



Parents and Carers Guidance for safe and effective use of remote learning

During the period of school closure, we, like other schools, have realised the effectiveness of video conference platforms such as Zoom or MS Teams. Pupils and staff have been issued with guidance to follow to ensure that remote learning lessons are conducted safely.

Kings Worthy Primary will use Microsoft Teams and Google Meet to video conference to ensure safeguarding and security are fully covered.

Your support for these guidelines is greatly appreciated:

- Pupils will be provided with invitations to on-line lessons and videos via Tapestry and Google Classroom. Pupils must not post meeting details or invitations on social media. School staff have been instructed to ensure that any video conference account is linked to their school email account through Microsoft Teams and/or GSuite.
- Pupils should refrain from editing any images/video sent and/or sending any content to anyone else.
- As far as possible please make a safe, appropriate and semi-supervised space available for the lesson to take place in. Pupils have been told that they should take lessons in a room with an open door and that a parent / carer or another trusted adult should be in the same premises while the lesson takes place (where possible).
- Under most circumstances it is not appropriate for staff members to hold one-to-one video conferences with a pupil due to safeguarding risk. However, there may be cases where one to one work may be very beneficial to a pupil, for example in supporting learners with special educational needs to access their work. In such circumstances parental consent should be secured.
- Pupils should not take video conferenced lessons from their bedroom if possible.
- Pupils are required to present themselves as they would if they were in a face-to-face lesson: They should dress sensibly (school uniform is not compulsory if at home) and follow the behaviour expectations that we have in lessons.
- Staff have the right to ask pupils to leave the lesson, and may remove them from the lesson.
- The teacher will record the length, time, date and attendance of any sessions held. Pupils must not make a recording of the lesson.

- In most circumstances, a second member of staff will be present at the video conference lesson. This is to help manage learning, for example for checking questions from pupils, and contributing to discussion, as well as in providing a safeguard.
- Pupils will be able to ask their teachers questions during lessons or via Tapestry/Google Classroom. Parents should not use this forum to speak to the class teacher and should not directly email their child's class teacher. Any questions should be sent to the school office as they would be normally.

Your child's teacher will contact the school's Designated Safeguarding Lead (Miss Eggleston) if they have any concerns about a pupil.

Examples of potential concerns may include:

- ❖ A staff member seeing, or hearing, a concern during an online lesson.
- ❖ A disclosure made by a pupil in the course of a lesson.

Staff will ensure compliance with all points in this document and with the full remote learning policy approved by Governors.

As well as this they will:

- Ensure they have rehearsed what will be shared and planned the lesson as they would in school to ensure all pupils can be engaged.
- Ensure that the learning follows the same structure as in the classroom e.g. clear learning objectives and discussion points.
- Provide feedback according to the school feedback and marking policy which can take many forms depending on the learning objective. The most valuable kind of feedback and marking involves both the teacher and the child in discussion and evaluation whilst work is in progress. Verbal feedback may be given while learning is taking place or after completion. Written feedback will not be provided for all pieces of work, teachers will provide written feedback for particular pieces of learning where this feedback supports the child's learning.
- Pupils uploading completed work must do so by 3:30pm each day.
- Consider fully the contents of any screen sharing they ask pupils to join with.
- Where possible, have another member of staff present, virtually in video lessons.
- Never ask anyone to share any personal information during the video lessons.
- Present themselves in a fully professional manner – audibly, visually and in terms of content.
- Provide the appropriate support for vulnerable and SEND students.
- Provide access to learning for any students without access to the internet