



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

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. Please find attached a detailed '**Student guide**' explaining how to access a live Teams lesson/event.

Notice of Live Lessons

Students should expect to receive at **least 24 hours'** notice that a 'live' lesson is scheduled so they can organise their time appropriately. The advanced notice will be emailed to students and the 'live' lessons can also be found in the students' Teams calendar. (See the 'Student guide' for further information).

Attendance

Attendance is compulsory with the caveat that where there is a genuine reason that students cannot attend, that they inform their teacher via email or the chat function in Teams.

Students are expected to be on time for 'live' lessons/events, At the start of 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 child misses three live lessons by the Pastoral Team (Student Support Officer).

Behaviour

In relation to 'live' lessons, students are expected to behave appropriately in line with expectations outlined in the schools' behaviour and AUP 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, a verbal warning is issued first by the teacher. The teacher will make it clear that further disruption will lead to the student being removed from the lesson. If further disruption occurs, the student will be removed from the lesson by the teacher.

Where a student has been removed from the lesson the subject teacher will contact the student's parent/carer.

Rewards

Teachers will also celebrate success using some of following; phone calls home, the praise functionality in Teams, rewarding VIVOs and celebrating excellence via Rossett News.

Privacy Notice

Please see the **COVID-19 Privacy Notice** which should be read in conjunction with the current Privacy Notice - both are available on the school website.

Safeguarding Children and Live Lessons

The following protocols/responsibilities will ensure appropriate safeguarding for students and staff during these online interactions. This is taken directly from the **Addendum to Safeguarding Policy: COVID-19 school closure arrangements for Safeguarding and Child Protection at Rossett School** which can be found on the school website.

Key protocols

- Live lessons will always include a member of staff and more than two students. Staff will not conduct a live lesson if there is only one student in attendance;
- A small number of remote academic review meetings may take place remotely on a 1:1 basis, but only with the consent of the parent/carer which will be sought in advance;
- 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.
- 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. It is **not** the responsibility of the member of staff running the lesson.

Responsibilities

Staff must:

- Always log on through their Rossett account and use their Rossett email for school business;
- Start their lesson by sharing their screen with a set of whole school 'Expectations for Attending a Live Lesson';
- 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;
- Report concerns about safeguarding during the lesson to the safeguarding team immediately after the lesson.

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 Leads (see details below).

Support/Contacts

Safeguarding

To report safeguarding concerns contact the Designated Safeguarding Leads:

- Designated Safeguarding Lead – Mr D. Royles
email: droyles@rossettschool.co.uk
- Deputy Designated Safeguarding Lead – Mr P. Saunders
email: psaunders@rossettschool.co.uk
- Deputy Designated Safeguarding Lead – Ms C. Woolaston
email: cwoolaston@rossettschool.co.uk

Teams access

Any issues relating to accessing live events or problems with the Teams VLE should be directed to the IT support team. Email StudentITHelp@rossettschool.co.uk

Pastoral Issues

Where there are issues relating to pastoral care e.g. child welfare, bullying etc, please contact the relevant Student Support Officer.

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 email or the chat functionality in Teams.

SEND

Email the SENDCo, Mrs E Fazakerley, efazakerley@rossettschool.co.uk or the linked student's TA via the chat function in Teams.