

SUNNYMEDE JUNIOR SCHOOL

Learning for a Better Tomorrow

COVID-19 REMOTE LEARNING POLICY



Adopted by Governing Body: November 2020

Review: Annually

This Review: February 2021

Next Review Date: As required

Headteacher's signature	Chair of Governor's signature
	<i>M. Thomas</i> <i>K. Bleakley</i>

Rationale and Aims

At Sunnymede Junior School, in the event of a school closure due to COVID-19, or where a child is required to self-isolate, the school is committed to fulfilling its legal duty by providing continuity of education to these learners and will do so through a process of remote (online) learning. **See APPENDIX 1** for scenarios when remote learning will be provided.

The aims for our remote learning policy are:

- To ensure consistency in the approach to remote learning for pupils who are learning from home due to COVID-19
- To ensure that pupils self-isolating are able to continue learning at home (with tasks set in line with the high-quality, broad and balanced curriculum the child would be following in school as closely as is reasonably possible)
- To set out expectations for all members of the school community in respect of remote learning.
- To provide appropriate guidelines for data protection
- To ensure staff, pupils and families are safeguarded

What children should expect from immediate remote education in the first day or two of pupils being sent home?

Given that a move to remote learning is often unexpected and at short notice, a pupils' first day or two of being educated remotely might look different from our standard approach, while we take all necessary actions to prepare for a longer period of remote teaching. On the first day of remote learning, online work will be available on the year group page of the school website. These will cover English, Maths and a task from another curriculum area. These tasks may be accompanied by pre-recorded videos or PowerPoints to support the task. There may also be additional activities to help develop essential skills, such as reading skills, spelling and times table tasks. Children will have immediate access to online reading texts via Oxford Owls and to maths work via Mathematics and Times Tables Rock Stars. Following the first one or two days of remote learning, the following remote learning provision will be in place.

Remote Learning for Individual Learners who are Self-Isolating

Where any individual pupil is unable to attend school due to COVID-19 restrictions and the majority of other children in the year group remain at school, and they are healthy enough to work from home, the school will provide work to be completed. The work will be available on the school's learning platform:

The learning platform can be accessed at:
(<http://www.sunnymede-jun.uk.org/class-pages.html>).

The learning will be appropriate to the age of the child and any additional needs, but some general principles are outlined below:

- Home learning will be provided on the above platform, which should last for approximately four hours
- Children are expected to complete work and parents are required to support them, whilst acknowledging and being sensitive to the fact that parents may also face additional challenges, for example, trying to work from home and support remote learning for one or more of their children at the same time
- Links to pre-recorded teaching videos and PowerPoints will be provided for some lessons where appropriate and it supports the learning objective for the lesson appropriately. These may be

made by the class teacher or draw on high quality resources from other educational sources e.g. Oak Academy, White Rose

- Across the week, there will be learning in different areas of the school curriculum, ambitious in nature and matched as closely as possible to what they would be learning in school.
- The children will be expected to complete a Maths lesson, an English lesson, a reading comprehension and a wider curriculum lesson every day. In addition, the children should learn their weekly spellings (which will be posted on the learning platform each week) and practise their times tables on Rockstars at www.trockstars.com (Years 3 and 4) and Mathletics at <https://login.mathletics.com> (Years 5 and 6)
- Children are asked to continue reading daily for pleasure. Parents will receive a password to allow their child to access a range of colour coded, graded reading books from *Oxford Owls* <https://www.oxfordowl.co.uk/login?active-tab=students>
- Parents should send their child's completed work back to school at least three times per week. One piece of work must be an extended writing task, the other should be a Maths task and the third a piece of work from the wider curriculum. This will allow the teacher to track children's progress, give feedback on their achievement as well as suggestions to improve further.
- Your child's work should be emailed by the parent to the appropriate year group email and any feedback will be returned to the same email address. Personalised feedback will be given at least three times per week provided the work is submitted
- Parents should also use the year group email address to communicate with the teacher, ask questions about the learning and seek clarification on tasks
- Teachers will check emails daily where they have one or more children absent for COVID related reasons

YEAR GROUP EMAIL ADDRESSES

year.3@sunnymede-jun.essex.sch.uk

year.4@sunnymede-jun.essex.sch.uk

year.5@sunnymede-jun.essex.sch.uk

year.6@sunnymede-jun.essex.sch.uk

Remote Learning provision where a few children in a class are absent but the class remains open

If a significant number of learners are absent from school, but the school remains open and the class teacher is teaching these children full-time, the headteacher will decide whether the method of remote learning operated will:

- take the form outlined above,
- take the form outlined below
- require a different approach from either of those outlined in this policy

The approach used may be ~~dependent on~~ determined by the number of staff available and other significant contextual factors. Whatever approach is agreed, this will be communicated swiftly and clearly to parents.

Remote Learning in the Event of Extended School Closure for a Year Group Bubble or the Whole School

In the event of an extended school closure or for any period of closure where a whole year group or the whole school is required to learn remotely, the school intends to provide continuity of education using the same approach set out in the previous sections, with the additional provision:

- 'Zoom' will be used to ensure there is daily, live communication between the class and the teacher. This will usually be the class teacher but, in some circumstances, another teacher may lead the session.

Live Zoom 'lessons'

Each day, the class will be invited to the following, with the invite being sent to the parents' email:

1)Live 'class registration' session:

Duration: Approximately 20-30 minutes

Focus:

- Supporting the wellbeing and motivation of pupils
- Explaining the tasks for the day (or the next day if their allocated slot is in the afternoon)
- Reviewing tasks from the previous day
- Allowing children to show their work to the teacher
- Identify and address key learning points that the teacher may have identified through the completed work that has been submitted via email or shown in the registration session. This may involve some active 'modelling' of learning
- Celebrating achievement with the Headteacher's award and also celebrating birthdays (Fridays)

2)Live 'English' lesson:

Duration: Approximately 30 minutes

Focus:

- Direct teaching and modelling of the English task to be completed by the children that day
- Feedback on the previous learning in English
- Identifying 'next steps' to help pupils make further progress
- An opportunity for children to ask questions about both the task and the learning concept

The above represents our universal offer. In addition to the above, the teacher may organise for 1-1 or small group Zoom sessions to support specific pupils with key aspects of their learning or wellbeing. These sessions are at the teacher's discretion and in response to their on-going assessments. These depend on teacher availability and the focus is most likely to be on those pupils who have special educational needs or are disadvantaged or vulnerable. In some cases, where there is a particular need, these sessions may be to challenge the more able. The teacher may keep a small group back at the end of one of the two main daily sessions to reinforce a concept.

Rationale:

The school and governing body has agreed that approximately 1 hour (25% of the day) is the appropriate amount of time for children to engage in live sessions. This will allow pupils adequate time to work independently and also ensures that, where there are families with more than one child, this can be managed by parents in terms of time, avoiding timetable clashes and also in the sharing of devices that may be required for some children.

This also allows time for teachers to engage in other crucial activities to support both learning and wellbeing, which we believe are essential for our school community:

- Regular 1-1 phone calls with parents and children
- Responding individually to pupils' completed work
- Responding to parents' queries received through the school email
- Small group and 1-1 Zoom sessions for particular children
- Planning future learning and uploading it to the learning platform
- Home visits to support appropriate families who may be facing challenges in some way and to support wellbeing
- Delivering hard copy or differentiated work packs where there is a specific need

Safeguarding issues when using Zoom:

These are set out in our Parent and Pupil Zoom Acceptable Use Policy / Agreement agreement, set out in **APPENDIX 3**. Please also see the safeguarding section in this policy.

Zoom Timetable:

Invites are sent to the parent's email address and parents should log children onto their sessions. A Zoom account is not required.

A SUMMARY OF OUR UNIVERSAL OFFER CAN BE FOUND SUMMARISED IN APPENDIX 2

In addition to the individualised feedback given to each child three times a week by email, teachers will endeavour to post samples of children's work on the year group learning platform to celebrate achievements and motivate the children, as well as offer whole class or year group feedback where appropriate.

- On a Friday, Headteacher awards will be awarded in the daily registration session, as they would in a whole school assembly. Children who have had a birthday will also be acknowledged.

[Accessing the Zoom lessons and Tasks on the School's Learning Platform or Through Other Means](#)

Work set for year groups has been prepared in such a way that parents do not need to print off worksheets for children to complete at home. Children should be able to view the tasks online and then complete any relevant work in an exercise book.

It is possible that an individual child, a year group or even the whole school may be required to self-isolate or go into 'lockdown' with no notice. For this reason, in September, children were all given a 'remote learning' exercise book in which to complete work. This is separate to their usual homework book and should be used specifically for school related work during official remote learning periods. Where new books are required, families can contact the school for a new book and this will be available for collection from the main school gate by prior arrangement.

Based on our knowledge of our families, we believe the vast majority, if not all of our families, have access to an electronic device to view learning materials on the learning platform. These can also be viewed on a mobile phone, iPads, kindles and even Playstations and X-Boxes.

Sunnymede Junior School has secured some devices (laptops, chrome books and tablets), from both private sources and the Department for Education for loan to families. Families most in need, including disadvantaged pupils and those from larger families will be prioritised. We have also purchased some webcams that are available for loan if required.

An eligible parent can request that the school apply for internet access from appropriate external companies to support with accessing of work at home.

If you are unable to access a device for any reason, please make contact directly with the school so we can support you to access learning task for your child.

Where necessary, work may be printed on request and with good reason and can arrange in advance to collect this from the main school gates. . In exceptional circumstances, packs may be delivered to homes.

Support for Pupils with SEND, EAL and Other Specific Learning Enhancement Needs

Teachers should ensure that work is differentiated as required for all children when setting online tasks. On the weekly learning plan that will be posted online, 'challenge' tasks will be set out for those who require it.

Where a pupil needs to complete work at a more simple level, for example if they have special educational needs, there will be a link to such activities each week. These will be referred to as 'alternative work'.

For Maths related tasks, where practical resources (manipulatives) may be needed to support learning, the following link may be useful. Numbers lines, number squares, counters, coins, shapes etc. can all be accessed, along with many other helpful resources.

<https://mathsbot.com/#Manipulatives> Where considered necessary, and agreed by the SENCO, , physical manipulatives may be loaned to pupils for use at home.

Home / School Communication

Welfare Phone Calls:

Where a year group bubble or whole school is required to self-isolate, this will almost certainly apply to members of staff also. However, where possible, we teachers will endeavour to make at least fortnightly welfare telephone checks for families to see how your child is getting on with their work and to check on their general well-being. Please be aware that this is our intention but there may be some exceptional circumstances where this is not possible. Teachers may wish to speak with both parent and pupil.

Year Group Emails:

The year group email addresses (see earlier section for details) will always be available as a method of communication for parents to use. These are checked daily. Completed work should be uploaded by parents to this email address and teachers will give feedback on completed work via this channel

Home visits:

These may be made in some circumstances. They are intended to be supportive of those who may be facing particular challenges. For example, they may be made to encourage a child to engage in learning where a parent needs support. Home visits may be arranged in advance but may also, on occasions, be unannounced. Home visits may also be made for safeguarding purposes, particularly if the teacher has not been able to make contact by phone with a family and / or if a child does not appear to be engaging in learning (e.g. they have attempted few or no live learning lessons);

All visits will be socially distanced, with the appropriate control measures in place. Staff will ensure they keep two metres distance and will wear a face covering, unless they are exempt from doing so.

Live Zoom sessions:

These are a fantastic opportunity for the children and teacher to engage with each other as a class. They provide an opportunity to encourage pupils, check on their wellbeing, celebrate their learning, teach the children etc.

Assessment

Providing helpful feedback is the foundation of good teaching and learning and, whilst this may be more challenging with remote learning, teachers will endeavour to provide regular, comprehensive feedback to children on key pieces of work that they are required to submit. Under normal circumstances, not all pieces of work are formally assessed by teachers and this would continue to be the case should the school employ remote learning. Given the nature of the tasks, the type of feedback teachers can provide may not have the same format as marking an exercise book. Teachers are encouraged to ensure, when they set assessed work, that it is designed in such a way that meaningful feedback may be provided. Teachers will send direct feedback/targets to children with specific personalised comments via the year group email at least ~~once~~ three times per week. Parents are asked for the main weekly writing task to be uploaded weekly, along with a maths task and one from another curriculum area. Feedback will identify what they have achieved well and give specific suggestions for further improvements to move their work to the next level. In addition, whole class feedback on tasks will be posted on the year group learning platforms where considered appropriate.

The daily Zoom sessions are also an opportunity for teachers to provide oral feedback to children. These are likely to be more generic in nature, rather than focussed on individual pupils.

Expectations of Learners and their Parents / Carers

It is expected that parents can be contacted during the school day and parents must ensure we have most recent telephone numbers and email addresses. If we are not able to contact a family and they do not reply to any voicemails and / or emails, this may trigger a home visit and / or raise a safeguarding concern. Although children are not in school, we have a duty to ensure their wellbeing and have contact with all families.

Assuming that a child is healthy and well enough to work, they will be expected to participate as fully as possible in the remote learning process, completing independent work daily to the best of their ability and regularly attending both live Zoom sessions. Parents, on behalf of their child, will also be expected to read and respond to communication from the school (e.g. an email from the teacher) on a regular basis. Parents should be respectful when corresponding to teachers. The parent should alert the teacher if their child is unable to complete the work set for any reason.

Pupils should be expected to complete learning tasks for approximately four hours per day, in line with government expectations. In order to do this, we suggest that pupils try to commence work by 9:00am. This will help to ensure good routines are maintained. We do, of course, acknowledge the challenges parents might face in supporting remote learning but the above sets out the intended aim and should be followed wherever possible.

The school anticipates that parents have internet access at home to access remote learning resources, but teachers will make no presumption of the capacity to print learning materials at home.

Expectations of Class Teachers

- Teachers will act professionally, in line with the Staff Code of Conduct, Child Protection and other school policies, to safeguard both themselves and the children at all times
- Where possible, teachers will make a phone call to each family once per fortnight (or weekly if they feel this may be required for specific pupils)
- Teachers will contact parents if a child's work is not submitted regularly by the parent and / or they are not participating in live Zoom lessons to see how they might support the family
- Two daily Zoom lessons will be delivered to the whole class and a record will be kept of who has attended
- A weekly planning overview will be provided online and will include suggestions for more challenging tasks for relevant pupils

- Teachers will make work available each week on the learning platform that supports current learning and is as closely aligned to the curriculum they would be following in school as much as is reasonably possible. Activities will be engaging, varied, clear and supported by pre-recorded teaching where appropriate
- Activities will be differentiated where appropriate to meet the needs of those pupils who may need to complete less challenging learning tasks (referred to as 'alternative' tasks online).
- Daily Maths, English and reading comprehension will be made available for each day of the week
- Spellings will be uploaded each week to the learning platform
- Mathletics / Rockstars online tasks will be posted weekly
- Individual, high quality feedback will be emailed to each child three times per week (provided the parent submits their work) as a minimum but year group (bubble) feedback will be posted on the learning platform in addition to the individual feedback.
- Although all work will not be marked in detail, all work will be acknowledged and celebrated
- Records will be kept by the teacher of all phone calls and home visits. Any concerns, including those of a safeguarding nature, will be reported directly to the Headteacher
- Teachers will ensure that they receive written consent from parents prior to any small group or 1-1 Zoom session taking place
- Home visits will take place where considered appropriate

Expectations of Office Staff

This section applies to when a school remains open to children but an individual child is required to self-isolate.

Where a member of the office staff is made aware that a pupil is absent due to a suspected case of COVID-19 or where they are required to self-isolate, the member of staff who took the call will:

- Remind the parent about the remote learning policy and expectations set out within it
- Remind the parent of where to access the remote learning resources
- Remind the parent of how to access Mathletics, Rock Stars and Oxford Owls reading materials
- Check they have the most up-to-date email, phone numbers and address
- Alert the class teacher that a pupil is self-isolating so they can check the absent pupil is uploading work to the website and check the year group email each day.
- Track when periods of self-isolation end for a child and ensure they return to school on the correct date. Ensure correct attendance codes are used.

Safeguarding During a School Closure

- In the event of a school closure, pupils, parents, carers and teachers are reminded that the school's Child Protection and Safeguarding Policy still applies to all interactions between pupils and teachers. In that policy, there are specifically prohibited behaviours and reporting obligations to which teachers must adhere, whether they are at home, in the community or at school.
- The school will always use school-generated emails to send individual feedback and all emails sent are intended for the attention of parents, who can then share the content with their child. Parents should reply using the year group email addresses set out earlier in this policy.
- Parents should upload work and send emails from their own email. Whilst we do encourage independence in learning, your child should not use any personal email address they themselves have to email the teacher; this is to safeguard your child and the teacher.
- Live Zoom lessons will be used to support learning during extended whole school or year group closures. There are strict guidelines around the use of Zoom, that both teachers, children and parents are expected to adhere to. There are set out in the 'Parent and Pupil Zoom Acceptable Use Policy / Agreement' (**APPENDIX 3**)
- Where a technological device is loaned to families to support with remote learning, an agreement between the school and parent must be signed and received by the school prior to loan. This sets out protocols for the safe use of the device.

- There is a range of information about staying safe online on our school website, with links to other useful websites: <http://www.sunnymede-jun.ik.org/internet-safety.html>
- Parents are asked to inform the school immediately if they have any concerns about their child's safety online or about their emotional or mental wellbeing.
- Home visits: these will always be carried out in pairs and communication will take place on the doorstep.

Monitoring

- Class teachers will monitor the year group email daily to check pupils are submitting work for feedback and attending live Zoom lessons. Where there are concerns that work is not being completed, the teacher will make contact with the child's parent to see how they can be supported and ensure remote learning can be completed
- The school's SENCo will monitor each year group's planning to ensure that there are appropriate learning tasks to support those pupils with specific learning needs.
- The lower and upper school phase leaders will monitor the year group planning to ensure that the tasks cover all areas of the curriculum, are appropriate for remote learning, particularly ensuring that tasks can be completed without the need for printing materials. They will also ensure that there are challenge tasks for the most able learners
- The Leadership will liaise with staff regularly in relation to safeguarding concerns or any other specific concerns. The Headteacher will identify whether further action is needed in order to safeguard a pupil or ensure they can access learning.
- Governors will monitor the overarching approach to delivering remote learning, ensuring it remains high quality, promotes inclusion and meets DfE guidelines. They will ensure that all school policies are followed and procedures set out in this policy are in line with data protection and promote safeguarding.

Links with other policies

This policy is linked to our:

- Behaviour Policy
- Child protection policy 2021
- Online Safety Policy
- Data Protection policies

WHEN REMOTE LEARNING WILL BE PROVIDED AT SUNNYMEDE JUNIOR SCHOOL

The DfE expects schools to be able to offer remote education in the following circumstances:

Self-isolation:

- Where a pupil or number of pupils need to self-isolate because they have tested positive for COVID19.
- Where an individual pupil or a group of pupils need to self-isolate because they have been identified as a close contact of an individual who has tested positive for COVID19.

Travel:

- If families or pupils are quarantining on return from a country that is *not* on the exemption list.

Medically Extremely Vulnerable:

- Shielding advice for all adults and children was paused on 1 August. This means that children and young people can return to school or college, if they are on the shielded patient list and/or have family members who have been shielding. There is a very small number of pupils or students under paediatric or other specialist care who have been advised by their GP or clinician not to attend an education setting. In these instances, remote education should be provided.

Local restrictions

- Under all three COVID local alert levels schools are expected to remain fully open. If further local restrictions are put into place in the future which require pupils to remain at home, remote education should be provided.

SUMMARY OF OFFER WHEN THE A WHOLE BUBBLE OR YEAR GROUP IS 'CLOSED'

UNIVERSAL OFFER TO ALL PUPILS AND FAMILIES:

- Weekly plan, setting out the learning for the week day-by-day, along with all relevant tasks and resources
- Daily 'class registration session' as set out earlier in this policy
- Daily English task, to include a 30 minute Zoom lesson (there may also be links to externally published resources and PowerPoints where they support the learning)
- Daily Maths task (with links to White Rose pre-recorded teaching modules and other relevant supporting resources)
- Daily Reading comprehension task
- One additional subject activity, covering different curriculum areas over time
- Weekly spellings
- Weekly Time tables focus, including access to Mathletics (Y5/6) and Rock Stars (Y3 / 4) Password sent to parents
- Access to graded reading books via Oxford Owls (passwords sent to parents to gain access)
- List of generic reading comprehension questions that can be applied to a wide range of texts at different levels (useful or parent discussing texts with their children)
- Phone calls approximately two weekly to support parents and children and check on wellbeing
- Access to year group emails for parents to have direct communication with the teacher
- Individual feedback to pupils three times per week (provided the work is uploaded for the teacher to do so)
- Exercise books provided for all children in which to complete work, along with a portable whiteboard and whiteboard pen (issues to children in November 2020)

ADDITIONAL OFFER FOR SOME IDENTIFIED PUPILS AND FAMILIES:

- Small group or individual Zoom sessions to support learners with specific needs (identified by teacher or leadership team)
- Additional phone calls to support both parents and children with well-being
- On-going counselling to continue by Zoom for those accessing the counselling service prior to the commencement of lockdown
- Home visits, either weekly on a needs basis to support with learning and wellbeing
- Hard copies of learning packs for those deemed as requiring these
- Differentiated learning tasks (referred to as 'alternative' tasks are available on the learning platform, in particular for those with special educational needs)
- Differentiated concrete resources (manipulatives) for those pupils with SEND to use at home where a need is identified e.g. Maths counters and number lines
- Challenge tasks set to extend and motivate the more able
- Digital devices for loan where available e.g. laptops, webcams
- Provide or apply to DfE recommended companies for devices (e.g. 4G routers) that support accessing or enhancing existing internet access for eligible families
- Printed materials where this is the only appropriate option
- Additional Support for parents where available e.g. Zoom network group for single parents and carers
- Food parcels or vouchers for families eligible for free school meals



Sunnymede Junior School
Parent and Pupil Zoom Acceptable Use Policy / Agreement
Updated February 2021



BY ACCEPTING THE ZOOM LINK, USERNAME AND PASSWORD SENT TO THE PARENT'S EMAIL AND USING IT TO ACCESS THE ZOOM SESSIONS FOR YOUR CHILD, YOU ARE ACCEPTING RESPONSIBILITY FOR YOUR CHILD AND ALLOWING THEM TO MEET VIRTUALLY AND COMMUNALLY WITH THE TEACHER AND OTHER PUPILS IN THE CLASS / YEAR GROUP. YOU ARE ALSO AGREEING TO THE TERMS SET OUT IN THIS DOCUMENT.

YOU MUST NOT SET UP A ZOOM ACCOUNT IN YOUR CHILD'S NAME AS THEY ARE UNDER 18. IF YOU USE YOUR OWN ACCOUNT, YOU MUST LOG YOUR CHILD ON WITH THE PASSWORD. HOWEVER, YOU DO NOT NEED AN ACCOUNT AS YOUR CHILD IS ONLY A PARTICIPANT AND YOU CAN SIMPLY USE THE URL LINK AND PUT IT IN THE WEB BROWSER IN ORDER TO ACCESS THE MEETING.

In order to create a safe and pleasant environment for pupils and staff when taking part in Zoom sessions, the terms set out in this document must be agreed to and observed:

- Zoom is only to be accessed by a device in a communal family space
- Attendees should be dressed appropriately, including any adults present in the room. Pyjamas should not be worn
- The children are the focus of the sessions and only they should participate. Parents must not interact in the sessions
- Parents should not be visible on the monitor during whole class Zoom sessions and only enter into view to help a child with a technical issue. It is also acceptable to briefly pass by in the background.
- Whilst parents should not be in view, we ask that they are in the vicinity / in earshot so they have an overview of the children's session. For, example, you may be in another part of the room or in a nearby room and check in periodically on your child
- Recording, photos or screenshots of the Zoom meeting are NOT allowed by participants
- The Zoom meeting will be recorded by the hosting teacher and stored in line with the school GDPR and ICT policy. This is to safeguard the teacher. If you do not consent to this, you must not allow your child access to the meeting
- The meeting ID is to remain confidential and not to be shared to anyone that it was not designated to. Parents should log their child into the session
- Children must not write on the whiteboard facility unless specifically asked to so by the teacher
- Children must not access the session by their own Zoom account, as they are under 18 and should not have one. They can use the URL in the web browser instead.
- The Zoom meeting will be locked by the teacher 5 minutes after the start time so that it can only be accessed by authorised participants. Unfortunately, anyone arriving late to the meeting will not be able to gain access, even with meeting ID

- For participants, some Zoom facilities will be disabled by the host teacher. This includes but is not limited to the screen record function, chat and screen share.
- Parents should be aware that they will be able to see the 'backdrop' of other children's homes and other children will be able to have sight of your child's 'backdrop'. Please ensure there is nothing inappropriate in the background that can be seen by others or anything that might distract those in the Zoom session
- Should a parent overhear the contributions of another child to a session, these should not be discussed outside of the sessions with other parents etc.
- Pupils are asked to keep their cameras on so the teacher can see them. The camera should only be turned off in particular circumstances e.g. for safeguarding reasons. The parent should discuss this and agree with the teacher prior to the session
- Pupils participating in a Zoom session should not be using other devices, for example mobile phones, during the lesson, in the same way they would not do so in school.
- Lastly, the same behaviour expectations that are set within a classroom apply to the Zoom meeting and the teacher retains the right to terminate a pupil's participation. Therefore, avoid talking over each other, speak politely and use the **Raise Hand, Reactions** or **Chat** features when you want to ask a question (see how to do this further on in this guide).
- The teacher has the right to end a meeting if they see or hear anything that concerns them.

Video Conferencing for Individuals or Small Groups

Where a teacher considers it beneficial to have a 1-1 or small group session, this will be discussed and agreed with the parent. The session will be recorded and all the above protocols will be expected. However, the parent will be expected to confirm in writing that they agree to the session, to the session being recorded for safeguarding purposes. They must also agree to remain in the room for the duration of the session; the teacher must be able to quickly gain the parent's attention at any time. Teachers must seek consent from a member of the Senior Leadership Team before organising a small group or 1-1 video conferencing session.

EXTRA INFORMATION – PARENTAL CONDUCT

The teachers of Sunnymede are working extremely hard at the moment, trying to balance teaching in school as well as teaching remotely. Teaching online is new to them and will take some getting used to. Please be respectful of this and supportive of the teacher.

No lessons will be perfect, there may be technical matters and some families might struggle to log on sometimes. These are all an inevitable part of live learning. Please give them your utmost support – we are doing this for the children and it is a learning curve for everyone.

It is unacceptable for any parent to publicly criticise the session whilst it is live, or after the session on any social media or another public platform. We will take a zero tolerance approach and, if this should happen, your child will not be permitted into future meetings. Our decision on this will be final. Our teachers have no obligation to teach live (this is not in the criteria set out by the DfE as essential for effective remote learning) and I would not like to be in a position where this happens. If you have any issues, please contact the Headteacher in a calm, respectful and appropriate manner. Times are difficult at the moment and the teachers are all trying to do their best for the children.

Thank you.