



Remote Learning Live Session Protocol for Pupils, Parents & Carers

To ensure that live streaming of sessions work safely and effectively the following rules apply:

- Teachers may wish to live-stream sessions (including class assemblies) from school to pupils at home. This will only be done using our Microsoft Teams platform.
Live-streaming will only be used where and when the teacher feels this would be beneficial.
- All live sessions will be recorded. Parents, carers and pupils must not share any materials from these sessions with anyone else. If materials are found to be shared (on any platform) then the pupil may be blocked from future sessions. All concerns will be reported using the usual behaviour management rules and protocols in school;
- Pupils should turn their microphones to mute before joining any Teams Meeting, as when not talking this prevents noise disruption during the session. If a child wishes to ask a question or respond they should use the virtual 'hand up' tool, unmute their microphone and wait for the teacher to invite them to join or type their comment;
- If a parent, carer or pupil does not want the pupil to be recorded they should turn their camera off;
- Please ensure the background in your home is neutral or blurred and no other people are visible or audible during the sessions;
- Pupils must dress and behave appropriately at all times. The teacher is able to mute the pupil and will remove them from the session if it is felt that their dress or behaviour is not appropriate;
- Parents should not use Microsoft Teams for contacting teachers for information. Parents should continue to use existing methods of communicating with the school;
- Parents/carers should be present with their child during live-streaming sessions, but should not get involved in the live sessions, but please talk to your child about them afterwards and encourage them to take part. Engagement with Microsoft Teams will be monitored by the school.