



**Corpus Christi Catholic Primary School**

**Remote Learning Policy 2021**

**Protocol for Live Google Classroom Sessions**

**Acceptable Use Policies Addendum January 2021**

**Guidance for staff:**

- Staff will only use school-provided email addresses to communicate with pupils when conducting live contact sessions.
- Staff will not share personal information whilst conducting live contact sessions.
- Staff will ensure they conduct their live contact sessions from an appropriate location – either the classroom, or if this is not possible, from a quiet area in their home which has a neutral background or blurred background.
- Staff, when sharing their screen, consider what participants will be able to see e.g. files on your desktop.
- Staff will only communicate with pupils for live sessions only within school hours at an agreed time which is made clear to parents and children.
- Staff will only communicate and conduct live contact sessions through channels approved by the senior leadership team (Google Classroom).
- Staff will not commence online contact sessions until at least **one** other member of staff is in the live session 'classroom', and not without confirmation that at least one other colleague is aware that the live contact session is taking place.
- A register of pupils who have attended the session will be taken by the teachers.
- Staff will ensure that the appropriate settings for the 'Google Meet' have been applied prior to the start of the session.
- Staff will remind children to follow the school behaviour policy during these sessions. Pupils will be made aware that the session is being recorded and of the behaviour expectations at the start of a live session.
- Staff are aware that some pupils may be anxious when joining live sessions and will give clear instructions about what will help in the session.
- The teacher(s) will ensure that they are the last person to leave the meeting ensuring that the link to the meeting is closed.
- Staff will record any concerns on the 'Live Sessions Safeguarding Form' and follow the schools Safeguarding Policy for reporting concerns, using CPOMS.

## Guidance for students

- A 'classroom standard' of behaviour and language will be expected of all children. We want you to be ready to learn, respectful and safe.
- Children should talk with their parents/carers about finding an appropriate location in their home to access live sessions as noted in the Acceptable Use Policies and think carefully about what can be seen in the background behind them when they are on screen.
- Children must wear suitable clothing for live sessions.
- Sitting at a table or in a chair will help keep the camera focussed on children's heads and shoulders.
- Parents should help to set pupils up for the meeting and supervise them as necessary so that they are able to engage.
- Children will only enter the Google Meet room when the teacher(s) have joined.
- Children will keep their camera off when they join the meeting and only turn it on when advised to by the teacher.
- Children will keep their microphones on mute until they are requested to unmute their microphone by their teacher.
- Children will not be permitted to photograph or record any part of a live session.
- Children will be directed by their teacher as to when they can use the chat feature for valid learning purposes only.
- Children should go to the toilet before the session. Should they need to go during the session, they must leave the meeting. There is no need to request permission, ask in the chat or 'raise your hand'.

## Guidance for parents

**In signing Corpus Christi Catholic Primary School's Acceptable Use Policies at the start of the academic year, parents/carers have agreed to:**

- *Encourage children to engage fully in home-learning during any period of isolation/quarantine or bubble/school closure and flag any concerns.*
- *Support the child during remote learning to avoid video calls in a bedroom if possible and if not, to ensure the child is fully dressed and not in bed, with the camera pointing away from beds/bedding/personal information etc. and the background blurred or changes where possible*

**In Signing that you have read and understood this addendum to our policy, you are agreeing to**

- In allowing your child to join a live session, parents/carers are agreeing to them joining with their video and microphone, and the knowledge that the session will be recorded by the school for safeguarding purposes. If you **DO NOT** want your child to participate in these sessions **at any point**, please contact the school via the email address [office@corpuschristi.rbksch.org](mailto:office@corpuschristi.rbksch.org)
- Parents/Carers will not be permitted to photograph or record any part of the session.
- The live interactions are for Corpus Christi Catholic Primary School teaching staff and students only; others are not permitted to participate in the session.
- Parents/Carers should help to ensure that their child accesses the lesson in a suitable environment which is conducive to learning and that their child is appropriately dressed.