Buglawton Primary School

Online Learning Expectations 2020-2021

Buglawton Primary School - Online Timetable

9am	9:10am Live Lesson 1	10:30am	11am Live Lesson 2	12pm	1pm Live Lesson 3	2pm	2:30pm	3pm
Register	Maths - Maths Assignment -TTRS -Numbots	Break	English -English Assignment -Spelling Shed -Spag.com -Reading Comprehension	Lunch	One session a week scheduled e.g. Science	PE -Yoga -Daily Walk Be Active Challenge	ERAH	End of school day Reflection & Feedback

*Pupils may be invited to small group sessions or additional meetings in the day

Buglawton Primary School: Online Expectations

These expectations have been designed to keep everyone safe when participating in live lessons and online learning.

The School will:

1. Provide live lessons that are scheduled by teaching staff. The session may vary in length due to the subject, topic or activity.

2. Arrange the date and times of the session and these will be shared by the member of staff leading the session. Line managers may be added to session.

3. Have Class teachers using the 'mute' function at times during the session to allow everyone to hear/be heard.

4. Remind pupils to use the Comment function or 'Raise Hand' to show they want to ask a question.

5. Continue safeguarding our children: if a member of staff has any concerns regarding safeguarding they will inform the Designated Safeguarding Lead or Deputy Safeguarding Lead and a report will be added to CPOMS.

6. Continue monitoring pupils' behaviour: if a member of staff has any concerns regarding behaviour, they will remind the pupil how to behave. If the behaviour continues, the member of staff may decide to remove the pupil from the session, or to end the session. The member of staff will then contact the parent to discuss behaviour and a report will be added to CPOMS.

7. Record sessions only when needed for pupils who may not be able to access live.

8. Ensure that a member of staff stays in the session until everyone has 'logged off'. In the event that a pupil is still in the session then they will be 'removed'.

9. Ensure that sessions with a 1 to 1 basis (one teacher and pupil) have another adult present in the room at home or the classroom at school.

10. Ensure that work that has been submitted ('Turned in') will be reviewed and provided with appropriate feedback.

11. Ensure that communication via comments, emails, and feedback on work will be appropriate for its audience and be specific to the effort and work completed.

12. Have Senior Leaders ensuring that pupils have appropriate learning planned, delivered and assessed by teaching staff.

13. Have Senior Leaders monitoring the attendance of pupils learning online and submitting work.

The Pupil will:

1. Ensure that they are wearing suitable clothing (e.g. not pyjamas).

2. Engage in sessions to the best of their ability.

3. Adhere to the school's usual behaviour expectations.

4. Adhere to the Buglawton's 3 school rules: READY, SAFE, RESPECT

5. Ensure they attend all scheduled sessions on time.

6. Sign in using their school account. (name,number**@buglawton.co.uk)**

7. Follow the teacher's instructions as to when their cameras should be on.

8. Remember that they are not allowed to record or photograph any sessions in any way.

9. Mute their microphone until asked to speak.

10. Use the *Comment* function only to ask and answer questions, or to discuss the work, and remember that it is not for general chat.

11. Upload their work file to the relevant task ('Turned in') for the teacher to review.

12. Always be kind and considerate to others online.

Parents/Carers will:

1. Ensure that their child is dressed and ready to learn for registration at 9am.

2. Organise their child to be in a quiet room/area for the session to reduce background noise and allow them to focus.

3. Consider the background where their child is sitting, ideally ensure that it is plain and blank. It should not include any personal information (e.g. photos) or have other people in the background.

4. Remember that face to face sessions are for pupils and teachers only. All parent/teacher communication should be via the usual procedures: telephone, email or a request to meet in a Google Meet/Zoom meeting made by appointment only.

5. Not record, share or comment on public forums about individual teachers or pupils.

6. Ensure that an appropriate adult remains responsible for monitoring and supervising any remote learning sessions to ensure that the child is safe and using it appropriately.

7. Always be kind and considerate to others online remembering that children can see, hear, and read comments that are being made.

8. Support the school with any concerns or issues raised in regard to their child's behaviour when online.

To confirm that you have read and agree to the above, please click here