



REMOTE LEARNING PROTOCOLS YEARS 1-6

5 January 2021

We appreciate that moving to Remote Learning will be a new experience for everybody (us included!) and hope this guidance (along with the Microsoft Teams user guide) will aid everyone to ensure that 'Remote Learning' is a positive and enriching experience for all, relating to our core values:

- **Aim High** - Children will challenge themselves and have high expectations of their learning
- **Work Hard** - Children will ensure they are accessing the daily lessons and completing the tasks set for them by the teacher
- **Have Fun** - Teachers will plan and deliver high quality teaching and learning that will be engaging and enjoyable with a variety of learning tasks for children to complete

We recognise that younger pupils will still need considerable support at home from parents in order to be able to access remote learning successfully. Before using Teams, please remind your child of the pupil protocols contained within this letter and make it clear that any child who does not follow these guidelines will be issued with an appropriate consequence. Any repetition of poor behaviour could result in access to the live teaching elements being denied.

Protocols for children using Microsoft Teams at home:

- Timing for live lessons will be communicated to parents in due course. From 11 January onwards, live teaching sessions will begin. We anticipate that the live English lessons may last for up to 40 minutes as these will include a 'welcome check-in/registration'. We anticipate that the daily Maths lessons may last up to 30 minutes. Obviously, the lengths of live lessons will vary based upon the age/ability of the children and the content being taught.
- Your child will be expected to attend the daily live sessions alongside other pupils in their year group. There will be some other pre-recorded lessons or tasks set for children to access throughout the day covering the Foundation Subjects such as Science, History and Geography. Your child will be able to access these in any order they wish and at a time which is convenient to them and you.
- Your child will be expected to complete all other tasks (assignments) set for that day and when possible these should be submitted throughout the day as they are completed (as they would do in class). Preferably, all tasks should be submitted by 4:00pm and no later than 6:00pm. This will enable teachers to mark tasks and issue feedback either the same day or the following morning. Children will not be able to submit tasks the next day.
- The chat function will be disabled in Teams, however you or your child will be able to leave comments on posts for the activities they are accessing for their teacher. These comments must be appropriate to the learning task. It might be that you or your child wishes to post a question asking for help if they are unsure about how to complete the task. This feature is not to be used

for the children to communicate with each other through the use of either text or emojis. Any inappropriate messages will be passed onto the senior management team and dealt with accordingly.

- While children are watching a live lesson, we recommend that they are sat in a quiet room and their microphones must be set to mute. If the child wants to ask a question during a live lesson they can use the 'raise hand' button and the teacher or teaching assistant will know they are waiting. Teachers do have the ability to set the pupils' microphones to mute.
- In order for the teachers to maintain visual contact with their pupils, we expect pupils to have their cameras turned on during live lessons (as long as there is a camera function on the device that they are using). This will mean that your child is able to see themselves on the screen as well as the other pupils and staff involved in the lesson. This should help your child to continue to feel connected to their friends and teachers. Pupils will be expected to behave appropriately during the live lesson and any incidents of inappropriate behaviour (such as face pulling) will be dealt with accordingly.
- Pupils must be appropriately dressed when engaging with a live lesson (i.e. no pyjamas).
- It is important that pupils have as few distractions as possible during the Remote Learning experience. Therefore, we recommend that pets are removed from the room where the child is sat. Mobile phones should not be accessed by pupils during a live lesson.
- Even though we recommend attendance from pupils during live lessons, the live lessons will be recorded so they can be accessed later by pupils if necessary.
- Remote lessons (live or recorded) must NOT be shared electronically or otherwise. This will be a breach of our Acceptable Use Policy and will be dealt with accordingly.

Please reinforce to your child/ren the importance of working safely online. Make them aware that anything they do or post on Teams will be monitored by the class teacher, IT technician and Mrs Cocker (Headteacher).

By engaging with the remote learning provided by the teacher, we will assume that you have reinforced these protocols with your child and that you and your child are automatically agreeing to abide by these.