

# Home / School Live Lesson Statement



Ringwood School  
A National Teaching Academy

## Context

This policy has been established as a temporary measure during the Coronavirus - Covid-19 pandemic to safeguard both students and staff members during live video lessons. It should be read in conjunction with our Data Protection and Online Safety Policies. Given the context, this policy will be periodically reviewed.

## Purpose

The school will only use live and recorded lessons for the purposes of delivering educational and well-being services during these unprecedented times. We will use Microsoft Teams live lessons to provide a secure meeting place for each class or group within a class so the class teachers and children do not feel so isolated and can continue with their learning from home.

This policy sets out the main points to follow when using live lessons and live lesson recordings. It essentially covers the issues surrounding the safeguarding of both students and staff, as well as keeping children safe whilst online.

## Roles and Responsibilities

As online safety is an important aspect within the school, the policy and practices will continue to be overseen by the Safeguarding Governors and the DSL, Clare Adams (Deputy Headteacher) and any concerns should be brought to their attention as soon as possible so as to ensure this policy is upheld by all members of the school community. You can email them via [safeguarding@ringwood.hants.sch.uk](mailto:safeguarding@ringwood.hants.sch.uk)

This Policy is supported by the school's Acceptable Use Policy which staff will continue to apply to the use of live lessons through Teams. It is linked to the following mandatory school policies: Safeguarding & Child Protection, Health and Safety, Online Safety, Home-School Agreements, Behaviour (including the Anti-Bullying) Policy and Staff Code of Conduct.

## Class teachers will:

- Calendar all classes in advance in Teams.
- Host and manage all meetings.
- Admit only invited attendees via the lobby and end the meeting for all to ensure no students are left in a lesson without the teacher being present.
- Turn off additional features for students such sharing files/screens.
- Remove any student from the lesson who is not following the code of conduct for online etiquette and live lesson protocols and contact their parent / carer.
- Sit against a neutral background.
- Dress like they would for school
- Use professional language.
- Report any issues that arise to the DSL.

## Students:

- Students should be dressed as they would to leave the house; students do not need to wear school uniform.
- If students have cameras, ideally, they should switch them on as this facilitates communication and interaction.

- Students should sit preferably at a desk or table in a quiet area of the house (preferably not in their bedroom) free from distractions and other people. If undertaking a practical lesson, it would be ideal if there was space around them in case they need to stand to do something practically.
- Students must not photograph or record any section of the lesson under any circumstances. Doing this will result in instant removal from any further live session opportunities and will be subject to the school's behaviour policy.
- Only the students themselves should be watching and joining in with the session, no other family members are to view or be involved with the lesson. Family members watching or involving themselves in the lesson is distracting for everyone. Parents and other family members viewing the lesson may well be viewing other students in the class and this is both inappropriate and counter to our safeguarding policies.
- Students are responsible for checking the Teams posts each morning in time to then attend any live lessons and complete all assigned work. There will be follow up emails sent and calls made home if students don't attend lessons or complete work set in line with the school behaviour policy.
- Students should watch any recorded live lesson directly from the Teams Post Channel and not download it to their home device. Any live lesson recording which inadvertently is downloaded to a home device must be deleted once the lesson has been watched in order for the recording not to be permanently stored on a private device.
- Students should not share their personal passwords or invitations to live lessons.
- Students should not attempt to enter any lesson that is not part of their own Class Team.
- Students should follow the online learning etiquette code of conduct. Students should be respectful of other students in the group and use appropriate language for the classroom environment. They should remain focussed and not disrupt the lesson or risk being removed from live lessons and live lessons suspended until an investigation has taken place.
- Any student or family who does not adhere to these guidelines maybe removed from the network and learning will be delivered in a different way.

**Parents will:**

- Support their child in accessing Microsoft Teams and contact the school if support is required.
- Support the teacher when in receipt of an email stating that a lesson had been missed.
- Ensure that their child is situated in an appropriate position within the house e.g. not in a bathroom or bedroom, and that the child is dressed appropriately for the school day.
- Not engage in conversation with teachers during the session; this is for the student; staff can be contacted via email.
- Ensure any live lesson recording which is inadvertently downloaded to a home device is deleted once the lesson has been watched in order for the recording not to be permanently stored on a private device.
- By agreeing for their child to participate, parents are giving permission for the school to record their child during the live lesson, for the sole purpose of enabling students to be able to review the lesson to support their learning and for the school to carry out their public task to educate children.