

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 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 Class Dojo Portfolio function. • Links to live online lessons through Microsoft Teams will be shared via ParentMail; 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 are aware which children will be joining 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 provided on ParentMail. • I will download the Microsoft Teams App and familiarise myself and my child 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 in 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 outlined for live online lessons • Staff will reinforce expectations of behaviour that they would in the physical classroom, in line with the school's behaviour policy • Staff will involve each child in conversation and discussion, modelling learning as they would in the classroom • 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 behaviour 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. 	<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 my ideas. • I will follow the instructions given by the member of staff throughout the live online 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 to feedback on their work from the session to praise and address misconceptions. • Staff will arrange a time for a 'weekly check in' with their live online lesson group. This will be communicated via ParentMail. 	<ul style="list-style-type: none"> • I will support my child in sharing their work to their portfolio. • I will check ParentMail 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 timetabled live online lessons. 	<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. • If I need any help, I will contact my live online lesson teacher through Class Dojo.