



## Kirkburton Middle School Live Streaming Protocols

Live streaming of lessons is a school activity and as such the expectations are the same as if pupils were in school. Therefore school behaviour policy applies at all times as does the school acceptable use of ICT policy and all other policies. Please [click here](#) to view all school policies.

### Scenario 1 – All class/bubble learning remotely

#### Teachers will:

- Provide live lessons in line with the remote learning timetable. This will not be every lesson.
- Take a register, allow students the time to join – 5 minutes or so, do a quick greeting/warm up with pupils who are there.
- Record the session.
- Mute all microphones and turn off cameras and make students aware of this.
- Be available to answers questions using the 'Hands up' facility.
- Ensure the teaching and work can be completed in the duration of the lesson.
- Keep instructions simple and expectations simple and straightforward
- Blur or use an appropriate background or work in a suitable setting as to ensure privacy and an appropriate environment.
- Be available for assistance whilst the pupils are completing tasks.
- Be dressed suitably as they would for school.
- Reward completion of work on ClassCharts.
- Monitor the completion of work and feedback to pupils as appropriate. This could be individual feedback attached to a document, praise or whole class feedback in Posts.
- Ensure that no personal data and non-school related information is on screen during recordings or live lessons. Also check notifications of incoming emails are disabled.
- Report any safeguarding concerns to a designated safeguarding lead in school.

#### Pupils/Parents will:

- Ensure device is powered/charged in advance and available for exclusive use.
- Ensure in advance that you are logged in and able to access Teams, preferably using the app.
- Make sure you are on time for the lesson or you may not be able to access it.
- Try to work in a quiet space without distractions.
- Work in a communal area not in your bedroom.
- Leave your mobile phone in another room unless you need it to access the internet for the purposes of the lesson.
- Wear appropriate clothing – not pyjamas.
- Have all of your equipment with you and ready including your planner and paper/whiteboard to work on.
- Follow your school timetable.

- Join the Teams meetings with your camera and microphone off.
  - If you have a question, use the hand icon to raise your hand. Your mic will be unmuted by the teacher. Be aware that your question/comment will be heard by all in the lesson.
  - Follow classroom rules, this is a lesson – you will be rewarded and given negatives on class charts according to your behaviour and participation as you would in a lesson.
  - Attempt to re-connect in a timely manner should you be disconnected from the lesson.
- 
- Make the school aware if their child is sick or otherwise can't complete work.
  - Not record or take photos of teachers or during video conferencing sessions, and you must not share lessons publicly.
  - Be aware that, like with all Office 365 applications, anything posted on Teams can be accessed by school. You should not share personal information or make personal comments about other people.
  - Support their child by checking they are completing the work that has been set.
  - Make sure that you have regular screen breaks outside of the set lesson and get some fresh air and exercise outside (in accordance with government guidelines).
  - Where and if possible, an adult should be nearby whilst pupils are in a virtual classroom (to offer support if needed), but please note, these sessions are set up for pupil to staff interaction.

## **Scenario 2 – Blended Approach – Lesson beamed live from class in school**

### **As Scenario 1 plus:**

#### **Teachers will:**

- Ensure camera is facing away from pupils in school so they cannot be seen.
- Use first names only for all pupils.
- Ensure that pupils at home are able to access the same resources (or suitable alternatives) as the pupils in the classroom.
- Check with remote learners as they would with pupils in the classroom.

#### **Pupils/Parents will:**

- Be aware that the teacher is also interacting with the pupils in school and you may have to wait for assistance.