

The Grange School-Online Zoom Lesson Protocol-January 2021(Amended 10.01.21)

School staff will use video calls daily to deliver our remote learning package for the Spring term. These video calls supplement and not replace the home learning provision that will continue to be set each week. As we will be using video calls, some additional precautions need to be in place to keep our school community safe and to optimise learning time.

Joining the call:

- Staff will post the Zoom link with the username and password on Google Classroom and Class Dojo. You can sign up to zoom for free here: <https://zoom.us> (Zoom's privacy policy is available here <https://zoom.us/privacy>).
- Your child will need to click on the link to log in at the time that the call is due to start to join the meeting.
- You should be able to join the call from a smartphone, tablet or laptop as long as it has a microphone and speaker.
- Please follow the instructions that school staff give you regarding videos and microphones as this may vary depending on the learning taking place.
- If video and microphones are switched off by the meeting host (eg. for assembly), please do not turn them back on.

Video call expectations:

- Children should be dressed appropriately for school – i.e. not in pyjamas or anything that would not be suitable to wear to school on a mufti-day.
- Before joining the call, your child should have been to the toilet, had a drink and a snack so that they are comfortable during the whole video lesson.
- Anyone else who might be seen on screen during the call must also be appropriately dressed (e.g. parents and carers, siblings).
- Please make sure that your child joins the call in a communal area of your home, e.g. living room, dining room, kitchen. Please check what can be seen in the background behind your child to ensure that you are happy for it to be visible to others on the call. It needs to be a calm learning environment.
- **We advise that, where possible,** a parent or carer should remain in the room with the child while they are on the call.
- Normal school rules will apply during the call including **behaving respectfully towards others, following instructions and listening to the teacher as they are talking.**
- Language must be professional and appropriate, including any family members who might be heard in the background of the call.
- All calls will be recorded for safeguarding reasons. **These recordings will be deleted from staff devices, stored securely and will only be revisited in the event of a serious behaviour breach or a safeguarding concern.**
- Lessons must not be recorded **by parents or pupils,** without the express permission of the school.
- **School staff may have to remove your child from the call and possibly from subsequent calls if the rules above are not followed.**