



Overton St Helen's CE Primary School

Protocol for Online Lessons

As part of our Remote Education, online lessons may take place. These could be in the form of group or whole class lessons where live teaching takes place.

Google Meet via Google Classroom will be used for this purpose. When online lessons take place, the following protocol should be observed:

- Teachers will invite pupils to attend an online lesson via Google Classroom. The link needs to be followed in order to arrive at the lesson
- Parents need to support children in order to join the lesson
- Parents should ensure the camera position shows only the head and shoulders of the child during the course of the lesson
- Parents do not always need to be with their child for the duration of the lesson, however it is recommended that whilst it is happening, children sit within earshot of an adult at home in a room where the door remains open.
- If an online lesson is on a 1:1 basis, for instance to address an individual misconception a pupil may be having, the parent will need to be present throughout.
- Any particular equipment or books should be organised before the lesson starts
- Acceptable behaviour in an online lesson will be no different to what is expected in the classroom. If a child is particularly disruptive during the online lesson, they will be asked to leave by the teacher and their parents will be informed via telephone after the lesson has ended.
- During an online lesson, the camera must be turned on at all times so that the teacher can check the child is listening.
- Conversations between teacher and pupil will be typical of those that are had at school.
- At all times, the teacher will be the last one to leave the lesson after ensuring all pupils have left. The Google Meet code will be reset by the teacher after each lesson has ended.

Data Protection

When accessing personal data for communication purposes (such as parent emails), all staff members will:

- Use appropriate channels that would normally be used within school, storing emails only on school devices that are password protected.
- Telephone calls to parents will only be made on school premises