



Live Online Lesson Protocols

By following the link to the live online lesson on Microsoft Teams:

- I agree to my child/ren taking part in live online lessons, following the rules and etiquette outlined below.
- I can confirm that I have discussed the protocols with my child/ren and that they understand each protocol.

	Staff Protocols	Parent Protocols	Pupil Protocols
Before the live online lesson	<ul style="list-style-type: none"> - Post a clear timetable for online learning to pupils through the Class Dojo Portfolio function. - Links to live online lessons through Microsoft Teams will be shared via Class Dojo; times will correspond to those outlined on the timetable. - Pupils will be made aware which member of staff they will be meeting in the live online lesson and which activity will be a focus. - Staff will have a register prepared so that they may keep a record of which children attend the live online lesson. - Staff will use their school Teams account and school email to login. 	<ul style="list-style-type: none"> - I will have supported my child to consult the timetable on Class Dojo and followed the link to the live online lesson on Microsoft Teams. - I will download the Microsoft Teams app and familiarise myself and my children with how it works. - I will ensure that equipment needed is charged prior to the live online lesson and support my child in finding a suitable space to work that is conducive to learning. 	<ul style="list-style-type: none"> - I will have breakfast, get dressed and clean my teeth before my lesson. - I will make sure that I have my books and writing equipment ready. - I will find a nice, comfy place to sit without lots of personal distractions. - I will make sure that my device is charged. - When I sign in I will use my first name.
During the live online lesson	<ul style="list-style-type: none"> - Staff will follow the structure outlines for the live online lessons. - Staff will reinforce expectations of behaviour that they would have in the physical classroom, in line with the school's Positive Relationships policy. - Staff will involve each child in conversation and discussion, modelling learning as they would in the classroom. - Staff will be available throughout the lesson to support children with the basics. - Staff will only admit children who have identified themselves by their first name from the waiting room. 	<ul style="list-style-type: none"> - I will support the school's Positive Relationships policy and respect decisions made to remove my child from a live online lesson if this occurs. I appreciate that this removal could result in this offer being revoked. - I don't have to speak for my child – the teacher will encourage them to contribute. - I will remember that I might be on camera too. 	<ul style="list-style-type: none"> - I will communicate politely and thoughtfully, treating others with kindness and patience, just as I would in the classroom. - I will wait for my turn to share ideas. - I will follow the instructions given to me by a member of staff throughout the live lesson and ask for help if I need it. - I will not use the share function. - I will not record, take photographs or screenshots of the live online lesson or the lesson content. - I will be responsible for my behaviour and actions whilst using Microsoft Teams. - If I come across anything that upsets me whilst working online, I will report this immediately.
After the live online lesson	<ul style="list-style-type: none"> - Staff will visit children's portfolios on Class Dojo to feed back on their work following each session to praise and address misconceptions. - Staff will arrange a time for a 'weekly well-being check in' with their live online lesson group. This will be communicated via Class Dojo. 	<ul style="list-style-type: none"> - I will support my child in sharing their work to their portfolio on Class Dojo following each session. - I will check Class Dojo in order to receive the timetable with the online lesson links. - I will ensure that my child does not access Microsoft Teams other than for a timetabled online live lesson. - I will privately message the teacher on Dojo if I have any concerns. - I will speak to the teacher about some of the problems we are experiencing if my child is unable to attend a live lesson. 	<ul style="list-style-type: none"> - I will share my work on my portfolio on Class Dojo for my live online lesson teacher to see (minimum of 2 pieces per day). - I will respond to my teacher and improve my work if they give me next steps. - If I need any help, I will contact my live online lesson teacher through Class Dojo.