



Godley Remote Learning - Protocol for Live Sessions

During remote learning at Godley, staff are providing live sessions for children via Microsoft Teams.

All live sessions are recorded by the teaching staff for safeguarding reasons.

During live lessons pupils should:

- Be dressed appropriately for learning i.e. not in night wear or dressing gowns.
- Be situated in an appropriate location (a communal environment, not a bedroom). Remove any other distractions in the room e.g. music, television, other devices.
- Arrive promptly to the session and stay focused for the full duration.
- Turn your microphone off and video on at the start of the meeting and only unmute when directed by the teaching staff to speak.
- Be respectful towards staff and other pupils at all times.
- Behave in the same manner as you would in the classroom – following Godley’s high expectations of behaviour.

*Any child who behaves inappropriately by not following any of these protocols may be excluded from future live lessons and parents/carers will be contacted

- Make sure an adult is close by, where possible, to offer support if needed but the dialogue is set up for pupil to staff interaction.
- Only use the chat facility, if suggested by staff, to communicate with the adult during the session. Do not use the chat facility to have a conversation with friends or as a parent discussion forum.
- Join the meeting and wait in the lobby. All meetings will be scheduled by teaching staff. Participants will not be able to start or join a meeting without the teacher present or permission from the staff member.
- Complete follow-up work set. There is an expectation that all pupils will complete follow up work if set.
- Only use the Microsoft Teams pupil login for the sole purpose of linking home to school, the use of pupil login for any other purpose may result in your account being suspended.