



Remote learning will take place using Zoom with live lessons as set out in our Remote Learning Policy, in the event of school closure or a bubble bursting in class.

- Zoom links and codes will be sent to parents via Seesaw to invite children to attend. These must not be shared with anyone else.
- Two adults will be present at all Zoom calls. Registers will be kept for all live lessons and record on the One Drive. No 1:1s, Zoom calls are allowed.
- **All live lessons on Zoom will be recorded and shared on Seesaw ONLY for children to watch back and complete work on Seesaw**
- Teachers to set ground rules for the use of Zoom. A 'classroom standard of behaviour' is expected from children and staff in line with our Behaviour Policy.
- Children will be shown how to use the ask to unmute button and reminded to put up their hands virtually or so an adult can see on the camera. Teachers are able to use the mute controls to disable microphone and enable children to speak at different times.
- It is important that there is careful consideration of the **location** that everyone uses. We would encourage children to work in a shared/communal room with an open door/and or when appropriately supervised by a parent/carer.
- We could encourage children **not** to be in their bedroom. However if this is necessary, due to their device set up, children must be sat up and ready to work with their door left open.
- Please ensure that that personal information and/or unsuitable personal items are not visible.
- All staff and children must wear suitable clothing, as should anyone else in the household.
- **Web cams need to be on during the lesson to engage with the learning.** In some exceptions cameras will be allowed to be kept off, following agreement from the class teachers.
- **Children/parents to be advised they are not to be record the calls or take any screenshots.**
- Children are encouraged to report any concerns during remote lessons, by using that chat to message an adult in the lesson or telling a parent/carer.
- Adults to report any safeguarding incident or potential concerns, as per the safeguarding policy

Policy Written on: 11.1.2021

Written By: Jonathan Fyne

Shared with staff and governors on: 12.1.2021



## Zoom Code of Conduct (Children)

- **Make sure you are wearing suitable clothing**  
*(Maybe you want to wear your school uniform!)*
- **Be sat up ready to learn. Living room or kitchen is best.***(If you have to be in your bedroom, keep the door open and don't lie on your bed!)*
- **Have everything you need ready for the lesson.**
- **Keep your webcam on during the lesson.** *(You see us so we would like to see you!)*
- **Make sure we don't see any personal information or unsuitable items.** *(We don't want to see your laundry!)*
- **Show a classroom standard of behaviour.**
- **Take turns in speaking.** *(Remember your teacher can 'mute' you!! And stop you unmuting yourself!)*
- **Be respectful!** *(Be careful what you say. If you wouldn't say it to their face, don't say it!)*
- **#Enjoy learning on Zoom.**