



## St. Joseph's Catholic Primary School

### Remote Learning Protocol

September 2021

St Joseph's Remote learning will take the form of;

1. Daily contact and tasks shared via Class dojo /or class news
2. Home learning pack (if the teacher deems it necessary, this will only be during class, school, local or national lockdown)
3. Live lessons or small group work via Microsoft Teams

The safety and wellbeing of pupils and staff will always be the highest priority, and of course this includes whilst we deliver high quality remote education therefore **parents and pupils will need to adhere to the following protocol when participating in live lessons.**

#### Arrangements /Set up

- Every child has a school email address and login. These will be given at the same time as this protocol and policy is sent to parents.
- For the pupils to login they will need to navigate to [outlook.office365.com](https://outlook.office365.com) and use their details. They will then be asked to change the password when they login for the first time.
- A Teams invite will be set up for daily Maths and English lessons as well as any other use of Teams (other lessons, group working, reading etc) by the teacher. This will come through as an email to the child's account and then click to accept.
- That will be added then to the Teams calendar. You will then need to click that in the Calendar for each lesson.

#### Live 'Teams' Lesson Protocol:

1. Pupils must be ready to start each lesson on time.
2. A register of online attendance will be taken by each class teacher at the start of every lesson.
3. Pupils (and Parents if on screen) must be dressed appropriately for live lessons. Obviously school uniform is not necessary, but they should not be wearing pyjamas or dressing gowns.
4. Pupils should be in a quiet room where possible when participating in the lesson; with books, pens and paper to hand, and any doors to the room must remain open. Ideally the background should be neutral and in a family room or suitable workspace, not a bedroom.
5. Pupils will be admitted by the teacher into the lesson.
6. Pupils are encouraged have their cameras on and microphones muted at the start of the lesson.
7. Pupils will be asked to unmute their microphone during lesson registration but should only speak to answer their name at this time.



8. Pupils will use the 'Hands-up' function but we understand for some so young it may not be possible. For older years the chat facility to ask questions during the lesson may be used but teachers in years 5 and 6 will advise of this, as concentration on the lesson is more important and questions and clarity will be secured at the end.
9. Screen-shots or recording by pupils or parents are not permitted – and will be considered a serious breach of school policy.

### **Behaviour:**

If a pupil behaves in a way that does not follow the guidance, or the school behaviour policy, they will be removed from the lesson. This will be subsequently followed up by a phone call to the parent and logged as it would be when in school.

Please read alongside our Remote learning policy and covid planning document.

There is also updated information on our Website under Covid 19 and Home learning.