

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 Guidance).

Attendance

To reflect the importance of these sessions and their educational value, these lessons are compulsory for students who are well and who are self-isolating because they were identified as a close contact of a positive Covid-19 case. It is therefore more important than ever that students who are isolating follow their usual timetable each day to ensure that they can attend these 'live lessons.' Attendance will be tracked and followed up appropriately where necessary. All live lessons will be scheduled **24 hours** ahead of the lesson so that students are able to manage their time. If your son/daughter is aware in advance that they will be unable to make the live lesson, we would ask the student to contact the teacher via e-mail or message using the 'Chat' function in Teams.

Tuancy

If a student misses a live lesson and has not given a valid reason (e.g. illness), this will be logged by the teacher via Class Charts as **truancy**. This will notify you the parent/carer and the pastoral/teaching and learning teams to ensure timely support and intervention can be put in place. Please note that if you have notified the school that your child is unwell then truancy should not be issued.

Conduct

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'.

Rewards

Staff will continue to reward students for their efforts and contribution in live lessons and for any high-quality assignment work that is submitted subsequently via Teams. The awards will be issued using the Class Charts system.

Sanctions

If a student is not meeting expectations e.g., they are being disruptive, a verbal warning will first be issued by the teacher; this will come with an explanation that further poor behaviour will lead to a negative point. If the negative behaviour continues the teacher will issue a 'poor behaviour in class' negative to the student. This will be recorded on Class Charts. At this point the teacher will make it clear that further disruption will lead to the student being removed from the live lesson. If further disruption occurs, the student will be removed from the lesson by the teacher. An appropriate sanction, in this case 'Persistent Poor Behaviour'

will be issued via Class Charts along with a note explaining why it was awarded and where it was rewarded e.g. Live lesson.

GDPR/Privacy Notice

Please read the 'new COVID privacy notice' in conjunction with the school's current Privacy Notice for reference to GDPR. This has been sent out to all parents and is also on the 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 pastoral or 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;
- Student cameras will be turned off and communication will only be done using audio or the chat function;
- In the event of a malfunction or your face being shared, students must ensure they wear suitable clothing, as should anyone else in the household who might appear on screen. Students must sit in front of a neutral background or blank wall;
- When delivering from home teacher cameras will be turned off;
- When delivering from school a teacher's camera can be turned on where this will aid the students learning at home (e.g. so students can view board work).

Responsibilities

Students must:

- Understand that the school behaviour policy applies during live lessons;
- Ensure their webcam is off at all times;
- Mute their microphone unless students 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 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 **will not** be in their bedroom;
- Report any safeguarding concerns that have arisen from a live lesson immediately to one of the designated safeguarding leads or another appropriate member of the school staff.

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

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.