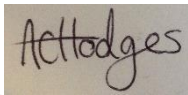


Shirley Warren Primary and Nursery School	Effective Date: January 2021
Policy and Procedure Statement	
<u>Virtual Teaching Policy</u>	Revision Date: April 2021
	Page No: 1 of 4
	Approval by the FGB   Signed..... (Chair of Governors)
Head Teacher	Zoe Newton
Computing Lead	Mima Mills

### Principles:

At Shirley Warren, we believe that as your child is not able to be in school at present, it is essential that they are still able to access high quality education. We believe the best person to provide this is the class/year group teacher.

There are a number of parameters that need to be in place in order to take all possible steps to mitigate any potential safeguarding issues for students and staff alike.

The school recognises the significant benefits of face-to-face interaction in the learning process and recognises the importance of this for online learning. It is important for a school employee, who is leading the learning or activity, to be able to respond to student's non-verbal cues that are important to our understanding of how each individual is feeling or understanding the content. This policy should be read in the context of the school's Behaviour Policy, Safeguarding Policy and, those associated with the safe use of ICT.

### Practices:

#### Staff role:

- Teachers will only use their school laptop and their class Google classroom accounts to communicate to pupils and parents. No personal accounts or device will be used.
- When presenting live video lessons, plain or blurred backgrounds are advised.
- We do not record any of our zoom sessions and each zoom session will have two members of staff present (as hosts) and they will have full control of the lesson, including sharing their screen.
- The teacher has control to 'mute' all the children.
- The teacher can remotely remove a child/pupil from a live session if there is inappropriate behaviour or breaking of the agreed protocols.
- Only the teacher can share their screen.
- All zoom sessions have unique meeting IDs as well as secure password. These will be on Google classrooms.
- All children are 'muted' on entry into the zoom lesson with only the mic enabled for the teacher until the session has been introduced. The children will have their mic enabled at appropriate times.

**Pupil role:**

- Pupils and Parents/Carers are not permitted to film or record lessons in any way.
- Children should be suitably dressed at all times and be in ear-shot of a parent/carer.
- Children should ideally be situated in an area of the house where they can concentrate with little distraction and not move to different rooms.
- Children cannot enter a zoom session without being accepted in by the teacher. Children will need to wait in the virtual waiting room before being accepted. To help with this please could you ensure that the username is your child's first name.
- Children should follow the same behaviour expectations as are in place in school lessons.

**Parent role:**

- Pupils and Parents/Carers are not permitted to film or record lessons in any way.
- Parents/Carers should be mindful that 'background noise' including their own conversations, is picked up on the child's mic for everyone to clearly hear - foul language is strictly forbidden and will result in your child being removed from the live session, causing upset to all.
- Please do not video or photograph the conference in progress.
- Please do not share any image or video of the conference on any form of social media.
- Please do not share any invites for your child with any other child or any other party outside the school.
- Please report any problem or misuse of school video conferencing to the school office via the normal channels.
- All of the School's expectations for behaviour and partnership working with students and families are transferrable to online learning platforms.
- Serious misuse of online learning opportunities (such as making recordings without permission or, sharing images of adults or other students) will be treated under the School's Behaviour Policy.

## Guide to using Google Classroom

Shirley Warren Primary School is using Google Classroom to share classwork and announcements for children unable to attend school at the present time. Google classroom is a blended learning platform which allows teachers to assign and collect work from children.

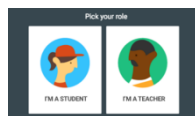
### How

Your child already uses Google Drive, Docs, Sheets and Slides in some lessons to produce work. Google Classroom will allow children and teachers to collaborate to create documents, presentations or surveys as part of their online classwork. All tools are free, ad-free, reliable and secure.

Children can comment on work and upload their own resources.

All children have been given individual log-ins.

1. Go to [classroom.google.com](https://classroom.google.com) and click Go to Classroom
2. Enter username and click Next.
3. Enter your password and click Next.
4. If there is a welcome message, read it and click Accept.
5. Click I'm A Student.
6. Click Get Started.
7. Join your class using the class code given by school.
8. You will only need to use the class code once to join the class. You are then enrolled in the class and won't need to re-use the code again. This code will be sent home with your children today. If your child's class is closed, we will send this code to you via text.
9. To see your class information, click Stream. You will see when your teacher adds new information.





## Windows guide (laptops or chromebooks)

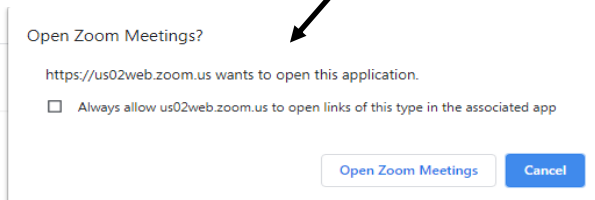
A zoom link will be put onto the Google Classroom. It will look something like this:

Join Zoom Meeting

<https://us02web.zoom.us/j/88352685744?pwd=NmpWdUFXOWplQTRmWmQrQ3BKa3lUUU09>

Meeting ID: 883 5268 5744

Passcode: ffTMu4



Click on the  
open meetings  
tab

Click **Open Zoom Meetings** on the dialog shown by your browser  
If you don't see a dialog, click **Launch Meeting** below

Launch Meeting

Enter the [meeting ID](#) number and your display name.

- If you're signed in, change your name if you don't want your [default name](#) to appear.
- If you're not signed in, enter a display name.

### Join a Meeting

Meeting ID or Personal Link Name

Mrs Mills

- ☐ Do not connect to audio  
☐ Turn off my video

☐ Do not connect to audio

☐ Turn off my video

Join

Cancel

When you first join a meeting, put your name in. This is really important otherwise teachers will see the name of the device of you are using. If you choose not to allow video, teachers will not know who has joined!

Leave this box unticked for audio and choose whether to turn off video.

4. Select if you would like to connect audio and/or video and click **Join**.

Then, click join.



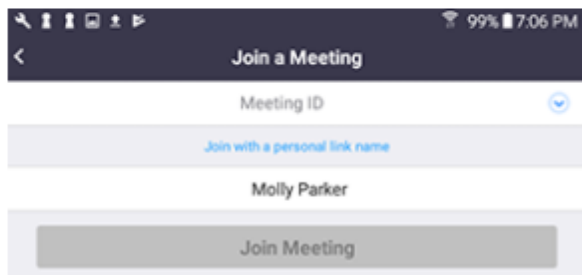
## Android device guide (mobile phones and tablets)

1. Open the Zoom mobile app. If you have not downloaded the Zoom mobile app yet, you can download it from the Google Play Store.
2. Join a meeting using one of these methods:
  - Tap **Join a Meeting** if you want to join without signing in.
  - Sign in to Zoom then tap **Join**.



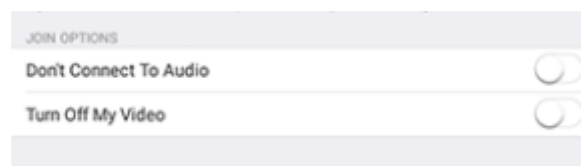
Join

3. Enter the **meeting ID** number and your display name.
  - If you're signed in, change your name if you don't want your **default name** to appear.
  - If you're not signed in, enter a display name.
4. Select if you would like to connect audio and/or video and tap **Join Meeting**.

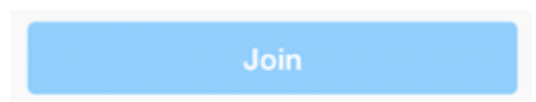


Make sure you insert either your child's full name or their surname. Otherwise, their name will appear as whatever you named the device they

Leave this box unticked for audio and choose whether to turn off video.



Click to join the meeting.



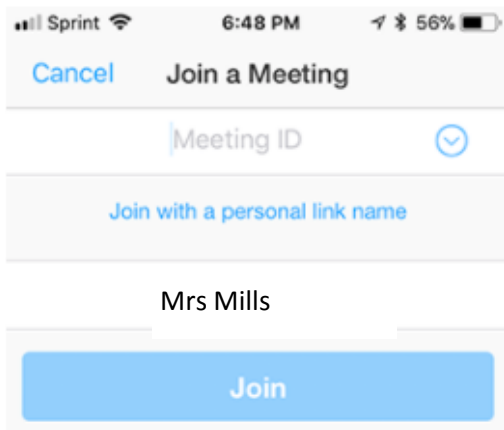


## Apple device guide (iPhones and iPads)

1. Open the Zoom mobile app. If you have not downloaded the Zoom mobile app yet, you can download it from the App Store.
2. Join a meeting using one of these methods:
  - Tap **Join a Meeting** if you want to join without signing in.
  - Sign in to Zoom then tap **Join**.



3. Enter the **meeting ID** number and your display name.
  - If you're signed in, change your name if you don't want your **default name** to appear.
  - If you're not signed in, enter a display name.
4. Select if you would like to connect audio and/or video and select **Join**.



Make sure you insert either your child's full name or their surname. Otherwise, their name will appear as whatever you named the device they are using.

Leave this box unticked for sound and choose whether to turn off video.

Click to join the meeting.

