

Guidance for Parents and Pupils to Support Remote Teaching and Live Lessons

Parents



Make sure your child is ready 5 minutes before the start time	Help your child access sessions if they need it	Help your child select a background if possible	Make sure your child is appropriately dressed for lesson
Do not contribute or interrupt the session	Monitor your child's behaviour.	DO NOT record sessions, as this is a Safeguarding and GDPR issue	Make sure the camera is on

Pupils



Be on time and prepared to all your live lessons with your device charge and ready	Find a quiet place, suitable space free from distraction (siblings, pets, TVs)	Try and use a background if possible	Fully dressed, appropriately school jumper or shirt for joining lessons.
Make sure your camera is on	mute yourself and stay mute unless instructed otherwise	Use headphones or earbuds if you have them	Please behave as you would at school, in your classroom – chat responsibly
Use hands up to make a comment or ask a question or thumbs up/down to show how you are getting on	Try your best, have a go especially at independent tasks	Do not record or capture any sessions as this is wrong	Make sure you close down your laptop/ device/ app when the session has finished

We are aware that in some cases it is not possible to have the camera on at all times (if at all) due to technology issues, broadband issues and other circumstances. If this affects you, please use the camera if you can for registration and then turn video off and make sure you use the chat function to participate.

Under no circumstance must parents or pupil's record or take screen shots of any live sessions. If the school is made aware of any such behaviour, which would be considered a Safeguarding issue and a privacy concern, and will be considered a serious breach of the school behaviour policy and the appropriate action taken.