



## Protocol for Virtual Live Lessons and Live Chat (Home Learning Advice)



These protocols are to protect your child and the class teacher when they are teaching and learning together online. Please read and share with your child.

- To recreate a suitable learning environment for your child, make sure they can sit at a table for the lesson (where possible).
- During an online session we ask that your child wear suitable clothing – they are working and need to dress accordingly.
- The ‘blurring of backgrounds’ tool must be used wherever possible. If this function is not available on the relevant device, make sure your child sits against a neutral background.
- All live lessons are recorded but will not be shared with the children. This is for safeguarding purposes.
- Live classes will be kept to a reasonable length of time. The ideal time for a session is around 20 to 30 minutes but this will depend on the age of the children and content. The live lessons will always fall within normal school hours.
- All language used must be appropriate. This includes language used by any family members and adults in the background.
- Microsoft Teams and chat platforms are for learning purposes only. They are not to be used as a social media forum. This will be monitored and action taken if appropriate.
- Children are not permitted to eat during online lessons. Having a drink whilst learning and participating is fine.
- When your child is learning online, where possible please reduce distractions e.g. television, telephone calls, pets etc. in the background.
- The aim of the live sessions is to enable your child to learn as independently as possible. Please endeavour to let them do this.
- Please be aware that the lesson could be for a class of 30 children not just for your child. It is an open forum; any distractions will disturb not only your child but 29 others.
- All communication from parents to the school should be through your child’s class teacher via Classdojo. Any communication done through Microsoft Teams or Google Classroom/Meet is for your child, their class and their teacher only.