



Protocol for Assemblies during lockdown

Updated February 2021



During the January National Lockdown, PCA made the decision to host remote assemblies via YouTube in order to bring our school community together at 2pm on a Friday afternoon. These assemblies will allow us to continue to celebrate the achievements of our pupils both at home and at school.

In order to safeguard our pupils, families and the school community as a whole, we made the decision to move from Zoom to our secured/private school YouTube channel as we felt that it was a safer alternative. It is therefore important that the following procedures are in place:

Whilst in school:

Assemblies will be pre-recorded on a Wednesday (band – hymns, prayers, and birthdays) and Thursday afternoon by the identified assembly lead and PCA's ICT Technician. If staff have things they would like to contribute to the assembly they must let the identified subject lead know by Wednesday afternoon.

During the recording of assemblies, staff should be aware of who can/cannot be photographed/recorded. Pupils who cannot have their photographs taken should not be in the recording of the assembly.

Pupils who appear in the recording should be addressed by their first name only (not first and second). This also applies for any pieces of work shown.

Ten minutes before assembly is about to begin (usually 2pm) classroom staff will be sent a link from admin/Mrs Millard in order to access the recorded assembly via YouTube. This link will also be sent to families of pupil's remote learning from home at the same time via the 'text2parents' service.

School will only send this link to those who they wish to watch the assembly; it will not be shared with anyone else.

The private link will be made accessible to families over the weekend and will then be disabled by 9am on a Monday morning. Prior to the link being disabled, PCA's ICT Technician will check how many views the video has had and this will be recorded.

A reminder of the rules and protocols will be placed regularly in PCA's weekly Newsletter.

Whilst at home:

Parents/Carers whose children are remote learning from home will receive a link to their email address shortly before the assembly begins.

No screen shots or recordings of the assembly should be made.

TO SAFEGUARD ALL OF OUR PUPILS AND STAFF, NO LINKS PROVIDED BY PCA SHOULD BE SHARED ON ANY SOCIAL MEDIA PLATFORM.

A reminder of the rules and protocols will be placed regularly in PCA's weekly Newsletter for parents/carers to view.