

## **Guidelines for teaching and tutoring students via video conferencing**

### **Using video conferencing**

During the Academic year 2020-2021, due to Covid-19, we are trialling the use of video conferencing tools from different locations, including home locations. The use of such systems brings risks and concerns that can be minimised by following safe working practices.

The below guidelines are designed to enable the best possible remote learning for our pupils, while protecting the health and safety of the children and families we support as well as our own staff and other agencies working with us. We will maintain high expectations of both pupil and staff behaviour through the course of any period of remote learning and endeavour to embed these in advance.

EYFS (Year R) and Key Stage 1 (KS1) pupils will not receive 'live' teaching, but the guidance applies to video and voice recordings made by staff to support remote learning. In case of a year group bubble being instructed to learn from home by the school / Public Health England, Key Stage 2 (KS2) pupils will be expected to participate in live lessons as part of a daily lesson timetable.

### **Ambitions Academies Trust and Elm Academy approved systems**

- Microsoft (MS) Office 365 is a group of applications, using GDPR-compliant cloud-based storage, that enables remote working. Through the MS Teams app, it brings conversations, content, assignments, and apps together in one place. This allows teachers to create learning environments, build collaborative digital classrooms, connect with professional learning communities, and connect with colleagues remotely.
- Use of MS Teams and related apps to enable remote learning is expected of all teaching staff and KS2 pupils. Training and help guides will be provided to support this.
- MS Teams requires a laptop or mobile device with working audio and web camera to participate fully and a reasonable level of IT proficiency. Where access barriers exist, the academy will attempt to support families to enable access.
- EYFS and KS1 pupils will not be enabled to access Teams directly, but EYFS and KS1 staff may use Teams to create videos and other content accessed by other means.
- For now, self-isolating KS2 pupils will continue to be sent materials to support home learning via the school office.
- KS2 parents can access all MS Office 365 apps via a web browser (i.e. Chrome) at Office.com for free using their school Office account. More functionality is available by downloading the apps from the Android Play or Apple Appstore, or from Office.com (also for free). Teams must be downloaded separately.

### **Guidance for Staff on recording lessons or 'live' teaching**

When using video conferencing to deliver to young people, please ensure that:

- You are dressed in professional dress.
- You adjust the tilt and position of your device, so your full face is showing.

If possible:

- Use a headset or headphones to keep conversations audible and controllable; they reduce the volume of your voice as well as removing background noise and improving sound quality.
- Either select a neutral background (e.g. a wall) or use background blur to reduce distracting backgrounds.

- If you are working from school (i.e. not normally part of the affected bubble), a normal classroom setting should be used.
- Make sure your camera does not have view of confidential documents.
- Introduce yourself and make the purpose of the lesson clear at the start.
- Limit live lesson inputs or recordings to a maximum of 30 minutes, to reduce strain of face to face contact and allow time for pupils to complete learning tasks within the timetabled session.
- Make every effort to ensure you are not interrupted while teaching live.
- Ensure all other windows you have open are appropriate for pupils to see when sharing your screen.

### **Guidance for staff specific to 'live' lessons**

To begin any live teaching:

- Ensure lessons start and end on time according to the timetable.
- Ensure at least two members of staff are dialled in and participating.
  - Only one member of staff is required to lead the video and audio teaching.
  - Second and additional staff may support pupils and the lead staff member through the in-call chat.
- Ensure the lesson is being recorded to allow children to catch up if they missed the session and for safeguarding purposes.
- Remind children to mute their mics and of acceptable conduct (see below)
  - If a pupil is disruptive to a lesson, they should be again reminded of the expectations, and, if necessary, removed. This should then be followed by contact with parent/carers to address the issue. The school behaviour policy will apply as if learning in school, due to the impact to both their own and others' learning.

During the lesson, staff should:

- Attempt to chunk the lesson allowing opportunity for student practice.
- Pause regularly to allow for questions and virtual 'hands up'.
- Ensure any work using a visualiser is clear (focused)
- Make use of screenshare to use PowerPoint or other windows.
- Take note of all who are attending the session (logged centrally on the Attendance Spreadsheet in SharePoint)

To conclude:

- Ensure pupils are clear on the practice work or 'assignment' they must complete and the remaining time available to do so.
- At the conclusion of 'live' element of the lesson, the lead teacher should end the meeting for all participants (not just leave).
- The recording of the lesson should be uploaded to the year group MS Stream channel for pupils to playback and review as soon as possible.

### **Guidance for pupils during 'live' lessons**

When using video conferencing, please ensure that you:

- **Join the call a few minutes before** the lesson start time on your timetable.
- Are dressed in normal day clothes.
- Adjust the tilt and position of your laptop/mobile device, so your full face is showing in the camera.
- Join lessons with your microphone muted and keep it muted, unless asked to unmute by your teacher.
- Press the button to raise your 'virtual' hand if you have something to say or use the chat feature.
- When the teacher is speaking, listen carefully and avoid using the chat feature.

- Do not have your own private conversations using the chat.
- As in all lessons, be respectful of each other and mindful of what you say.
- Show 'High Expectations' at all times.
- Be aware that all sessions will be recorded to support catch-up and to keep you safe.
- Your attendance will be recorded.

If possible:

- Work in an area of your home (lounge/kitchen/dining room) with good wi-fi signal, where you will not be distracted.
  - If you have to work in a private area of your home (i.e. your bedroom) ensure the door is open.
- Either select a neutral background (e.g. a wall) or use background blur to reduce distracting backgrounds.

### **Guidance for parents on live lessons**

Please be aware of the following:

- All live lessons will be recorded for playback by pupils and to safeguard them. These recordings will be deleted after their bubble returns to school.
- Only familiar Manorside staff will be present in the call to teach your child.
- All lessons will have at least two staff present in the call.
- Your child will be expected to join all lessons unless you have called the office to inform us of an absence due to sickness etc.

Please support your child by:

- Ensuring they can learn without distractions.
- They attend their lessons on time, following the timetable provided to them at the time.
- They can work from an area of the house with good wi-fi signal.
- Any IT issues are reported to their teachers via Teams as soon as possible, or to the school office if they are unable to access Teams.