

Billingham CE Primary School

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

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 (no pyjamas or offensive slogan T-shirts) 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 members 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 appropriate communal areas of the house, for example, not in bedrooms.
- Children must not record sessions.
- The 'blurring of backgrounds' tool can (where possible) be used to help minimise distractions. (This function may not be available on your home device therefore make sure your child sits against a neutral background).
- All live lessons are recorded. This is for safeguarding purposes, if any issues were to arise, the video could be reviewed. (The recorded lessons will be stored for 21 days and then deleted)
- Live classes will be kept to a reasonable length of time the ideal time for a session are around 15 mins. The live lessons will always fall within normal school hours. Live lessons will be recorded, and links shared within your child's MS TEAM area.
- 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 be reported and the Microsoft Teams accounts will be muted. Pupils must keep their microphones muted unless asked by the teacher for a response.
- Microsoft Teams and chat platforms are for learning purposes only. They are not to be used as a social media forum and children cannot call each other through Teams.
- General classroom expectations of behaviour apply.
- 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, make sure they can sit at a table for the lesson (where possible). Have access to a drink, pencil, ruler, rubber, and workbooks.
- When your child is learning online, please reduce distractions i.e. television, telephone calls, pets etc. in the background.

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- Let your child learn independently – do not sit next to them and coach them. Only offer support if there is a technical issue but please be present somewhere in the same room.
- If possible, provide your child with a set of headphones and have the microphone on.
- If a parent has questions, then please email your child's class teacher or a member of school admin team. Staff will try to reply within 48 hours.
- Please be respectful towards the member of staff delivering the lessons.
- 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 the others.
- Please engage in conversations with your child after the lesson and discuss the learning tasks and assignments. This will help your children to strengthen their understanding of the learning content.
- Teachers will respond to your child's work once your child returns it but be mindful that teachers will not be able to reply instantly due to the structure of their day/week. Staff will not respond out of school hours.
- Remember to consider and balance your child's emotional wellbeing too by providing ample room and time for reflection, physical activity, conversation, and play. The teacher input will be online but most of the activities and learning should be completed away from the computer.
- Ensure your child is fully engaged and following expectations. This is the most challenging aspect but can also be the most rewarding for your child's future education.

Please contact school if you have any issues regarding access to home learning. Please email our admin team: lynne.rowitt@billinghay.lincs.sch.uk (Tues-Thurs) or Lindsay.stephenson@billinghay.lincs.sch.uk on Monday or Friday.

We appreciate your co-operation and support with this new way of home-working. It is new to both families and school alike and we will encounter issues and things might not always go to plan while we are all adjusting and becoming more familiar with how things work.

The Billinghay CE Primary School Team