The Purcell School Remote Learning Guidance

Practicalities:

Parents and guardians must reply to the School Post email giving consent before lessons can start. Students may be asked sign up for Zoom https://zoom.us using their school email address (so that they can use the platform without sharing their home email).

Teachers will email students to let them know that they will be organising an initial online lesson, once their parents have given the school their consent, and once they have signed up for Zoom.

Teachers will schedule a lesson during the normal school day (8.40-6), at a time when a parent or other adult can be present at the start. In Zoom this takes the form of 'inviting the student to a meeting', which generates an automatic Zoom email to students from a Purcell email. The student receives an email and enters a code to join the meeting. It is very straightforward once you've got used to it.

Lessons should be 30 or 45 minutes in the first instance, and scheduling must take account of likely pressures on time in the household of available rooms, equipment, and broadband.

Do expect things to be frustrating, and be assured that any contact is better than none: if the online teaching is unsatisfactory, a lot of help can be offered by emailing tips, and by responding to audio and video files that students can share upload to YouTube privately.

You don't need any particularly fancy equipment, but the better the device (at each end), the better it will be: computers or laptops are better than tablets, and phones least good. Zoom has settings that can be optimised for music (eg settings: audio: enable original sound).

Safeguarding:

When learning online, the same safeguarding procedures and principles apply as when in school. Extra care should be taken to protect privacy and avoid sharing personal information. All apps and accounts must be accessed using a school email address and not a personal one. However they do not have to be used within Citrix, and work best outside Citrix.

There are a few additional areas that need extra thought before embarking on online teaching:

1. Lessons should always be conducted in an environment that is quiet, safe and free from distractions. Any computers used should be in appropriate areas, for example, not in bedrooms; and where possible be against a neutral background.

2. Staff and students must wear suitable clothing, as should anyone else in the household. If, upon starting the call, the student appears in an inappropriate room (or dress), the lesson

should be terminated immediately, a note made and the School informed.

3. Language must be professional and appropriate from all parties, including any family members in the background.

4. Lessons should be during the School day, and kept to a reasonable length (30 or 45 minutes is recommended initially), because families may have other demands on their time and their internet access.

5. The teacher must always be the 'host' or initiator of the meeting, and may only record a part of the lesson if he/she has any safeguarding concerns.

6. Students may not record any part of the lesson at all, including screenshots and photos.

7. Staff should remain on the call until the student has successfully logged off, not before.

8. Staff should manage behaviour using the same systems that are currently used in school and in line with our policy.

9. The lesson may be terminated at any point if the teacher does not feel comfortable with any aspect of the call.

10. Any concerns resulting from the lesson should be reported immediately using Myconcern for staff and contacting the DSP for students or parents.

Policy author / reviewer:	***Policy date / review date:***	***Next review due:***
E Searle	March 2020	March 2021