



Stanley St Andrew's Church of England Primary School

REMOTE LEARNING PROTOCOL

As a church school we believe that every person, every child, and every adult is unique and special with God given gifts and talents which is our job to nurture and cherish.

Parents/carers are responsible for ensuring that during the session children:

- understand that a Microsoft Teams session will be subject to the same school rules which apply in face-to-face learning.
- will follow all instructions issued by their teacher, only using technology as they direct them to do.
- will join the Microsoft Teams session 5 minutes before it begins and join a waiting room until the time the session is due to start.
- will make sure their communication with teachers and other pupils is appropriate of a normal classroom environment.
- will be responsible for their behaviour and actions when using Microsoft Teams or any other online platform.
- will not deliberately access or share any material which could be deemed illegal or offensive. If they come across such material, they will report it to a suitable adult, either the teacher or parents.
- understand that a member of the SLT may attend any Microsoft Teams session to monitor use.
- will not record or take photos of teachers or pupils, or any meeting content.
- understand that these rules are designed to keep their children safe and that, if they are not followed, the normal school Behaviour Policy will be invoked.
- will ensure that pupils are suitably dressed and are supported by an adult.

If there is a serious breach of conduct, teachers will remove the person immediately. If this should happen, an email will be sent to confirm the reasons why.

Microsoft Teams sessions will only take place when there are at least five children present.

Children are responsible for:

- Ensure you are in a quiet, safe and appropriate environment with minimal distractions. A bedroom is not a suitable location; a dining or kitchen table, if suitably quiet, may be appropriate.
- Log in 5 minutes before your session. It is your responsibility to be prepared to receive an email invitation at the scheduled start time for the session.
- Dress appropriately. You may not wear nightwear.
- Ensure you are attentive and follow all instructions, treating others with kindness and patience, particularly where technical issues cause disruption.
- End your session when your teacher indicates it is complete.
- You may not record meetings or any other online interactions.

By joining a Microsoft Teams session, you will support all of the above conditions.

Parents

- Parental supervision while their child is attending Teams meetings is strongly advised but is not mandatory.
- Parents should respect the classroom environment and not become involved in the ongoing live meetings.
- Report any concerns as soon as possible.

No parent or pupil shall record any of the online teaching or live meetings. If a teacher or member of school staff believes that this is happening, that pupil or parent will be ejected from the session.

This will be a breach of the school behaviour policy.

The school may take reasonable measures to be certain that any such recording shall be deleted.

The school shall have the benefit of the copyright for all material supplied. There is no consent for any material to be shared on social media or on the internet without the express written consent of the headteacher. These rights will be actively pursued.

The Remote Learning Protocol is to work in conjunction with the schools Child Protection & Safeguarding Policy, Remote Learning Policy, Photography and Video in Schools Policy, Acceptable Use of Technology for Pupils Agreement and the E-Safety Policy. These policies are available to view on the school website. Hard copies are available on request.

Last Updated: 1 February 2021