



**Waynflete Infants' School**  
**Academy for Early Learning**

**REMOTE MEETINGS AND 'LIVE' TEACHING  
ACCEPTABLE USE GUIDANCE**

Remote meetings and 'live' teaching (in this document referred to as 'live sessions') have been identified as an additional way of delivering virtual learning and conducting pastoral calls (with a child) during this COVID-19 period. WIS will provide live sessions to ensure teaching and learning can continue and calls can be made to check on pupils' welfare but, for many, this is a new experience and everyone involved in live sessions must remember that the usual academy protocols still apply. We are providing this guidance to ensure that participants are clear about the expectations on them.

### **Parents/carers:**

- Parental / carer approval must be given before pupils may participate in live sessions.
- If a child is taking part in live sessions, the parent / carer will receive an email invitation from the teacher (this will be at least 24 hours in advance for a pastoral call) which will include the dates and times of the live sessions. If it is an invitation for lessons, it will also state the end times. With regards to 'live' teaching, this email will cover a 14-day period. **Parents / carers must reply to the email, as they will need to confirm to the teacher that supervision will be provided at that time (as detailed below).** Parents / carers do, of course, have the option to decline the offer of their child participating, however, we strongly encourage their participation.
- A parent / carer, or another appropriate adult, must be present in the room with the child for the duration of live sessions.
- Parents / carers must identify a suitable location for their child to use for live sessions, for example a living room or dining area. Bedrooms should not be used.
- Parents / carers should ensure that, as far as possible, distractions are removed, including pets and siblings, and there is quiet.
- Parents / carers should make every effort to support live sessions by ensuring their child is suitably dressed, prepared and ready to learn/engage.
- Parents / carers should familiarize themselves with the expectations of pupils set down in the school's behavior policy and ensure their child adheres to them.
- Parents / carers are responsible for ensuring that the privacy of other family members is maintained during live sessions.
- Lessons delivered 'live' are still lessons and pupils are expected to present themselves and behave appropriately. High standards of behaviour are expected for live sessions, just as they are in the classroom.
- Parents / carers should not use these live sessions as a means for communication between parents / carers and teachers. Such communication should be via email, in the first instance, in the usual way.
- Parents / carers must not record or share these live sessions, nor comment on public forums about individual teachers.
- Parents / carers should read and familiarise themselves with the guidance from National Online Safety.

### **Teachers and staff members:**

- Teachers will ensure that only pupils who have received parental / carer approval participate in live sessions.
- Live sessions must only take place between the hours of 9.00am and 3.00pm
- Teachers conducting live sessions must email the parents / carers of the respective pupil to inform them of when the sessions will take place and, in the case of lessons, when they will end. This should be done at least 24 hours prior to the live session if it is a pastoral call. With regards to 'live' teaching, the email will cover a 14-day period. Parents / carers should acknowledge the confirmation
- Teachers will only proceed with a 'live' lesson if there is a minimum of 15 pupils present.
- Teachers will ensure that, when making pastoral calls, that the child's parent / carer is together with the child throughout the duration of the call.
- Teachers will only use the academy approved platforms for live sessions, namely Microsoft Teams.
- Teachers will only use this platform Microsoft Teams with their academy provided email.
- Teachers will **contact parents and pupils through academy email only.**
- Teachers will obtain the Headteacher's consent for any pastoral call.
- Before hosting live sessions on Microsoft Teams, teachers must have familiarised themselves with all the tools available for them to use in order to enhance the security and privacy of their session.
- Teachers will keep a record of the live sessions (date, time, length)
- Teachers will keep a register of those children who have accessed 'live' lessons.
- Teachers will ensure pupils join live sessions with camera and microphones muted on entry.
- Teachers will ensure pupils abide by the academy's Acceptable Usage Policy and Behaviour Policy at all times.
- Teachers will conduct sessions in a professional manner and in accordance with the Academy's Staff Code of Conduct, including being suitably attired during live sessions and ensuring they are broadcast from an appropriate location.
- If conducting sessions from home, teachers will ensure family members, and anyone else who is not a member of staff, are out of the room during live sessions.
- Where possible, cameras should be used against a neutral background, with the light source directed towards the instructor's face and no personal items should be in sight.
- At the end of a session the teacher will advise all pupils to leave the session and when all pupils have left, the teacher can then end the session.

**Parents please share these expectations with your child:**

- Treat your live sessions as you would any other lesson. Be on time and be prepared.
- Use the bathroom and eat before (not during) your session.
- If it is to be a lesson, be ready to learn and make sure you have class resources, pen / pencil / ruler / exercise book at hand.
- Make sure you are in a suitable location; your device is charged (or plugged in) and that you are suitably dressed, prior to the beginning of each session.
- Keep your device on a secure surface, such as a table.
- Check your camera and microphone are working, prior to the start of the session.
- If possible, you should wear a headset (ideally with a microphone) but this isn't essential.
- Remember to behave as you would in school.
- Chat functions should only be used to ask questions and to answer teacher questions as directed by the teacher.
- Raise your hand, if you have a question and use hand gestures to show understanding such as thumbs up or touching your ear for audio issues.
- Do not record or take photos of your classmates or teachers during a session.
- Listen, focus on the lesson and learn.
- Avoid distractions such as electronic devices.
- Respect your teacher, your fellow learners and yourself by doing your best, just as you would in class.
- Make sure you end the session as soon as your teacher indicates to do so.
- These rules are designed to help keep you safe and, if they are not followed, academy sanctions will be applied and your parents / carers may be contacted.
- Remember your school / the academy is putting these sessions on for your benefit but not everyone who tries to contact you online has your interests at heart. If you have any worries or concerns about something that has happened to you online, please speak to your parents or get them to email your class teacher.