

Online protocols

Parent/Carer protocols:

1. Please, if at all possible, organise your child to be in a quiet room / area for the meeting to reduce background noise and allow them to focus.
2. Consider the background where your child is sitting, ideally ensure it is plain and blank. It should not include any personal information (e.g. photos).
3. We ask that children are wearing appropriate clothing for these sessions.
4. When the lesson is over, children will be asked to leave the lesson. Please do so promptly.
5. There should never be a situation where a lesson takes place on a 1 to 1 basis with one teacher and student without another adult present
6. Face to face sessions are for students and teachers only. All parent/teacher communication should be via the usual process.
7. Parents may not record, share or comment on public forums about individual teachers.

Student protocols:

1. All students must ensure that they are wearing suitable clothing (e.g. not pyjamas)
2. We ask that all students engage in sessions to the best of their ability!
3. Students must adhere to the schools usual behavioural expectations.
4. It is the student's responsibility to ensure they attend all scheduled sessions on time.
5. They must sign in using their school google account
6. All student cameras must be turned off and only turned on when the teacher requests
7. No sessions are to be recorded or photographed by students in any way
8. Students should mute their microphone until asked to speak
9. The chat function should only be used to ask and answer questions not just to chat to other students

School procedures:

1. The lesson will be scheduled using a school registered account and Google Classrooms
2. School will arrange the date and times of the lesson according to the timetable, these will be shared by the person leading the session and line managers should be added to lessons.
3. Class teachers will use the 'mute' function at times during the meeting to allow everyone to hear / be heard
4. Students should use the chat function to show they want to ask a question.
5. The lesson will be a maximum of 45 minutes long.
6. If the member of staff has any concerns regarding safeguarding or behaviour, they may contact the parent after the lesson to discuss their concerns. They will also inform the Designated Safeguarding Lead and record concerns on MyConcern.
7. If the member of staff has any concerns regarding behaviour, they will remind the child how to behave. If the behaviour continues, the teacher may decide to end the session. The member of staff will then speak with the parents to discuss the behaviours as well as update the relevant Achievement Lead.

These protocols have been designed to keep everyone safe