



## Guidance to Staff around online teaching

In light of the circumstances around the COVID 19 pandemic, **The Governing Body of Mayfield School have agreed (due to be tabled on 17<sup>th</sup> June)** the following additional guidance to our existing e-safety and use of social media policy to run with effect from 15<sup>th</sup> June 2020 until further notice.

### Setting up online teaching sessions (OTS)

Online sessions in which staff deliver either “live” or pre-recorded lessons must always be agreed prior to the delivery of the session with the named Senior Leadership Team link (SLT link) member as follows:

Infant Section	Jo Buck
Junior Section	Jen Lewis
Year 10	Gayle Head
SEN	Erika Anders
House Teams	Fiona Rogers
Senior Section (other than Year 10)	Louise Hillier

Online teaching sessions will normally be communicated to parents and pupils via some or all of the following:

Mayfield Messenger  
School's Website  
School's Social Media Feed  
Text  
Email

### Delivering the OTS

Before the OTS begins, staff should ensure that they have checked that there are no

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

OTS can be delivered from home or school by agreement with the SLT link. In cases where the staff member is offering an OTS from home, then the dress code is smart casual.

The school's default package for delivering OTS is Microsoft Teams and this is the only platform that can be used. Please ensure you have the latest version loaded and have undertaken some training on its use. Training sessions will be offered periodically and can be arranged by contacting Gayle Head on:

[Head@mayfield.portsmouth.sch.uk](mailto:Head@mayfield.portsmouth.sch.uk)

## **Types of OTS**

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

- “live streaming” this is often useful for staff to be able to deliver new concepts or support individuals or groups;
- “broadcasts” these are pre-recorded sessions (which could include You Tube or Vimeo clips) which can be watched at any time and can be paused or replayed as necessary;
- “Audio only” or “voice over” in these sessions, staff talk over a presentation, use a visualiser or choose not to provide live video feeds.

The choice as to which mode of delivery depends on the learning objective and how comfortable staff feel with running OTS. Staff are free to choose the most appropriate type of OTS or indeed, “mix and match” as required.

## **Safeguarding considerations**

Whilst OTS can be a powerful way to engage with pupils, there are inherent risks which staff members should be aware of and manage. Staff should 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 comportment;
- 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.

If a member of staff has any safeguarding concerns, then they must raise them via email to our DSL, Mrs. Erika Anders at the earliest opportunity.

## **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 their permission or awareness;
- not dressing appropriate 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 should terminate the OTS for the pupil demonstrating one/some of the above behaviours and report the matter to their respective SLT link. An appropriate sanction will be applied in line with the school behaviour policy.

### **Length and timing of OTS**

There is no requirement for staff to deliver OTS during their “normal” timetable slots. The decision as to the length and timing of the session will be determined by the SLT link in discussion with the staff member or team.

### **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 encourage the family to access one of our on-site provisions or seek to support via the DFE’s laptop scheme.

### **Feedback and marking**

Verbal feedback remains our primary form of assessment for pupils. We are developing a COVID ‘friendly’ feedback and marking policy.

### **Staff concerns and workload**

If you have been asked to deliver an OTS and you have a concern, please raise this with your line manager or Head of School at the earliest opportunity. The delivery of OTS will be considered as part of the teaching rota.

## **Guidance to parents and pupils around online teaching**

We are planning to supplement our current 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:

Mayfield Messenger  
Facebook  
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 or social media details or log-in details are 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 and. 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 comporment;
- 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.

### **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 appropriate 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 apply an appropriate sanction will be applied in line with the school 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” facility and wait for their teacher to “unmute” them.

### **Length and timing of OTS**

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

Mayfield Messenger  
Facebook  
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 might 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. Please contact our SENCO, Mrs. Erika Anders if you are unable to access the internet.

### **Feedback and marking**

Verbal feedback remains our primary form of assessment for pupils. We are developing a COVID ‘friendly’ feedback and marking policy.