

LIVE CONTENT PROTOCOL FOR TEACHING AND LEARNING **DURING PARTIAL OR FULL SCHOOL CLOSURE**

The following protocol will be added as an annex to both the school Behaviour Policy and as an addition to the Covid 19 annex in the Safeguarding Policy. This annex will be shared with teachers, parents and students to ensure that live online learning can be delivered and received safely. Teachers are being asked to deliver live content as part of a scheme of learning. It is not expected that all lessons will have live content or indeed that live content will always last for the duration of a teaching period. The blended learning plan is designed to ensure that students are in receipt of a variety of engagement with content.

Location

Students and teachers should consider the location in their homes where online learning will take place. Ideally this should not be in a bedroom but where this is the only place available, students should have the camera turned off. Students and teachers should be mindful of what is on display in their homes and ensure that nothing inappropriate will be in view. Students and teachers should ensure that other people who are in their home are not in view when the online lesson is being held.

Dress

Students and teachers should be appropriately dressed. It is okay to be in casual clothing but no pyjamas, crop tops or attire that would not be allowed on a non uniform day.

Language

Students and teachers should use language that is appropriate in the classroom. This should be formal language. Standards of oracy should be as expected in a formal academic setting.

Timing

Teachers should inform students of the time of the lesson in advance. This will be done by sharing a blended learning lesson plan with students. Every Google Classroom should have a plan of the next 4 lessons that is shared in advance with students. Live lessons can only take place during the time when they are scheduled to have that particular lesson. Teachers should not schedule lessons at any time outside of the ordinary timetable.

In the case of virtual tutorials these will take place every week day at 8.30am

Joining the lesson

Teachers will ensure that the meeting facility is enabled in each of their google classrooms and this is to be the only link used to meet with each class.

Teachers and students should join the online lesson 5 minutes before the start time.

Students should have their microphones turned off and contributions should be directed by the teacher.

Teachers will be able to mute the microphones of students who do not comply with the ONE VOICE protocol.

If students have a camera facility / webcam this should be enabled.

Online etiquette

There should be no eating during the lesson. Mobile phones, TVs, radios should be switched off. Once in the lesson students should avoid leaving the online session until it is over. Students should not be recording the lesson or taking screenshots and any misuse of the lesson content will be subject to the school behaviour sanctions.

Leaving the lesson

All students must leave the online lesson before the teacher.

A Foster

Deputy Headteacher, January 2021