



Parent Protocol and guidelines for online learning – September 2020



Parents - Due to COVID-19 and the possibility of future national lockdowns, it is inevitable that at some point your children will have to take part in online learning. We have created a parent protocol which we ask that you follow to ensure the safety of staff, pupils and our family members. Please take some time to read through these guidelines so that as a parent or carer you fully understand the requirements.

- Make sure your child understands and is aware of the pupil guidelines
- Answer the phone to school staff or return calls, messages or emails. Staff may call from a withheld number and will agree a time to call you
- Supervise your child's internet use and online learning – make sure you are aware of what they have been asked to do and the websites they need to access.
- Make sure you know who your child is talking to or messaging.
- If a member of staff calls to speak to your children – check that you know who they are, speak to the member of staff yourself before your child talks to them, stay in the room while your child is on the phone.
- **Guidelines for All Video Calls and Video lessons:**
- The parent or carer must make sure their child and other members of the household are aware the video call is happening
- Staff, children and other members of the household must wear suitable clothing
- Devices used should be in appropriate areas, for example, not in bedrooms and where possible be against a neutral background.
- Language used must be professional and appropriate, including any family members in the background.
- The same expectations apply for remote teaching and conversations as normal school conduct
- Staff will only ever video call a pupil with prior agreement with parents and the head teacher or a senior member of staff.
- This will always be at a pre-arranged time. The times of all video calls and lessons will be published on Microsoft 365 and logged.
- Parents will need to appear on screen at the start of the lesson to confirm they give consent for their child to be part of the group conversation.

- Wherever possible 'live' classes will be recorded and stored on the drive so that if any issues were to arise, the video can be reviewed.
- Parents and children will be asked to confirm they are aware of this and give consent at the start of each session.

- **Group Video Lessons:**

- These will be group conversations only or webinars
- If your child takes part in a group video conversation, they can be seen by the teacher and other pupils (and members of their household) that are part of the conversation
- Parents will need to give consent for their child to be part of a group video lesson
- Parents will need to appear on screen at the start of the lesson to confirm they give consent for their child to be part of the group conversation
- If the teacher has any concerns about children (or other members of the household) using unsuitable language, dress, location, the conversation will be ended and concerns will be recorded and passed to the head teacher/senior member of staff/safeguarding lead
- Live classes should be kept to a reasonable length of time and should take place during normal lesson times.

- **1:1 Video Conversations:**

- Staff will only ever video call a pupil with prior agreement with parents and the head teacher or senior member of staff.
- This will be at a pre-arranged time and day.
- The staff member will speak first with the parent or carer to check they are aware of the call. The parent or carer must stay in the room.
- Please contact the school if you have any questions or concerns. You can leave a message on the school phone (**0208 472 4337**) and we will call back or you can email the school on **info@st-edwards.newham.sch.uk** and we will email back.