

Protocols for 'Live Lessons' via Microsoft Teams- Student/Parent/Staff

January 2021 v2

We believe that live lessons provide the best learning for our pupils/students under the current circumstances:

Live teaching encourages the pupils/students to start the day well, allows for more teacher control, enables teachers to keep the pupils/students attention, provides opportunities for clear and immediate feedback and promotes wellbeing. Furthermore, it promotes pupil/student welfare by providing regular contact, engagement, and a familiar voice. This will contribute to a positive climate for learning when the pupils/students return to the classroom.

There is also the option of recording the live lesson for pupils/students unable to access the lesson as timetabled with no addition to staff workload.

Scheduling and Access to Live Lesson

Live lessons will be scheduled within the usual lesson time as per the students' timetable. It is now more important than ever therefore, that students follow their normal timetable each day to ensure they can attend these lessons unless there are genuine and unavoidable reasons that they cannot. A detailed 'Student guide' explaining how to access a live Teams lesson/event is available on the 'Remote Learning' page on the school's website.

Attendance

Attendance is compulsory with the caveat that where there is a genuine reason that students cannot attend, that they inform the school via email or phone.

Students are expected to be on time for 'live' lessons/events. In each 'live' lesson a register will be taken so that the teacher is able to track engagement and follow up appropriately on non-attendance.

If a student misses a scheduled lesson and hasn't given a valid reason in advance this will be recorded. Parents/carers will be contacted if their son consistently misses live lessons by his House Team.

Behaviour

In relation to 'live' lessons, students are expected to behave appropriately in line with expectations outlined in the schools' behaviour policy.

Students are expected to be resilient, reflective and to take responsibility for what they do. At the beginning of a lesson the class teacher will start their lesson by sharing a set of whole school 'Expectations for Attending a Live Lesson'.

Sanctions

If a student is not meeting behavioural expectations or is being disruptive, the teacher will remove the student from the lesson.

If a teacher has removed a student from a lesson they will inform the appropriate SLT year link (listed below) at their soonest convenience via email with the necessary information. The SLT link will then decide how best to proceed e.g. phone call home, parent meeting, delegation to House/Dept. teams, or if further sanctions are required.

Year 7- Mr T Rogers

Year 8- Mr K Stuart

Year 9- Mr D Swindells

Year 10- Mr D Swindells

Year 11- Mr R Collinson

Sixth Form- Mrs P Perkins

Rewards

Teachers will also celebrate success using some of following; verbal praise in live lesson, phone calls home or issuing a postcard.

Safeguarding Children and Live Lessons

The following protocols/responsibilities will ensure appropriate safeguarding for students and staff during these online interactions.

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Updated 20/1/2021.

Key protocols

- Live lessons will always include a member of staff and two or more students. Staff will not conduct a live lesson if there is only one student in attendance;
- Cameras of both staff and students will be turned off and communication will only be done using audio;
- Cameras should be off. However, in the event of a malfunction or your face being shared, staff/students must ensure they wear suitable clothing, as should anyone else in the household who might appear on screen. Staff/students must sit in front of a neutral background or blank wall.
- Consent to attend lessons is assumed. Only students that have been given consent by their parent/carers to attend live lessons will be present during the lesson. It is the responsibility of the parent/carer and the student themselves to ensure those without consent do not attend the lesson and inform school of this. It is not the responsibility of the member of staff running the lesson.

Responsibilities

Staff must:

- Always log on through their St Cuthbert's account and use their St Cuthbert's email for school business;
- Start their lesson by sharing their screen with a set of whole school 'Expectations for Attending a Live Lesson' (or share this verbally to students);
- Only use Microsoft Teams as the chosen platform to deliver live lessons;
- Maintain the same boundaries and insist on the same standard of behaviour as in a school setting.
- Maintain professional language at all times;
- Ensure that a safe and appropriate place is chosen to conduct the lesson (not a bedroom if teaching from home);
- Report concerns about safeguarding during the lesson to the Designated Safeguarding Lead or Deputy Designated Safeguarding Leads immediately.

Staff are to ensure they use the lobby function when scheduling lessons to ensure only St Cuthbert's students attend live lessons. These two simple steps can solve the issue.

1. When admitting students from the lobby, if you see a 'guest':
 - Refuse them admission to the lesson (click red cross)
 - Inform SLT
2. If a 'guest' has managed to get into your lesson (if you clicked 'Admit all' from the lobby):
 - Remove from lesson
 - Inform SLT

If a parent communicates with staff during a Teams lesson, please follow the procedures below:

- Remove the student from the lesson.
- Inform a senior member of staff.

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Students must:

- Students are expected to be resilient, reflective and to take responsibility for what they do;
- Understand that the school behaviour policy applies during live lessons;
- Ensure their webcam is off at all times;
- Mute their microphone unless they are asked to contribute;
- Respect and support others;
- Use the chat function responsibly and not post any offensive material or comments;
- Not take screenshots/screengrabs, recordings or photographs, or store footage of teachers or other students during live events/lessons in the event of anyone's image being displayed on screen;
- Ensure that they have a safe and appropriate place to participate from. This should not be in their bedroom;
- Report any concerns any safeguarding concerns that have arisen from a live lesson immediately to one of the Designated Safeguarding Lead (see details below).

Parents/carers

Parents/carers should not attempt to communicate with staff through Microsoft Teams (or any other O365 function) at any time. There are established methods of home / school communication and we ask that parents respect this approach and continue to use the established protocols.

Should a parent/carer have any questions or concerns, we would ask them to follow the standard procedure of calling or emailing admin.

If it is a safeguarding concern, please report immediately to richard.collinson@scchs.org.uk

If a parent communicates with staff during a Teams lesson (through your son's Teams account), staff have been instructed to remove your son from the lesson and inform a senior member of staff who would contact you in due course to resolve any issues.

Support/Contacts**Safeguarding**

To report safeguarding concerns contact the Designated Safeguarding Lead:

- Designated Safeguarding Lead – Mr R Collinson richard.collinson@scchs.org.uk

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Teams access

Any issues relating to accessing live events or problems with the Teams should be sent to admin@scchs.org.uk so this can be passed on to IT support.

Pastoral Issues

Where there are issues relating to pastoral care e.g. child welfare, bullying etc, please contact the relevant House Teams via admin@scchs.org.uk

Teaching and Learning

If there is an issue relating to the subject, for example the student is struggling with the work or needs further subject specific support please direct your questions to the subject teacher. This can be done via admin@scchs.org.uk –please include the specific subject.

SEND

Email the SENDCo, Mr R Collinson richard.collinson@scchs.org.uk