

Thursday 21st January 2021

### Live Zoom Lesson Guidelines

Dear Parent/Carers,

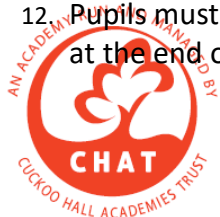
As we increase the amount of daily live lessons for our pupils we have encountered some behaviours that have been detrimental to the effectiveness of the teaching via the Zoom platform. I am sure you will support us by reading the guidelines below and talking to your children about the importance of following the school rules.

Any child who does not follow the Zoom rules will be immediately removed from the lesson.

Please see the rules below, which must be adhered to during school Zoom lessons:

#### **Pupil conduct and expectations:**

1. Pupils are reminded that they should take part in live online lessons in an appropriate setting, e.g. a quiet space with a neutral background. Any devices should be used in communal areas of your home e.g. in your lounge or kitchen, **but not in bedrooms.**
2. Whenever possible, pupils must attend sessions every day and be on time. If not, recorded teaching sessions are provided daily by the teacher.
3. ***Pupils must have their cameras on at all times.***
4. Pupils must wear suitable clothing, not pyjamas.
5. Pupils are reminded not to record live online lessons on their devices. Screenshots or sharing of any footage is strictly forbidden.
6. Pupils are reminded not to speak during live online lessons unless they are prompted to do so or have a question about the session.
7. Pupils are reminded to adhere to the school's Behaviour Policy at all times during live online sessions, as they would during a normal school day.
8. Pupils, who breach the code of conduct, will be removed from online sessions and parents contacted.
9. Pupils must keep their microphones muted during live video meet ups, until invited to unmute and speak by their Teacher or Teaching Assistant.
10. ***Pupils should not attempt to write anything in chat unless instructed to do so by the adult running the session.***
11. Any unacceptable behaviour during a live video meet up will be dealt with in accordance with the school's Behaviour Policy. Unacceptable behaviour may result in a child being asked to leave a meet up immediately.
12. Pupils must leave the live video meet up immediately on being instructed to do so by their teacher at the end of the session.



13. There must be no mobile phones in view. If the teacher sees a child with a mobile phone (whilst using another device to access the Zoom lesson) **they will assume the child may record the screen and for safeguarding reasons the child will be removed immediately.**

**Parent/ Carer Expectations:**

- Parents must make sure their child attends the session and is punctual for all live sessions whenever possible. Please have the same expectations as you would for a normal school day.
- Parents/ carers must ensure that their child wears suitable clothing, as should anyone else in the household who may pass by the screen.
- Language used by anybody in the household must be appropriate, including any family members in the background.
- Parents/carers should contact the school's Designated Safeguarding Team (Mr Desouza, Miss Malik or Mr Clifford) if they have any safeguarding concerns.

As always, please remember that all of us at Kingfisher are here to help all our families at any time, so do feel free to contact us if you are in need. Do take care and stay safe.

Thank you for your continued support,

Mr L Desouza  
Deputy Headteacher

Mr Clifford  
Headteacher

