



## BLACKMINSTER MIDDLE SCHOOL

Acting Headteacher: Ms Linda McQuone BSc(Hons), MA(Ed), PGCE, NPQH, MCCT

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### Safe and Fair Use Policy for Live Lessons at Blackminster Middle School

02/02/21

#### Guidance and staff safety:

Blackminster recognises the need for pupils and staff to interact during lockdown. We agree to creating a balance between live lessons, audio narrated PowerPoint lessons and worksheet style tasks. To ensure all pupils are able to continue their education, we recognise that a one size fits all model does not work for all of our school community.

Staff have trialled live lessons and will be offering more to students, on a timetabled basis, from Monday 8th February. All tutor groups will receive a similar balance of lessons but not always the same subjects. Pupils will receive notifications in their Outlook calendars in advance of the date and staff will post it on SMHK the day of the lesson with any resources required to use during the session. ICT technician will set the meetings up in staff calendars and invite pupils.

All staff will have total control over the microphones and cameras of the participants. Students will join with microphones and cameras off and only change this if or when instructed to do so by the teacher. Students who do not comply with this expectation will be removed from the session by the teacher\*.

Staff and students have the right to disguise their backgrounds on TEAMS, if they choose to do so. TEAMS offer a range of designs to pick. Students are asked not to choose any that will distract from learning.

Blackminster wish students and staff not to be subjected to excessive screen time hence not moving towards fully timetabled days using TEAMS. Staff may choose to use school equipment to lead their lessons on site but, to help reduce the risk of contact, staff are encouraged to deliver TEAMS from home, if possible. Staff will not be requested, or expected, to deliver sessions outside of normal contracted directed time hours.

Staff are expected to keep a log/register of those attending sessions and feedback any concerns as they would in school to tutors, SLT or CPOMs, if necessary.

Teachers may choose to record Teams sessions to be viewed by students unable to attend the lesson. These sessions will not appear on the public domain and staff will ensure the recorded footage is of themselves and not the children.





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### **Behaviour:**

\*Classroom expected behaviour will be the same in live lessons. Students not following Blackminster's behaviour policy will receive a verbal warning from the teacher. If they continue to make the incorrect choices they will be removed from the session. The child's tutor will be informed and they will then contact home. Repeated offenders will result in the student being banned from all live lessons.

Using the chat box is helpful in lessons. Staff who wish for pupils to remain with microphones off can direct questions to participants and request answers are typed in here. The chat thread is viewable by all in the session. Staff are to follow the same procedure of warning then remove participant should students use this inappropriately.

### **Parent involvement:**

We accept that parents and siblings may be in the same location as students during live lessons. We encourage parental support of their children when needed, however any parents wanting to discuss lessons with staff must do so via email or phone call and not during the lesson. Teachers have limited time to run the live lessons therefore cannot take teaching time away from children to discuss individual situations.

Parents are responsible for encouraging the safe use of internet safety at home alongside themes taught in school. We request parents monitor their children to ensure lessons are not filmed, screenshot or recorded in any way as this breaches student and teacher data protection rights.

Parents who permit their children to join live lessons are showing in that action that they are agreeing to the above terms of this agreement in lieu of a signature. Further details regarding live lessons can be provided upon request to a member of the Senior Management Team.

