



Jubilee with Pebblebed Federation Online Home Learning Guidelines for Parents and Carers

General Guidelines

- Please make sure that your child understands and is aware of the pupil guidelines.
- Please answer the phone to school staff or return their calls, messages or emails. Staff may call from a withheld number.
- Please 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 that they need to access.
- Make sure you know who your child is talking to or messaging.
- If a member of staff calls to speak to your children – check that you know who they are and speak to the member of staff yourself before your child talks to them.

Guidelines for All Video Calls, Conversations and Video Lessons

If we start to use Video Calls and Lessons then please ensure that...

- the children and all other members of the household are aware that the video call/lesson is happening.
 - children and other members of the household are wearing appropriate clothing, this doesn't have to be school uniform but clothes that would be suitable to go to school in and not pyjamas / night wear / underwear.
 - devices are being used in appropriate areas of the house, for example, not in bedrooms – where possible there should be a neutral background without photos or posters in view.
 - language used is appropriate from children and members of the household.
 - the same expectations are applied for remote teaching and conversations as would be expected in school.
 - parents appear on screen at the start of the lesson to confirm that they give consent for their child to be part of the group conversation.
- Staff will only ever video call a pupil with prior agreement with parents and the Executive Headteacher or in her absence the Head of Learning. This will always be at a pre-arranged time and the time will be logged.
 - Staff will also ensure that they are sitting with an appropriate background to their call, are wearing appropriate clothing as if in school and are using professional language at all times.
 - Wherever possible 'live' classes will be recorded and stored on google drive so that if any issues were to arise, then videos can be reviewed. Parents and children will be asked to confirm that they are aware of this and give consent at the start of each session.

Group Video Lessons

If we start to use Group Video Lessons then...

- these will be group conversations only or webinar.
- be aware that if your child takes part in a group video conversation, they can be seen by the teacher and the other pupils (and members of their household) that are part of the conversations.
- parents will need to appear on screen at the start of the lesson to confirm that they give consent for their child to be part of the group conversation.

- if the teacher has any concerns about children (or other members of the household) using unsuitable language, dress, or location then the conversation will be ended and concerns will be noted and passed to the Executive Headteacher.
- live classes will be kept to a reasonable length of time and will only take place during normal lesson time.

1:1 Video Conversations

- Staff will only ever video call a pupil with prior agreement with parents and the Executive Headteacher or in her absence the Head of Learning.
- These will be at a pre-arranged time and day.
- The staff member will speak first with the parent or carer to check that they are aware of the call.
- The parent or carer must stay in the room at all times.

Please contact the school if you have any questions or concerns. You can email the school or leave a message on the school phone if the school is open and we will call you back. If the school is closed you can email the school admin email account and we will email you back.