



REMOTE EDUCATION: GUIDELINES FOR PARENTS / CARERS AND PUPILS

St Mary's CE Primary Academy

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Remote Education: Guidelines for Parents / Carers and Pupils

'Live' teaching delivered remotely and remote meetings (in this document referred to as 'live sessions') are a way of delivering virtual learning and conducting pastoral calls (with a child) during this COVID-19 period. The schools / academies within Peterborough Diocese Education Trust (the Trust) are providing live sessions to ensure teaching and learning can continue and calls can be made to check on pupils' welfare but, for many, this is still a new experience and **everyone involved in live sessions must remember that the usual school / academy protocols still apply**. We are providing this guidance to ensure that participants are clear about the expectations on them.

Parents / carers:

- Parental / carer approval must be given before pupils may participate in live sessions.
- Staff at the school / academy that the child attends will deliver live teaching. However, sometimes school / the academy may use third party providers to deliver tutoring, interventions and / or coaching and such sessions may be live, but delivered remotely. St Mary's CE Academy use G suite for Education for these purposes. Before any such tutoring, intervention or coaching is provided, the class teacher will request parental / carer consent via their standard agreement and parents / carers must ensure that they abide by the conditions in the agreement.
- Parents / carers should be aware that other staff from the Trust may occasionally be present during live sessions for monitoring purposes.
- Links for live teaching will be provided on Google Classrooms.
- If a child is to receive a pastoral call information will be sent an email via Google Classroom account.
- A parent / carer, or another appropriate adult, must be present in the room with the child for the duration of live sessions.
- Parents / carers must identify a suitable location for their child to use for live sessions, for example a living room or dining area. Bedrooms should not be used.
- Parents / carers should ensure that, as far as possible, distractions are removed, including pets and siblings, and there is quiet.
- Parents / carers should make every effort to support live sessions by ensuring their child is suitably dressed, prepared and ready to learn / engage. The expectation to wear school uniform during 'live' teaching is at the discretion of each individual school / academy.
- Parents / carers should familiarise themselves with the expectations of pupils set down in the school's / academy's guidance (based on these Trust guidelines) and ensure their child adheres to them.

- Parents / carers are responsible for ensuring that the privacy of other family members is maintained during live sessions.
- Lessons delivered 'live' are still lessons and pupils are expected to present themselves and behave appropriately. High standards of behaviour are expected for live sessions, just as they are in the classroom.
- Parents / carers should not use these live sessions as a means for communication between parents / carers and teachers. Such communication should be via email, in the first instance, in the usual way.
- Parents / carers must not record or share these live sessions, nor comment on public forums about individual teachers or other children.
- Parents / carers should be aware that the school / academy may record lessons for:
 - future use; and / or
 - quality control; and / or
 - assessment purposes; and / or
 - safeguarding purposes.
- Parents / carers should read and familiarise themselves with the attached guidance from National Online Safety [*schools to attach guidance*].

Pupils:

- Treat your live sessions as you would any other lesson. Be on time and be prepared.
- Use the bathroom and eat before (not during) your session.
- If it is to be a lesson, be ready to learn and make sure you have class resources, pen / pencil / ruler / exercise book at hand.
- Make sure you are in a suitable location; your device is charged (or plugged in) and that you are suitably dressed, prior to the beginning of each session. Your school / academy may have asked you to wear school uniform.
- Keep your device on a secure surface, such as a table.
- Check your camera and microphone are working, prior to the start of the session.
- If possible, you should wear a headset (ideally with a microphone) but this isn't essential.
- Remember to behave as you would in school / the academy and abide by the school's / academy's [*Acceptable Usage Policy*] and the school's / academy's behaviour rules.
- Chat functions should only be used to ask questions and to answer teacher questions as directed by the teacher.
- Raise your hand, if you have a question and use hand gestures to show understanding such as thumbs up or touching your ear for audio issues.
- Do not record or take photos of your classmates or teachers during a session.

- Listen, focus on the lesson and learn.
- Avoid distractions such as electronic devices.
- Mobile phones and smart watches should not be in the room during the session.
- Respect your teacher, your fellow learners and yourself by doing your best, just as you would in class.
- Make sure you end the session as soon as your teacher indicates to do so.
- These rules are designed to help keep you safe and, if they are not followed, school /academy sanctions will be applied and your parents / carers may be contacted.
- **Remember your school / the academy is putting these sessions on for your benefit but not everyone who tries to contact you online has your interests at heart. If you have any worries or concerns about something that has happened to you online, please speak to your parents or contact us at school on Google Classroom or at office@stmaryscebl.info.**