January 2021 - Online Teaching and Learning Guidance for Parents/Carers

In order to ensure that both school staff and pupils are safe when teaching or communicating with pupils online the following points will be followed within the learning platforms used:

Daily Online Zoom Calls	• Two members of staff will be present within a Zoom Call e.g. a Teacher and a Teaching Assistant OR where it is not possible for this the session will be recorded. • Lessons will be recorded to keep everyone safe. • Your child will need to keep their video link on (if they have one), so that your teacher can see that your child is focussed and present throughout the call. • During a call, your child will need to use a virtual background or blurred background. (Guidance sent separately.) As we understand sometimes your child will have to use different space in your home and this will help to keep your home private. • Expectations will be made clear to your child at the beginning of every session on to when they need to mute/ behaviour etc. • Correct behaviour is needed throughout. However, if there are signs of misbehaviour the teacher will decide as to whether the child needs to be removed. In this case, parents and carers will be contacted directly to discuss steps in moving forward. • Pupils/parents are not permitted to record anything from the live sessions or teacher's discussion on any device • Pupils/parents are not permitted to share anything from the live sessions or teacher's discussion on any device. • Teachers will ensure that all children have left he meeting before they end the call. This will make sure that there are good learning behaviours throughout.
Padlet	• Make sure work is uploaded with just your child's first name on. • When using links in Padlet, make sure your child knows how to return to the Padlet page. • Make sure photographs are not uploaded of your child/children onto the Padlet.

	• Pupils/Parents are not permitted to share any of the content on the Padlet other than for personal home learning.

Below is a list of useful websites to visit to learn more about online safety for general use on the internet:

- o https://www.saferinternet.org.uk/advice-centre/parents-and-carers
- o https://www.nspcc.org.uk/keeping-children-safe/online-safety/
- o https://www.thinkuknow.co.uk/parents/support-tools/home-activity-worksheets/