

Online Guidelines for Parents and Pupils

- Supervise your child's internet use and online learning – make sure you are aware of what they have been asked to do and the websites they need to access.
- Ensure you have appropriate filtering in place - <https://www.saferinternet.org.uk/advice-centre/parents-and-carers/parental-controls-offered-your-home-internet-provider>
- Make sure you know who your child is talking to or messaging.
- If someone calls to speak to your children – check that you know who they are, speak to the member of staff yourself before your child talks to them, stay in the room while your child is on the phone.

Guidelines for All Video Calls and sessions

When signing in for a teams meeting / event, your child will need to do so with their first name and initial of surname. This will allow us to identify who it is before admitting them to the meeting.

The times of all video calls and events will be published on the school website via the class discussion page. These pages are password protected and therefore links should not be shared via email to anybody else to prevent unauthorised access.

Microphones should be muted before you join the call and not unmuted unless asked to do so.

If children or parents want to share comments during a meeting, they must raise their hand so the teacher knows they would like to contribute.

- The parent or carer must make sure their child and other members of the household are aware the video call is happening,
- Staff, children and other members of the household must wear suitable clothing
- Devices used should be in appropriate areas, for example, not in bedrooms; and where possible be against a neutral background.
- Language must be professional and appropriate, including any family members in the background.
- The same expectations apply for remote teaching and conversations as normal school conduct
- Staff will only ever video call a pupil with prior agreement with parents and the head teacher or deputy. This will always be at a pre-arranged time.
- Parents will need to confirm they give consent for their child to be part of these group conversations.
- Wherever possible 'live' events will be recorded by school staff and stored on our school drive so that if any issues were to arise, the video can be reviewed. Only school staff will have access to this and they will be deleted shortly afterwards if no issues arise. Parents and children will be asked to confirm they are aware of this and give consent.
- If we would like to use the video to share with others who are not present we will make you aware of this so you can give consent.
- Parents and children must not record events.
- If the teacher has any concerns about children (or other members of the household) using unsuitable language, dress, location, the conversation will be ended and concerns will be recorded and passed to the head teacher or deputy head

Contact the school if you have any questions or concerns. You can leave a message on the school phone or email and we will come back to you as soon as possible.