



High Ash C.E. School

Code of Conduct for live interactive teaching sessions

As part of our Home Learning offer, High Ash School will provide 'live' interactive teaching sessions with small groups of pupils who are working at home. These sessions will run in addition to the Home Learning pack we provide each week, which includes a variety of videos, tutorials and resources. There is no obligation for children to join in, although we encourage all pupils to participate where possible.

This Code of Conduct policy has been designed to ensure that all pupils, staff and parents/carers agree to follow the safeguarding procedures and code of conduct that have been put in place to ensure the safety of all of our pupils during these sessions.

Parents / carers

Please familiarise yourself with this code of conduct and discuss with your child/children ahead of their first lesson. As pupils are primary age and for safeguarding reasons, they will need to be supervised by an adult at home for these sessions and for any technical help if needed. Parents/carers are therefore required to ensure that an adult at home is available to oversee the session, yet not be on camera as that is off putting for the other children and the teacher too. Parents will be able to get on with work at home as long as they are in earshot of the lesson being carried out. If an adult is not present, we will have to end the session.

Parents/carers should ensure that any queries regarding the interactive sessions should come from their own personal email address, sent direct to the class email address. Queries should not be sent from your child's individual school email address.

Format of Google Meets, as managed by High Ash Teachers / TAs

When setting up the Google Meets, Teachers/TAs will ensure that:

- Each week, the weekly timetable on the Home Learning overview will inform parents/carers as to when the 'live' sessions are for their child's year group.
- The exact time for the session each individual child is invited to attend will be highlighted on their email invite.
- The class teacher will email the invite by 5pm on the previous school working day.

When administering the Google Meets, Teachers / TA's will ensure that:

- Google Meets will be set up only using the class email address (not a personal email address).
- Pupils will only be invited to the meet via their own unique email address and password that have been provided by the school for this purpose.
- Settings are such that the Teacher / TA, as host, must join the meeting first and then allow others to attend.
- Teachers / TAs will ensure that:
 - They are in a room with a blank wall behind them / no distractions.
 - Their camera and microphone are always on, for the duration of the session.

- They maintain a professional approach and do not share personal details about their own family or home with any participants.
- They dress appropriately for a work meeting.
- Sessions will only start once all participants have confirmed that an adult is present in earshot of the child.
- Teachers / TAs will ensure that the session does not over-run the allocated session length (please note that sessions may come to a natural close sooner than the allocated session length, and this is fine).
- At the end of the session, Teachers / TAs (the Host) will always ensure that all children have left the meeting before they leave & close the session.

During the Google Meet, Teachers / TAs will ensure that the overall protocol of Google Meets is followed:

- At the start of each session, Teachers/TAs will remind children and parents/carers (who will remain within earshot during the session) of the code of conduct.
- Pupils will not be admitted to the Google Meet if they are more than 5 minutes late for a session. (Please note that there will be some flexibility on this during the first session, as we appreciate that it may take a little time for parents/carers to get to grips with the new system).
- During each session, Teachers/TAs will ensure that all participants adhere to the code of conduct.
- Teachers/TAs will use their professional judgement and, if they feel uncomfortable in any way or believe that the code of conduct is not being followed, then they will politely end the session.

Teachers/TAs will ensure that any Safeguarding concerns are dealt with in keeping with High Ash School Safeguarding policy, and in line with DfE document Keeping Children Safe in Education:

- Any concerns regarding a pupil (or parent/carer) not following the code of conduct will be reported to Sara Boyce, Headteacher, immediately after the session has ended.
- Any safeguarding concerns arising from the session will be reported to Sara Boyce, Designated Safeguarding Lead (or, in her absence, Kate Goodger, Deputy Designated Safeguarding Lead) in line with the school Safeguarding policy.

Sara Boyce

This policy will be reviewed annually at the beginning of each new academic year.

Code of Conduct Agreement

In participating in any online sessions, and in activating a school-provided unique pupil email address, parents/carers are agreeing that they and their child will adhere to the following Code of Conduct:

Code of Conduct for Pupils:

Using pupil emails

1. I understand that my email address is so I can receive emails from my teacher about online lessons. It is not for me to send messages to my friends.
2. I will keep my password a secret and only share with my parent/carer(s).
3. I will be responsible for my behaviour and actions when using technology.
4. I understand that these rules are designed to help keep me safe and that if they are not followed, my parent/carer(s) will be contacted.

Using Google Meet

1. I will only use Google Meet for school purposes when my teacher, TA or Headteacher tells me to do so.
2. I will be in a quiet room, free from distractions.
3. I won't sit in my bedroom during the lesson.
4. I will sit still and try and be somewhere with a plain background and I will not move around the house.
5. I don't need to wear my school uniform but I will need to wear something appropriate for learning (e.g. not in my pyjamas or silly outfits)

When it is time for the meeting

1. I will be on time
2. I will not record or take photos of my classmates during the lesson, send photos or videos to anyone else or upload to social media.
3. When taking part in a lesson Google Meet I understand that this is like being in the classroom and I will be on my best behaviour, just as I would in the classroom.
4. I will pay attention and listen to the teacher and follow their instructions.

Code of Conduct for parents/carers:

1. I agree to set up my child's email account and talk through how this will work with my child and the code of conduct.
2. I will ensure my child is ready on time to start the session.
3. I will ensure my child can sit somewhere without distractions during the course of the lesson, ideally with a plain background so as not to cause distractions.
4. I will ensure my child keeps their video and microphone on during the lesson, so that they can interact with the teacher.
5. I will oversee my child during online lessons, yet be off camera and be in a room free from other distractions and other family members.
6. I will not record the sessions or interrupt the teacher or aim to talk to other children present.
7. If my child needs help with the work or behaviour reminders, then I will let the teacher manage this and not intervene, unless asked to by the teacher/TA.