

Protocols for Virtual Live Lessons and Live Chat (Home Learning Advice) Secondary education

These protocols have been suggested to protect your child and the class teacher when they are teaching and learning together online. Please read the document carefully and be objective about the information listed below.

- During an online lesson, your child must wear suitable clothing, as should anyone else in the household, when webcams are switched on. It will be the parent's responsibility to immediately switch off any webcam (pupils will be asked to leave the online lesson if it is felt that a pupil or family member's clothing is inappropriate). Once they have changed into appropriate clothing, they will be permitted to re-join the session.
- All digital devices must be used in an appropriate area of the house ideally somewhere which is in a non isolated area of the house with enough space to work.
- The 'blurring of backgrounds' tool should be used, (where possible). (This function may not be available on your home device, therefore ensure your child sits against a neutral background.
- All language used must be appropriate, including any family members and adults in the background of any household. Inappropriate language used by pupils or heard by members of their family will not be tolerated. Students will be removed from the lesson. Their continued access to online line learning will be reviewed.
- Google Classroom and chat platforms are for learning purposes only. They are not to be used as a social media forum. This will be monitored and checked.
- Children are not permitted to eat during online lessons. The learning platform is a representation of a real classroom; teachers do not permit eating during lessons when they are physically in school so please do not allow your child to eat during live lessons. Having a drink whilst learning and participating is fine.
- To recreate a suitable learning environment for your child, ensure they can sit at a table for the lesson (where possible). Have access to a drink, pencil, ruler, rubber and paper.
- When your child is learning online, please reduce distractions i.e. television, telephone calls, pets etc. in the background.
- Let your child learn independently – do not sit next to them and coach them. Only offer support if there is a technical issue.
- If possible, provide your child with a set of headphones and have the microphone on.
- If a parent has questions about the online learning they will be able to send a message to their child's class teacher via office@thorpe-st-andrew.norfolk.sch.uk with the subject line FAO "class teacher"
- 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 others too.
- Teachers will check and acknowledge work that is submitted and will respond more fully to your child's online work once your child returns, but be mindful that teachers will not be able to reply instantly, due to the structure of their day/week.
- During this period of remote learning school sanctions still apply.