



Online Home Learning Guidelines for Parents and Carers

- Please make sure your child understands and is aware of the pupil guidelines
- Any abuse or misuse will be dealt with under the school's behaviour policy
- Please answer the phone to school staff or return calls, messages or emails. Staff may call from a withheld number
- Supervise your child's internet use and online learning – make sure you are aware of what they have been asked to do and the websites they need to access
- Make sure you know who your child is talking to or messaging
- If a member of staff calls and your child wishes to speak to them – check that you know who they are, speak to the member of staff yourself before your child talks to them, stay in the room while your child is on the phone, put the call on speaker phone

Guidelines for All Live Video Calls: Google Meet

- The parent or carer must make sure their child and other members of the household are aware the video call is happening
- Children should not join the meeting before the allotted time
- Staff, children and other members of the household must wear suitable clothing
- Devices used should be in appropriate areas, for example, not in bedrooms; and where possible be against a neutral background
- Language must be professional and appropriate, including any family members in the background
- The same expectations apply for remote teaching and conversations as normal school conduct
- Staff will only ever video chat with pupils with prior agreement of parents and the head teacher or deputy. This will always be at a pre-arranged time. The times of all video calls will be published on google classroom and logged
- Wherever possible 'live' chat will be recorded and stored on google drive so that if any issues were to arise, the video can be reviewed. Parents and children will need to confirm they are aware of this and give consent via School Gateway
- These will be group conversations only, no 1:1
- If your child takes part in a group video conversation, they can be seen by the teacher and other pupils (and members of their household) that are part of the conversation
- Parents and children must not record any live sessions
- Please be aware that if the teacher has any concerns about children (or other members of the household) using unsuitable language, dress or location, the conversation will be ended and concerns will be recorded and passed to the head teacher or deputy head
- Live chat sessions will be kept to a reasonable length of time (maximum 30 minutes) and will take place during the school day (see separate timetable for details)
- If the class teacher is unwell or absent for any reason, we will endeavour to replace them with another teacher if one is available. If not, the session will be cancelled and parents, carers and children informed.