Middleton Parish Church School

Virtual Learning and Meeting Policy

Middleton Parish Church School is committed to supporting pupils and staff when having to learn and work remotely. Due to current COVID19 guidelines, face-to-face meetings are not possible and there may be instances when children's learning may take place away from the classroom. This guidance should be read in conjunction with the school's 'Acceptable Use', 'Safeguarding & Child Protection', 'E-Safety' and 'Behaviour' policies. It specifically addresses the procedures which must be followed when conducting virtual meetings and lessons.

Legal Framework

This guidance has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- Data Protection Act 2018
- General Data Protection Regulations
- Freedom of Information Act 2000
- The School Governance (Roles, Procedures and Allowances) (England) Regulations 2013

This guidance operates in conjunction with the following school policies:

- Data Protection Policy
- ICT Policy
- Records Management Policy
- E-Safety Policy/Acceptable Use Policy
- Governing Board Code of Conduct
- Guidance for Safe Working Practices (Code of Conduct)
- Communication Policy: Staff
- Communication Policy: Parents and Carers

Virtual Meetings between Professionals
The meeting leader is responsible for:

- Ensuring that the protocol for conducting virtual meetings is agreed upon by all members of the meeting prior to the meeting taking place or as the first item on the agenda for the meeting.
- Notifying attendees in advance that the meeting will be conducted virtually.
- Recording, within the written notes of the meeting, the details of the virtual meeting, in the same way as a face-to-face meeting.
- Use the waiting room function to control access to meetings if you need assurance on who is present at the appropriate time in the process.
- Monitor attendance throughout the meeting to ensure that all attendees remain throughout unless they provide apologies/need to leave the meeting.
- Stopping the meeting if you become unsure about who else is present and checking attendance if necessary.
- Sending participants back to the waiting room during the meeting until identity concerns are resolved.
- Advising the meeting on the appropriateness of discussing confidential matters.
- Ensuring that all attendees are aware of the procedures.
- Considering any objections to meetings taking place virtually.
- Reminding attendees, at the start of the meeting, of the etiquette required during the meeting.

Attendees will:

- Be aware of, and act in accordance with, the guidance outlined in this document.
- Communicate in a manner fitting the communication policy
- Not take covert recordings of meetings.
- Notify the meeting leader of any objections they have to the meeting being held virtually.
- Ensure they have a quiet space that's well lit, that their camera and microphone work well, that they will not be interrupted and that the environment is confidential, using headphones where appropriate.
- Ensure they do not join sensitive video and audio conferences in public.

Etiquette during the meeting

- Attendees should give the meeting their full attention
- Keep microphones on mute unless talking.
- It may be appropriate to use physical cues, like putting a hand up, during discussions so the meeting leader knows who's about to speak, ask questions or to request to be taken off mute
- During a video conference, be mindful of body language throughout the meeting
- Speak to the camera and not the screen
- Consider the location, this should be a quiet location, and positioning of any camera, this should be at eye level where possible
- Attend the whole meeting as logging off and on during the may affect the flow of the meeting.
- Focus on the meeting in the same way as if they're attending in person, to ensure their full attention to the topics being covered and decisions being reached

Virtual Meetings between Middleton Parish Staff and Parents/Carers

Where a class, group or small number of pupils need to self-isolate, or there is a local lockdown requiring pupils to remain at home, schools are expected to have the capacity to offer immediate remote education. Schools are also expected to consider how to continue to improve the quality of their existing offer. This planning will be particularly important to support a scenario in which the logistical challenges of remote provision are greatest, for example where large numbers of pupils are required to remain at home.

Staff will:
- Use a school account to set up and host meetings
- Wear work wear for all meetings
- Host the meeting in an environment suitable for a professional discussion
- Outline expectation of all members before commencing the meeting
- Stop the meeting should anyone breach the protocols

Parents/Guardians will:
- Refrain from screenshotting or copying any information, messages or posts to share on social media or any other platform.
- Wear appropriate clothing for a professional meeting
- Keep cameras and microphones on for the initial greeting with staff and then turn off for group session and leave on for one to one meetings

- Ensure the environment for the zoom call is quiet and cannot be overheard by third parties
- Ensure children wear school uniform when participating in zoom lessons.

Children will:
- Wear school uniform for zoom calls;
- Ensure zoom calls are not recorded or shared;
- Follow the school's behaviour policy whilst learning at home;
- Complete work as set;
- Ask for help when it is needed.

Remote learning between Middleton Parish and children:

Keeping pupils and teachers safe during remote education is essential. Teachers delivering remote education online should be aware that the same principles set out in the school's staff behaviour policy (sometimes known as a code of conduct) will apply.

Staff will:
- Use an individual account but linked to school email address to set up and host meetings via Zoom
- Host the learning environment with two members of staff present or in a shared space where other adults are present
- Outline expectation of all members before commencing the teaching
- Stop the teaching should anyone breach the protocols
- Use Purple Mash/or email to send the links for live lessons
- Give feedback on marking via whole class emails
- Disable the chat function to avoid private messaging during sessions whilst still allowing pupils to message the teacher work related questions.
- Not record any of the live classes

Children will:
- Wear school uniform for zoom lessons;
- Ensure zoom lessons are not recorded or shared;
- Follow the school's 'Behaviour' policy whilst learning at home;
- Find a quiet space and keep themselves muted
- Complete work as set;
- Ask for help when it is needed
- Report any concerns to their teachers via Purple Mash

Parents/Guardians will:
- Ensure the environment for the zoom lesson is quiet
- Ensure their child wears school uniform when participating in zoom lessons
- Ensure their child is following the expectations set out by the teacher
- Ensure their child completes work set by the teacher
- Parents will be required to attend and supervise their child on Zoom should poor behaviour be presented.
- Communicate with school via the class email addresses

This policy will be reviewed in line with any updates to the national guidance provided by the DfE, or following a school review of practice.