



# **Eastfield Primary School Live Teaching Protocol 2020-2021**



# These protocols have been designed to keep everyone safe when participating in live lessons.



## School Procedures:

- The lesson will be scheduled by **two members** of staff.
- The school will **arrange** the date and times of the session and these will be shared by the member of staff leading the session.
- Class teachers will use the '**mute**' function at times during the session to allow everyone to hear/be heard.
- Pupils should use the **chat function** to show they want to ask a question.
- The session will be a maximum of **30** minutes long.

- If the member of staff has any concerns regarding **safeguarding** they will inform the Designated Safeguarding Lead - Ms Carly Cousins.
- 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. If this behavior continues a member of SLT will contact the parents.
- We need to **record** lessons to make learning accessible to pupils who may not be able to join live lessons.
- The member of staff will stay in the session until everyone has '**logged off**'.
- 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.

## Pupil Protocols:

- All pupils must ensure that they are **wearing suitable** clothing (e.g. not pyjamas).
- We ask that all children **engage** in sessions to the best of their ability.
- Pupils must adhere to the school's usual **behavioural expectations**.
- It is the pupils' **responsibility** to ensure they attend all scheduled sessions on time.
- Pupils must **sign in** using their school account.
- Pupils will follow the **teacher's directions** as to when their cameras should be on.
- No sessions are to be **recorded or photographed** by pupils in any way.
- Pupils should **mute** their microphone until asked to speak.
- The **chat function** should only be used to ask and answer questions and discuss the work, not for general chat.

## 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 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 pupils 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.
- If possible, **appropriate adult** must remain responsible for monitoring and supervising any remote learning sessions to ensure the child is safe and using it appropriately.
- If you have **not given consent to record**, please make sure your child's camera is **turned off**.

## REMEMBER:



Join: Log into **Google Classroom 10 minutes** before your session starts.

When you see the session appear in the chat, **click join.**

When you enter the meeting, make sure you are in a **quiet** place in your home.

As soon as you enter the meeting, please **mute** your microphone. If you are called on to answer a question, you may unmute yourself. Hit the mute button again when you are finished.