

## REMOTE LEARNING AND MICROSOFT TEAMS PROTOCOL

The Nebula Federation’s preferred method for face to face contact is Microsoft Teams. This will allow teachers and staff to make contact with pupils, share information and teach lessons. The purpose of Microsoft Teams can include:

- regular face to face contact with as many children as possible in the class
- allowing teachers to teach lesson content and share learning overviews with children
- checking in on children’s learning and/or wellbeing

Teachers may also use these opportunities to share stories, answer questions or to explain some tasks in more detail. Some content may be pre-recorded video.

**PLEASE NOTE: These sessions are for children, not adults/parents.** When your child is accepted into a Teams session by their teacher there are certain guidelines we all must follow.

| Pupils   | Teachers  | Parents   |
|--|---|---|
| <ul style="list-style-type: none"> <li>• Pupils must wear suitable clothing, as should anyone else in your home. Dress like you would for non-uniform day – no pyjamas!</li> <li>• Pupils should find a suitable quiet environment, for example, in a shared part of the house i.e. not in bedrooms or bathrooms; and the background should be appropriate.</li> <li>• Pupils should not unmute when the teacher has muted the whole class, you must stay on mute until you are invited to speak.</li> <li>• Pupils should only share screen content, if the teacher has agreed; do not annotate over documents that are shared.</li> <li>• Pupils should always keep their language and interaction appropriate, as they would in face-to-face conversations, whether with teachers, or their peers.</li> <li>• Pupils are expected to attend teacher scheduled sessions, unless the teacher has been previously notified. In the event a child cannot attend, view the content provided when available.</li> <li>• Children to use the ‘raise hand’ function if they need to attract the teacher’s attention.</li> <li>• Pupils should ALWAYS make sure they leave TEAMS. Always double check and get in the habit of closing your laptop when not in use, to prevent the camera from working regardless.</li> <li>• Pupils are prohibited from recording or capturing/screen grabbing content from the video call.</li> </ul> | <ul style="list-style-type: none"> <li>• All TEAMS meetings will be led by the teacher or a member of support staff.</li> <li>• Teachers will not allow attendees to join before host and they will keep a list of attendees.</li> <li>• Teachers need to make the link visible rather than share an invite so that pupils can’t join until the teacher joins and the teacher has to let everyone in.</li> <li>• Teachers will ensure that attendees are muted as they join the meeting.</li> <li>• Teachers will make expectations and session conduct clear, including learning behaviours.</li> <li>• Teachers will ensure no one else is on view from the camera, and wear suitable and appropriate clothing.</li> <li>• The teacher has the right to remove a pupil from a TEAMS meeting if their behaviour is not in line with the school behaviour expectations.</li> <li>• Only hold meetings during the school day.</li> <li>• Double check that any other tabs they have open in their browser would be appropriate for a child to see, if they’re sharing their screen.</li> <li>• Use professional language.</li> <li>• Make a recording so there’s something for pupils to refer to later on and for pupils who have been unable to attend need to.</li> <li>• Keep a log of who is engaging.</li> </ul> | <ul style="list-style-type: none"> <li>• Parents have ultimate responsibility to make sure pupils not only attend, but follow the correct protocols when online TEAMS Meetings are scheduled with teachers and staff.</li> <li>• Parents should be aware of the Distance Learning Content for their child, by regularly checking the school’s timetable and their child’s Microsoft TEAMS account.</li> <li>• Please make sure that your child is ready 5 minutes before the advertised start of the meeting, to ensure that you are on time and that you don’t delay the meeting and are not locked out.</li> <li>• Please ensure your child is appropriately dressed for meetings. We would expect pupils to be dressed as though it was a non-uniform day.</li> <li>• Please ensure other family members are appropriately dressed and out of camera shot.</li> <li>• Parents and other family members must not contribute to the video call.</li> <li>• Please discuss with your child the appropriate way to behave in the meeting - in the same way as if they were in school with the member of staff. If a child is behaving inappropriately, the school may need to suspend their school account.</li> <li>• Please DO NOT film the session on another devices this is a safeguarding and GDPR issue.</li> </ul> |



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