



## **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 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.

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.

