. Pupils will follow the teacher's directions as to if and when their microphone should be on, eg to share work/ ideas.
- No sessions are to be recorded or photographed by pupils or family members in any way.
- The chat function should only be used to ask and answer questions and discuss the work, not for general chat.



Attendance

- A register will be completed each session.

Parent/Carer Protocols:

- Organise your child to be in a quiet room/area for the session to reduce background noise and allow them to focus. Consider using headphones, if possible, to limit distractions to others in the household and to aid focus. This should, ideally, not be a bedroom.
- Ensure that your child is prepared prior to any live lessons and the device used is connected to a power supply.
- Ensure that your child follows guidelines from the school during live sessions and be present in the room to help them if necessary.
- 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).
- Face to face sessions are for students and teachers only. All parent/teacher communication should be via the usual procedures.
- Parents/Carers may not record, share or comment on public forums about individual teachers or sessions.
- An appropriate adult must remain responsible for monitoring and supervising any remote learning sessions to ensure the child is safe and using it appropriately