

REMOTE LEARNING

Protocols for teachers

- Teachers delivering live lessons should:
 - find a suitable space to work
 - consider what will be in the background
 - only use work-provided devices, platforms and systems
 - plan and deliver lessons that are appropriate for online learning
 - send invites to students prior to the lesson via Teams
 - ensure their video function is turned off – use visualisers to demonstrate an activity
 - maintain behaviour expectations
 - make sure you and your students follow school policy and understand how to use systems
- Don't forget safeguarding – protect your students from 'bad actors', log/refer any concerns to the safeguarding lead.

Protocols for students

- Students 'attending' live lessons should:
 - turn off their video function
 - mute their outgoing sound
 - ask/answer questions by typing questions in the chat section or by using the raise your hand icon
 - only unmute themselves if asked to do so by the teacher
- Students should also ensure that behaviour online follows the behaviour code followed in school – **READY, RESPECTFUL and RESPONSIBLE**.