



Guidance to parents and pupils around online teaching

In cases where onsite teaching cannot happen, then the school will provide a home learning offer with some Online Teaching Session (OTS). These may involve “live” or pre-recorded sessions run via Microsoft Teams (MS Teams). Prior to the commencement of OTS we will normally advertise these via one or more of the following channels:

SIMS Parent App
Mayfield Messenger
Text or Pupil Email

Before the OTS begins, parents/pupils are advised to check that that are no:

- distracting or personal items visible behind you on your webcam;
- distracting or personal software or websites open on your computer;
- personal email, social media or log-in details visible via your computer screen.

There are a variety of ways of delivering OTS. These include:

- “live streaming” in which teachers deliver new material or explain new concepts;
- “broadcasts” these are pre-recorded sessions which can be watched at any time and can be paused or replayed as necessary;
- “audio only” or “voice over” in these sessions, teachers will talk over a presentation, use a visualisers (type of camera) or choose not to provide live video feeds.

Our staff will make the right choice depending on the material that needs to be covered. Sometimes, they may “mix and match” different delivery styles

Safeguarding considerations

Whilst OTS can be a powerful way to engage with pupils, there are inherit risks which pupils and parents should be aware of. Staff will ensure that when delivering OTS, pupils are:

- never encouraged to divulge sensitive or personal information such as passwords, usernames or other key information (such as a DOB);
- respectful to others in terms of language and behaviour;
- viewing age appropriate material when this is provided or sign posted by a member of staff;
- encouraged to alert their teacher, privately, if they inadvertently access material which is not age appropriate;
- not capturing video, still or audio footage of the staff member or classmates during an OTS;
- dressed appropriately;
- not eating or drinking during an OTS;
- using “chat” or “hands up” functions if available;
- not on or in their bed.

We would ask that you support us in all of the above by supervising your child’s session but respectfully ask that parents, carers or guardians do not interrupt a session. If you wish to make a comment, please email Mr. Andy Tite, Assistant Headteacher i/c Digital Learning, on:

Tite@mayfield.portsmouth.sch.uk

Discipline breaches

If, during an OTS, a pupil wilfully and maliciously, seeks to disrupt the OTS by:

- making offensive comments to others;
- interfering with the OTS platform or hardware;
- interfering with the smooth running of the OTS;
- Making use of any “chat” facilities inappropriately;
- soliciting sensitive or personal information of others;
- watching or distributing material which is offensive, graphic or not age appropriate;
- attempting to record video, still or audio footage of others without the permission or awareness of others;
- not dressing appropriately or demonstrating body language which is likely to cause offence;
- eating or drinking during an OTS;
- refusing a reasonable request to adjust their behaviour.

Then the teacher will terminate the OTS and consideration will be given to the application of an appropriate sanction in line with the school’s behaviour policy.

During the OTS

Pupils are asked to “mute” their microphone and turn off their camera during the session. If a pupil wishes to ask a question, then they should use the “hands up” or “chat” facility and wait for their teacher to respond.

Length and timing of OTS

The opportunity to participate in an OTS will be advertised to pupils and parents via:

SIMS Parent App
Mayfield Messenger
Text or Pupil Email

Given the age range of children in our school, each session will run for different lengths of time and may not always involve continuous teacher input e.g. a session may start and after a 10-minute introduction, the teacher may decide to allow pupils to work on their own for a period of time before moving the lesson on.

Digital inequality

The delivery of high quality OTS depends on pupils and their families having access to good internet connections, suitable devices and software. This may not be available for a number of families. In these cases, we will endeavour to provide support on site or by loaning of equipment. Please contact our SENCO, Mrs. Erika Anders if you are unable to access the internet, on:

AndersE@mayfield.portsmouth.sch.uk

Feedback and marking

Verbal feedback remains our main form of assessment for pupils engaged in OTS.