



## IPAT Virtual Live Lesson Protocols

These protocols are to protect your child and the class teacher / teaching support staff when they are teaching and learning together online. All live lessons will be delivered through our Google Classrooms.

- During a virtual live lesson, your child must wear suitable clothing (no pyjamas and no tops with slogans which may cause offense) as should anyone else in the household when webcams are switched on. Pupils will be asked to leave the online lesson if it is felt that a pupil or family members clothing is inappropriate. Once they have changed into appropriate clothing, they will be permitted to re-join the session.
- All digital devices must be used in appropriate areas of the house, e.g. not in bedrooms or bathrooms.
- The 'blurring of backgrounds' tool must (where possible) be used. (This function may not be available on your home device therefore make sure your child sits against a neutral background).
- For safeguarding purposes, two staff must be present in all live lessons.
- Live lessons will be kept to a reasonable length of time - the ideal time for a session is around 30 minutes. The live lessons will always fall within normal school hours.
- All Language used must be appropriate, including any family members and adults in the background of any household. Inappropriate language used by pupils or heard by members of their family will be reported and the relevant Google account will be muted.
- Google Classrooms are for learning purposes only. They are not to be used as a social media forum. This will be monitored and checked.
- Pupils should not eat during the live lessons. The learning platform is a representation of a real classroom, teachers do not permit eating during lessons when they are physically in school so please do not allow your child to eat during live lessons. Having a drink whilst learning and participating is fine.
- To recreate a suitable learning environment for your child, make sure they can sit at a table for the lesson (where possible). Give access to a drink, pen, pencil, ruler, rubber, and \*workbooks (\*school should have sent the books home, for your child to use if required).
- When your child is learning online, please reduce distractions e.g. television, telephone calls, pets etc. in the background.
- Let your child learn independently – please do not sit next to them and coach them. Only offer support if there is a technical issue but please be present somewhere in the same room. Try to ensure your child is engaged and following expectations.
- If possible, provide your child with a set of headphones and have the microphone on.
- Please engage in conversations with your child after the lesson and discuss the learning tasks and assignments. This will help your children to strengthen their understanding of the learning content.
- Monitor your child's access to digital devices. Try and follow the structure of the timetable which will be set by your child's school. The timetable will set a balanced approach to working on digital devices. Screen time will be taken into consideration when the weekly timetables are planned by the teachers.
- Class teachers will respond to your child's work once it is returned but please be mindful that teachers will not be able to reply instantly due to the structure of their day / week.
- Remember to consider and balance your child's emotional wellbeing too by providing ample room and time for reflection, physical activity, conversation, and play. The teacher input will be online but most of the activities and learning should be completed away from the computer.
- If you have questions for the class teacher, please use the Google Classroom and they will respond as soon as possible and within 48 hours.

**Please contact school immediately if you do not have a device at home for your child or you cannot access the internet.**