



William Cobbett
PRIMARY SCHOOL

Remote learning live sessions protocol

Live sessions will be held using teacher accounts on Microsoft Teams. A link to each session will be posted on Seesaw.

Children may only start to join live sessions once parental consent has been received.

Everyone will:

- Be dressed appropriately (e.g. no pyjamas)
- Use a computer or device in an appropriate area (e.g. not in bedroom or bathroom) and where possible against a neutral background
- Use appropriate, respectful language
- Not share the meeting link with anyone outside the class or school staff

Teachers will:

- Inform parents when Teams meetings will be scheduled through the weekly overview
- Only hold Teams meetings at the scheduled times
- Never hold 1:1 Teams meetings with children
- Use devices given to them by the school
- Admit children to the live session from the 'lobby' only once there is more than one child waiting
- Keep a register of live session attendance
- Act professionally
- Mute their microphone and turn camera off temporarily if children in their own household become unsettled or cause disruption
- End the meeting at the end of the session so that everyone has to leave
- Refer any child protection concerns that arise to a DSL (designated safeguarding lead)
- Record sessions for safeguarding purposes

Children will:

- Use their own first name to log into a live session
- Take turns to speak, not interrupt each other
- Not record or screen shot anything from the live session
- Mute their microphone and only unmute when asked to by their teacher
- Turn the camera off if asked to by their teacher
- Use the 'raise hand' function to show they want to speak
- Not use the chat function unless asked to by their teacher
- Behave in the same way they would be expected to at school
- Show respect and kindness to others

Any child behaving inappropriately in a live session may be removed from the session and parents/carers will be informed

Parents and carers will:

- Support their child with logging in to the live sessions at the appropriate time
- Remind children of appropriate behaviour online
- Not record or screenshot anything from the live session
- Not appear on screen and try to ensure siblings do not interrupt or appear on screen (*turn microphone and/or camera off if needed*)
- Not interrupt the session or speak to the teacher themselves unless asked to by the teacher