

Grange Primary School
Protocols for online learning – January 2021

To ensure children get the most out of online contact with their teachers we have put together some protocols that will support children in getting the most out of remote learning. We ask parents to please support children with the following:

Children

- Check your timetable for when your group session with your teacher will be today.
- Begin your day at 9a.m. by reading silently until you are invited to take part in your online lesson.
- Listen carefully to the instructions, and if you have any questions or if there was any part you didn't understand, please ask your teacher.
- If there is a question you have about the learning, please wait until you have a chance and speak to your teacher in the group session.
- If you are completely stuck and you cannot continue with any of your other learning, ask an adult at home to help you contact your teacher, usually by e-mail.
- Please make sure you are appropriately dressed for times when you are talking to your teacher online.
- Please make sure you are ready for learning (not eating, not watching TV, not using another mobile phone etc.) when you are talking to your teacher online.
- Please do not take screen shots or record the screen while you are completing online learning.
- The language and your behaviour you use during online sessions should be appropriate at all times.
- Be ready to mute your microphone if you are asked to by the teacher.
- If you are on a platform which has a chat function, such as Microsoft Teams, do not use this to send any messages to others apart from questions that relate to your learning.
- Complete your learning to the best of your ability at all times but remember not to get too frustrated if there are things you find tricky!

Parents

To help facilitate online learning please ensure the following:

- That the computer or device is placed in a neutral area without distractions.
- Please ensure that household members who may be seen during live streamed sessions are appropriately dressed and use appropriate language.
- Live streamed lessons will be recorded for safeguarding purposes by the teacher. These will be deleted in line with our data retention policies.
- Children and parents are not permitted to record these lessons or share them with others.