

TEAMs Remote Learning - Lesson Protocols

- Session invites to be sent through student schedule.
- Protocols agreed by parents – no videoing or photographing.
- Sessions will be ended if protocols broken – see consent and agreement form to be completed by parent below.
- Daily live sessions delivered remotely by BUH Teachers (where possible class teacher).
- Register at the start of the session – welcome and behaviour expectations set.
- Teacher only host – so only teacher is authorised and can share screen.
- Content of the lesson can flexible – as relevant to students’ needs.

Rules for staff

- Consent form and agreement to follow rules must be signed by parent
- Staff must use their BUH email account to host the meeting.
- Use the lobby function to control access to the meeting – the host must admit each attendee.
- When ending the Teams meeting, ensure that teacher controls the end time of the meeting, (ending the meeting for all and not simply leaving the meeting).
- Lessons should be recorded to allow for flexible engagement. Uploaded to ClassCharts where possible – ensure ‘show in public homework calendar’ is deselected.
- Allow only students invited to access the lesson – no other students or adults.
- Register at the start of the session – welcome and behaviour expectations set
- Teacher only hosts - checks permissions when setting up for every lesson, so only teacher can share screen.
- Any inappropriate behaviour where call is ended to be reported to PDLs and behaviour lead. Recorded on CPoms and to DSL if appropriate, following BUH behaviour and safeguarding policies.
- Remember to keep personal data confidential.

Rules for parents

- Consent form and agreement to follow rules to be signed by parent- see below.
- Only students invited can access the lesson – no other children or adults
- Support student attendance of remote learning with the same attendance expectations as attending school.
- Ensure that students are following their timetable and accessing their remote learning offer daily. Where this is not possible, due to sharing of devices or other reasons, lesson recordings can be accessed via ClassCharts or the Class Team on MS Teams.
- Provide students with an area that is as quiet as possible, removing distractions for the remote learning to take place.
- Lessons are for student participation only, no one else in the household should be contributing to the session.
- Video or photo capture of the lessons are strictly forbidden by students or parents/guardian.
- Parents/guardians should inform the school should there be any issues or concerns raised.

***Please note, live lessons will not necessarily be for the full period/ lesson; sometimes, the live element/s will be the introduction of new content, more detailed explanations, modelling by the teacher or giving feedback. At other times, with students working independently on set learning tasks during that lesson time.**

Rules for students

- Follow the instructions and rules of the teacher during the live sessions. These include but not limited to; keeping microphones on mute, using the raised hand tool to participate and having cameras off (session applicable). Your teacher will explain how it will work at the beginning of your lesson, with reminders.
- Students who do not follow teacher instructions will leave the live lesson; their connection will be ended by the teacher.
- Pupils are required to engage and participate throughout the session.
- Students are not expected to wear school uniform.
- Language must be respectful at all times when communicating with peers or the teacher.
- BUH behaviour expectations remain the same while accessing remote learning. Any pupils who do not follow teacher instructions will have their connection ended by the teacher meaning they leave the session.
- Chat and post functions must only be used for purposeful educational requirements. All chat and posts are saved, and any inappropriate use would be sanctioned as appropriate.
- Any use of mobile phones is not permitted to be used within a live session.
- Profile pictures must be appropriate. If a profile picture is deemed to be inappropriate students will be removed from the session.