

## **Bayside Academy Remote Learning Policy** **(This is an add-on policy to our Acceptable Use Policy)**

### **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.

In case of a year group bubble being instructed to learn from home by the school / Public Health England or an enforced whole school closure, pupils will be expected to participate in live/recorded lessons as part of a daily lesson timetable.

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

- Microsoft (MS) Office 365 is a group of applications, using GDPR-compliant cloud-based storage, that enables remote working. Through MS Teams, 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 pupils. Training and help guides will be provided to support this.
- MS Teams can be used on a range of devices to view content. To access and engage most successfully, the device needs working audio and web camera to participate fully in live streamed content. Where access barriers exist, the academy will attempt to support families to enable access.
- 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 App store, 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 if available; 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 – Teachers are to remind pupils of expectations at the start of lessons.
- 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.
- Ensure there are things for the children to do during a live session to support engagement and attention.
- 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.
- Join before the scheduled start time and ensure children are waiting in the 'lobby' until you are ready.
- 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.
  - All staff must follow the guidance above.
- Ensure the lesson is being recorded to allow children to catch up if they missed the session and for safeguarding purposes.
- After a lesson, download promptly and put in the Year Group Stream channel so that it appears to the children.
- 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.
- Follow the 'Live Lesson Crib Sheet'
- 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 the '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 Online Conduct**

### ***"High Expectations Lead to High Achievers"***

- The same rules apply as in school! We expect you to work hard and show High Expectations at all times! This is the same for all Home Learning!
- Usernames and Passwords are private and must not be shared.
- You are only allowed to log in under your own account.
- Emails can only be sent in relation to learning and not for private communication. All emails can be monitored including deleted emails which can be retrieved.
- In Microsoft Teams, using the 'chat' feature is for comments about the work only. Private chats are not permitted.
- Think carefully about what you write - remember it can be seen by all!
- Be respectful of all learners.
- Be respectful of your teachers.
- Taking photos/sharing any content from your lessons is forbidden. Lessons are for the pupils in that group only.
- Behaviour will be closely monitored and will be followed up by phone calls home where necessary. This may be by the class teacher or a member of the senior leadership team.
- Not following the rules is not acceptable and there will be consequences.
- Contact us if you experience problems so that we can help.

## **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.
- Ensure your camera is on and 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 unless asked to.
- Do not have your own private conversations using the chat, this will be monitored throughout the lesson by another Teacher/TA.
- 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.
- Be aware that 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.
- Only familiar staff will be present in the call to teach your child.
- Only children from your child's year group will be present in the lesson.
- All lessons will have at least two staff present in the call.
- Children's cameras should be on so we can see their engagement and responses, however if one isn't available, please still join the lesson.
- Your child will be expected to join lessons and complete the work set (these can be at a different time using the playback function) unless you have called the office to inform us of an absence due to sickness etc.
- There will be 2 live lessons available for your children to access each day alongside other lessons to complete.
- Please remember, any queries sent through the Class Team can be seen by all pupils. If you have a private query, please contact the school office (office@bayside-academy.co.uk) and a member of staff will endeavour to contact you between the times listed above.

Please support your child by:

- Ensuring they can learn without distractions.
- They attend their lessons on time, following the timetable provided to them.
- They can work from an area of the house with good wi-fi signal.
- Any IT issues are reported to their teachers via Teams/ by calling the office as soon as possible. We will do our best to support you with any issue that you have, please just make us aware.

**All Parents/Carers will have to agree to this guidance via an Online Form prior to engagement in Live Lessons**