



Woodland Grange Primary School

Protocols for Virtual Live Lessons and Live Chat Home Learning Advice for Parents and Carers

Parents & Carers,

We are writing to remind of our protocols for online learning. As we enter a third lockdown, your child's learning will be delivered via MS Teams. It is vital that you and your child read and understand what is expected when participating in online learning. For younger pupils, work will be set through Tapestry, however these rules are applicable for any online activity.

Thank you

- Dress appropriately. No pyjamas for anyone in the house when webcams are switched on!
- Learning should take place in a shared area of the house, not in a bedroom.
- Make sure you have a neutral background when online. It may be possible to blur the background too.
- Lessons may be recorded by school staff (only) for safeguarding purposes. (Any recorded lessons will not be shared outside of school). Please let us know if you are not happy for your child to appear in a recorded session.
- We will always try to keep live lessons to a reasonable length of time (20 to 30 mins). They will always fall within normal school hours.
- Please use appropriate language when online. This includes anyone in the house.
- Microsoft Teams and chat platforms are for learning purposes only. Any messages posted in the chat platform will be viewed by the whole Team and will be monitored.
- Please do not eat during online lessons. Having a drink handy whilst learning, is a good idea.
- Sit at a table for your lesson (where possible) with access to any equipment you might need (paper, pencil, ruler, rubber etc).
- No distractions please, (e.g. TV, telephone calls or noisy pets)
- Be present when your child is online but let them learn independently. Only offer support if there is a technical issue.
- If possible, provide your child with a set of headphones and have the microphone on.
- Any questions? Use the 'Help Desk' channel in the Class Team after the lesson. Post a message in this public channel and teachers will respond to your query (between 8.30 and 3.30)
- Talk to your child after the lesson and discuss the learning tasks and assignments. This will help your children to strengthen their understanding.
- Teachers will provide feedback to assignments once they've been handed in, however this will not be immediate (due to the structure of their day/week) and between 8.30 and 3.30.
- Consider your child's emotional wellbeing by providing ample time for reflection, physical activity, conversation, and play. Some activities and learning will be completed away from the computer.
- Monitor your child's access to digital devices. Screen time will be taken into consideration when activities are planned.
- Ensure your child is fully engaged and following expectations. This is the most challenging aspect but can also be the most rewarding for your child's future education