



St Aidan's RC Primary School

Guidance for Parents/Carers and Students Using Live Video Streaming – January 2021

Dear Families,

Staff at St Aidan's are working tirelessly to adapt their planning and to develop our remote learning offer, alongside children who will be in school.

We have been using Google Classroom with increasing success throughout the pandemic and, although we understand that no system can ever replace face-to-face learning, we need to make this new way of learning as effective as possible. Google Meet is an element of the Classroom for a 'live' session by the teacher.

We are conscious that every pupil will be completing the work in very different circumstances at home, with many families needing to share a device and parents needing to balance their work commitments alongside the management of remote learning. Therefore, we understand that on occasions, children may not be able to access Google Meet when their teacher is 'live'. If this is the case, please ensure that your child's teacher is aware of this through a message on Google classroom or an email to admin (admin@st-aidans.northumberland.sch.uk).

This document provides guidance and support on the use of video when learning from home. Pre-recorded lessons and live video streaming sessions can be helpful, however they are by no means compulsory and live lessons will only take place where staff feel this is beneficial. The school has provided its guidelines around using video in response to increasing requests from staff to use live video and pre-recorded videos with students in some of their lesson delivery.

Whilst delivering 'live lessons' online through video conferencing software or apps can be a great way to try and replicate classroom learning, caution has been advised around 'live-streaming' lessons. Hence, why we have created this guide to help parents/carers and students consider some of the issues that may arise when engaging in an online lesson.

Live video streaming of lessons will currently be used as and when it is deemed appropriate by the class teacher and Senior Leadership Team.

Joining a Google Classroom/Meet from School 360

<p>Log in to School 360 using the log in details given to you by your teacher.</p>	
<p>Find and click on the 'classroom' button.</p>	
<p>Click on your class (image is just an example)</p> <p>This will take you to your classroom!</p>	
<p>In Google Classroom, click on the Meet link below your class header.</p> <p>You will be taken to the live lesson/meet with your class.</p> <p>You will be placed in a waiting room and will not see anybody until the teacher starts the lesson.</p>	
<p>Working on a tablet/iPad? Clicking on the link will prompt you to download the 'Meet' app. You will need this app if you are accessing live lessons on a tablet/iPad.</p>	
<p>Mic on / off</p>	
<p>Your camera on / off</p>	
<p>Leave the lesson.</p>	

What parents/carers need to consider:

Conduct

1. The adult must be in the room to help the child log on and ensure that they understand what they need to do
2. Teachers will remind children to have their microphones on mute unless asked to unmute e.g. to answer their name or a question
3. Children must be fully clothed when on Google Meet – not pyjamas. (They can wear school uniform if they wish)
4. Children should not be conducting a MEET in their bedroom.
5. Only the child in the class should be on the camera during a Google Meet session – **no siblings**
6. The teacher will not carry out 1-1 sessions with children and there needs to be at least three children on each Google Meet for it to continue.
7. Ensure that the children are working in a quiet space especially when on Google Meet – no distractions in the background.
8. Children must be made aware that the chat function in live meets and in the classwork stream are visible to all and therefore no inappropriate comments will be tolerated.
9. SESSIONS must not be recorded due to safeguarding and GDPR

Communication

If your child is part of an online lesson, they may need support in setting up the relevant software and communication platforms in order to take part. The school will usually provide the relevant details on how to do this, however, it's worth ensuring that you have some awareness of the privacy and security settings so that you know that all communication is secure. The platform we are using are Google Meet via Google Classroom.

Content

Try to take an interest in your child's live lesson if you can and stay close so that you can aid them if necessary. Try to find out who is hosting the lesson, what the lesson is about and what tasks they will be set. If they are required to conduct internet searches, ensure parental controls are in place. However, please do not join in with the lesson and make sure you are out of view and unheard.

What students need to consider:

Remember that your password is the only thing protecting you from pranks or more serious harm.

- Do not share your password with anyone.

- Change your password if you think someone else might know it.

1. You should only log into school360 and access google classroom through there. You should be ready for your lesson 5 minutes before it begins so that you can be added into the meeting and ready to learn at the allotted time.

2. Be sure to mute your mic as soon as you sign on and whenever you are *not* speaking. This is important and perhaps the most critical tip on this list to avoid background noise and distractions for others.

3. Consider turning off your video if you are talking with someone else in the room, or doing anything else that might be distracting to others.

4. Close unneeded applications on your computer to keep the video optimally functioning.

5. You might want to use a headset with an external mic for best hearing and speaking capabilities.

6. When you are speaking, let others know that you are finished by saying one of these sign-offs: "That's all." "I'm done." "Thank you." So that everyone knows you have finished your comments.

7. If you want to speak, physically raise your hand or use the "raise hand" feature that is available.

8. Be mindful of your background lighting. If you are sitting in front of a window, you may be completely darkened by the light coming through the window. Your overhead light also might need to be turned off or dimmed as well.

9. Be sure that there is nothing visually distracting (e.g., cars or people going by) in the background too.

10. Remember to sign out or "leave the meeting" when the session is finished.

Other things to note:

Dress with Respect

Make sure that all members of the household dress appropriately for the session. This is due to the risk of being on camera without realizing.

Think Before You Write or Speak

Although you may not see everyone's faces the entire time during an online class, keep in mind that you should show the same respect to your teachers and fellow students that you do in class. Chat speak or other informal language that you might use when communicating online with friends may not be appropriate in a classroom context.

Your teacher may provide additional guidelines for online class learning. Be sure to review and follow these guidelines. Also, remember that the **Live Lessons Code of Conduct** still applies to all lessons.

Members of your household should also use appropriate language at all times as background noise can be heard by other members of the class.

As this is new technology and a new way of working for us, there may well be teething issues so please have patience as we trial this new system.

Please remember, we understand that you are not your child's professional teacher and therefore we do not expect you to provide the expertise and experience that the school gives. We really appreciate everything you are doing to support your child's learning in these very difficult times, and we want to support you as much as possible. Keeping your child to a structure of learning will help both you and your child and will help greatly with routines once school returns.

Many thanks for your continued support and please stay safe in these difficult times.

Miss Carrie ICT Lead
Mrs Hooper EYFS Leader
Mr Moran KS1 Leader & Deputy Head teacher
Mrs Teer KS2 Leader
Mrs Leslie Headteacher & Acting SENCO

Appendix 1: Online Safety

All staff have read the 20 safeguarding considerations for live streaming prior to delivering any live streamed sessions

The school will be in regular contact with parents and carers and will use these opportunities to reinforce the importance of children being safe online. It will be especially important for parents and carers to be aware of what their children are being asked to do online, including the sites they will be asked to access and be clear who from the school (if anyone) their child is going to be interacting with online.

There is a lot of advice available to help keep your child safe online. We have updated our information for parents and carers and below are some useful links to online resources to help support you in doing this:

- [Thinkyouknow](#) (advice from the National Crime Agency to stay safe online)
- [Internet matters](#) (support for parents and carers to keep their children safe online)
- [Parent info](#) (support for parents and carers to keep their children safe online)
- [LGfL](#) (support for parents and carers to keep their children safe online)
- [Net-aware](#) (support for parents and careers from the NSPCC)

It is also very important that your child knows that they should always raise and then report any concerns whilst online. Below are some useful links to help them do this as well school email addresses for safeguarding and pastoral staff which are listed above:

- [CEOP](#) - for advice on making a report about online abuse
- [UK Safer Internet Centre](#) - to report and remove harmful online content

Appendix 2: Live Lessons Code of Conduct

Code of Conduct

We are so pleased to offer live lessons to our pupils. It is very important that all pupils are aware of the expectations of their conduct, which should be in-line with their in-school behaviour for learning. We know that our pupils can be trusted to access lessons sensibly and maturely.

Pupil should read the 'Code of Conduct' carefully and agree to it.

All children should:

- 1) Be dressed appropriately for the lesson (i.e. not wearing pyjamas).
- 2) Arrive punctually for lessons (being ready to log on 5 minutes before the lesson).
- 3) Use clear and appropriate at all times (whether that be spoken or written).
- 4) Remain on mute for the duration of the call unless otherwise directed.
- 5) Only type in the chat feature when asked to do so or when asking a question relevant to the learning.
- 6) Not use their mobile phone during lessons.
- 7) Ask the teacher before leaving the lesson (for a toilet break, for example).
- 8) Not have other browsers or apps open during the lesson.

In the rare instances where this code is not adhered, sanctions will be issued.

- a) Warnings will be issued by the teacher in-line with the school's behaviour policy.
- b) A teacher can remove a pupil from a lesson if their behaviour is not in line with our expectations.
- c) Contact will be made with home to discuss the lesson
- d) In the instances of repeated misconduct, a pupil may be asked not to attend live lessons as a temporary measure.

Please read and discuss the St Aidan's RC Primary School Live Lessons: Policy and Guidance and complete the online permission form :

<https://forms.gle/79bN34QDaXs6yR9Y8>

The policy can be accessed at

<http://www.st-aidans.northumberland.sch.uk/website/policies/98779>
