



Quick Guide for Remote Learning and Live Lessons for Parents

Teachers and Staff will:

- Teachers will set work for the children they teach where possible. Where there are staff absences, teachers may be asked to set work for children in other classes.
- Work set each day will include reading; maths, English/phonics plus a session of another subject.
- Work set will allow for flexibility with family commitments and pressures. It will be accessible and of a good quality for the pupils.
- Teaching will be provided as a combination of videos, teaching resources e.g. reference texts to read or online resources, and related activities for the children and live stream lessons.
- Work will be uploaded on the Microsoft 365 Teams Learning platform with an overview of the day's learning provided for families via the stream.
- As children may need to share computers with the adults in the house, teachers will ensure there are several activities each day that can be completed offline.
- Teachers will set work that avoids the need to print worksheets.
- Teachers and teaching assistants may provide work and may lead online lessons or pre-record sessions.
- Feedback will be given within Assignments and teachers may want to see that pupils amend and improve work routinely.
- Teachers will make contact once a week through assignment feedback, conversation on a Teams post, telephone or email.

Pupils should:

- Pupils should log in to their work each day and try to complete all the activities set within the deadlines given
- Pupils should log in to a live lesson online wearing appropriate clothing and in a family room in their house, not their bedroom
- Pupils need to behave as they would in school during a live lesson online
- Pupils should read their feedback and try to improve and amend their work as they would in school— resubmitting improvements and changes from teacher feedback
- Pupils need to be supportive of their peers and be kind when using Microsoft Teams acting in line with our Online Safety and Behaviour for Learning Policy

Parents/ Carers should:

- Alert the school or teacher if your child is unwell and unable to access their learning
- Provide a space for learning to take place
- Liaise with the class teacher if they have any worries or concerns
- Ensure their child is supervised during online activity—making sure they use the internet safely and adhere to the above

Live Online Lesson Guidance for Parents and Carers:

- Online sessions should only be accessed in a shared family area (**never a bedroom**).
- Pupils should be appropriately dressed.
- Camera and microphone should be switched off and only switched on if requested by the teacher.
- Children should only remain on a live session when a teacher is present.
- Other family members should be made aware that a live lesson is taking place in this space so they can also act appropriately when present in the background.
- Appropriate language and activity in line with on school site expectations should be always used.
- The camera on your device may be disabled for all or part of a session.
- You will be notified if the session is to be recorded by the school. No-one else should take screen shots or recordings of the session.
- No images or recordings of the session will be shared within or outside the school environment. Do not repost images online or on social media.
- Do not share any data, such as names or other information that may be heard or seen as part of the lesson.
- Normal classroom standards of behaviour are expected. If these are not adhered to, access to these sessions will be removed.
- Online lessons and live lessons are to enhance the learning and curriculum for the pupil and are not for parental feedback or to be used as an opportunity for additional parent-teacher discussions - these should be booked for another time.