



26th January 2021

Dear Parent / Carer,

We are moving towards offering some opportunities for learning through live streaming. This includes, virtual clubs, live check in sessions with our pastoral team and some live streamed lessons.

In order to help us prepare to expand our online learning opportunities, we would be grateful if you would do the following:

1. Read the attached guidance with your child. Your child will always be notified at least 24 hours ahead of a live streamed session.
2. Complete the Form at the link below by Thursday 28th January. This is where you can give - or withhold your permission for your child to take part in all live streamed provision (virtual clubs, pastoral check ins and live streamed lessons). https://forms.office.com/Pages/ResponsePage.aspx?id=Ug4_TzS3ZEGUCRtgHRR5k7IY-3peT1JItTaHdwc9QJNUREixQOVZnJfHTIBRM0tYMk9PWk1YT1dWVy4u

Thank you for your ongoing support.

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Live-Streaming Guidance

This guidance refers to live streaming of lessons, pastoral 'check ins' and virtual clubs.

Procedures for Live- Streamed Sessions

- There will be no one-to-one live-streaming sessions with learners.
- Live-streamed sessions will be delivered through HWB using Microsoft Teams.
- Parents and pupils will be notified at least 24 hours before the live streamed session.
- Consent for pupils to take part will be given by parents via Microsoft Forms link. Pupils for whom consent is not given will not be allowed to take part in the lesson.
- Teaching staff will use school devices only for the delivery of live-streamed sessions.
- Where possible, two members of staff will be present in a live-streamed session. Where this is not possible, the session will be recorded. The pupils will be told if this is the case.
- Live-streamed sessions are part of the blended learning provision, this approach will be used only when appropriate in the delivery of the curriculum.
- All resources for the Live Session will be uploaded on Teams prior to the lesson.
- Staff will start admitting pupils just before the start of the Live Session.
- Teachers will notify of changes to Live Session arrangements through Microsoft Teams.

Prior to Live-Streamed Session - Pupils

- Pupils must access the resources provided by the class teacher, via Microsoft Teams (This will be communicated through the Teams channel).
- Pupils need to make sure that all necessary technology (Laptop, iPad, Chromebook etc.) are fully charged and that they have the correct chargers or adaptors to hand.
- Pupils need to find a quiet space for their live-streamed sessions.
- Pupils must have all school equipment and books available at the start of the live-streamed session.
- Pupils must arrive at the live-streamed session 2 minutes before the start time.
- Pupils must arrive to the session with their cameras off and their microphone on mute. They will be invited to unmute by the class teacher.

During Live-Streamed Session

- Staff will discuss the roles and responsibilities with learners at the outset of each lesson. School expectations will be displayed on the screen on entry to the session.
- All communications during Live Sessions are to be undertaken via either the microphone or the chat tool.
- Pupils must use the 'hands up' tool and wait to be invited to contribute to the class discussion by the teacher. Pupils must take their raised hand tool down once they have spoken.
- Pupils should seek to contribute to the session in a positive manner.



Live-Streaming Guidance

- Pupils who disrupt a live-streamed session will be removed from the session by the teacher.
- No images or materials of the session are to be shared with anybody, including the Teams group for that class.

End of Live- Streamed Session

- Pupils cannot leave a live-streamed session until instructed by the class teacher.
- Staff members will end the online session, disconnecting all participants in order to prevent a one-to-one situation at the end of the session.

Quick Live Lesson Checklist - Pupils

Prior to lesson have you...

- checked your microphone and camera are working?
- checked the time of your live-streamed session?
- found a quiet space?
- checked you have all of your school equipment to hand?
- checked Teams files for any lesson resources?

At the start of lesson

- Arrive 2 minutes early
- Have your microphone on mute
- Camera switched off
- Wait to be invited to join the session

During the lesson

- Communicate in the live-streamed session by either the chat or microphone
- Use the hands up tool to indicate the need to communicate
- Contribute in a positive manner
- Do not share any images or materials of the session – even in the Teams’ group.

At the end of lesson:

- Only leave the session when instructed by the teacher
- Complete all tasks set by the teacher and submit in Teams