

## Hatchell Wood Primary Academy

### Remote Live Registration and Lesson Procedures 2021

(including online commenting and chat)



The purpose of Hatchell Wood Primary's live lesson procedure is to ensure every child is safe online and protected from harm. This means we will always work to protect children, young people and staff members during live remote teaching and check ins.

These procedures:

- set out the purpose, aims and protocols for safeguarding students and staff during Zoom remote teaching
- give clear direction to staff, parents and students of our expectations and their roles with regards to Zoom remote teaching
- apply to all students, staff and parents who use Zoom for remote teaching

Zoom is a cloud-based video conferencing platform used by teachers and school at Hatchell Wood Primary Academy. Teachers and parents will need to have access to Zoom which will be used to facilitate remote lessons, in a safe, secure environment for both the students and teachers. Zoom can be used on devices such as computers, tablets and mobiles. Zoom can be accessed without the need to download any plug-ins or software, allowing collaboration.

	School leaders and Teachers should:	Parents should:	Pupils (the 'attende'e') should:
<b>Zoom set up/ login</b>	<ul style="list-style-type: none"> <li>• Deliver their Zoom lessons using school computing equipment;</li> <li>• Use the teacher Zoom account exclusively for the purpose of their role at Hatchell Wood Primary Academy;</li> <li>• Be the organiser/presenter and a teaching assistant will assist in all live lessons;</li> <li>• Deliver/ record sessions from an appropriate room i.e. not a bedroom and sit against a neutral background or use 'background blur' to minimise distractions;</li> <li>• Double check that any other tabs they have open in their browser would be appropriate for a child to see, if they're sharing their screen;</li> <li>• Organise a register of attendees;</li> </ul>	<ul style="list-style-type: none"> <li>• Support their child to access Zoom live learning sessions;</li> <li>• Be aware that the recording of still images, filmed images or audio of staff or other pupils without permission by attendees, and the distribution of such images, is strictly forbidden;</li> </ul>	<ul style="list-style-type: none"> <li>• Use links on the school spider to access the learning on the timetable;</li> <li>• Blur their background if they are able to on their device or sit against a neutral background to minimise distraction;</li> <li>• Turn off their microphones prior to joining the Zoom meeting;</li> <li>• Be aware that the recording of still images, filmed images or audio of staff or other pupils without permission, and the distribution of such images, is strictly forbidden.</li> </ul>
<b>Lesson / Registration Check in</b>	<ul style="list-style-type: none"> <li>• Mute all pupils on entry but discussions are facilitated by pupils using the thumbs up button which allows the teacher to unmute them to comment or to ask and answer questions;</li> <li>• Mute, turn off student cameras and remove a student from the meeting if they so wish;</li> <li>• Must seek permission for 1-1 tuition online from a member of SLT;</li> <li>• Remind pupils of the protocols;</li> </ul>	<ul style="list-style-type: none"> <li>• Parents should be aware that microphones should be muted unless they are directly asked to contribute by the teacher;</li> <li>• Ask questions about the lesson at an appropriate time or when the teacher permits this i.e. at the end, other queries should be directed to the school office;</li> </ul>	<ul style="list-style-type: none"> <li>• Show that they want to ask a question by using the 'thumbs up' icon. They must then be asked by the teacher to unmute their microphone, ask the question and then mute their microphone afterwards;</li> <li>• Communicate with their teacher if asked to by clicking on the 'chat' icon on the screen;</li> </ul>

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<p><b>Conduct</b></p>	<ul style="list-style-type: none"> <li>Wear appropriate clothing;</li> <li>Teachers must remain professional at all times whilst using Zoom, including use of language;</li> </ul>	<ul style="list-style-type: none"> <li>Wear suitable clothing and use appropriate language if supporting your child during a live session or in the room where the zoom lesson is taking place;</li> <li>Reduce distractions whilst children are learning online i.e. television, telephone calls, pets etc. in the background;</li> <li>Be aware that pupils are expected to adhere to the school's usual behaviour code. This includes speaking politely and respecting other members of the school community and that their use of Zoom during periods of school closure is governed by the school's 'Online Safety' and 'Acceptable Users IT' policies, details of both are available on the school website;</li> <li>Parents should be aware that all messages that pupils leave on any chat forum can be seen by their classmates, teachers and parents. If they post anything irrelevant or inappropriate this will be dealt with accordingly;</li> <li>Parents will be aware of the pupil protocols and remind their children of them;</li> </ul>	<ul style="list-style-type: none"> <li>Engage in lessons in a manner as similar to regular classroom learning as possible. This includes: not lying in bed; making sure no music is on in the room; wearing appropriate clothing; not using phones or other devices during the lesson; pupils should have all their equipment ready before the lesson; pupils should not be eating although having a drink is fine;</li> <li>Behave when working as part of an online lesson as expected in normal classroom learning: quietly attentive; prepared to ask and answer questions; attempt learning tasks independently, whatever the challenge; engage respectfully with others when collaborating;</li> <li>Use appropriate language and be aware that they are accountable for what they say on their microphones or write on chat as this can be seen by their classmates, teachers and parents. If they post/say anything irrelevant or inappropriate this will be dealt with accordingly;</li> <li>Be aware that if they do not adhere to the pupil protocols, the teacher will remove them from the meeting and contact parents/guardians;</li> </ul>
<p><b>Feedback</b></p>	<ul style="list-style-type: none"> <li>Provide timely constructive feedback for work handed in as specified;</li> </ul>	<ul style="list-style-type: none"> <li>Support children to upload learning daily to the correct place as specified by the teacher to ensure constructive feedback can be given;</li> <li>Understand that Teachers will respond to children's work but be mindful that they will not always be able to reply instantly or on the same day due to the structure of their day/week;</li> </ul>	<ul style="list-style-type: none"> <li>Upload completed learning to tapestry or school spider as specified by the teacher</li> </ul>
<p><b>Wellbeing</b></p>	<ul style="list-style-type: none"> <li>Consider the wellbeing of pupils during the sessions including, for example, physical breaks and screentime.</li> </ul>	<ul style="list-style-type: none"> <li>Remember to consider and balance children's emotional wellbeing by providing support, physical activity, conversation, and play. The teacher input will be online but some activities and learning should be completed away from the computer, there may be times when children need to take a short break from their learning.</li> </ul>	<ul style="list-style-type: none"> <li>Ensure that they take wellbeing breaks throughout the learning sessions, for example, having a drink of water, taking a physical break, or completing an activity away from the screen.</li> </ul>