

Online home learning guideline for parents and carers

Dear Parents and Carers,

The guide is to prepare you in advance of any closure for bubbles (fingers crossed it won't be needed). Please read through our safeguarding advice and keep safe.

- Make sure your child understands and is aware of the pupil guidelines
- Please answer the phone to school staff or return calls, messages or emails (staff may call from withheld number)
- Supervise your child's Internet use and online learning – make sure you are aware of what they have been asked to do and the websites they need to access.
- Make sure you know who your child is talking to or messaging.
- If a member of staff calls to speak to your children – check that you know who they are, speak to the member of staff yourself before your child talks to them, stay in the room while your child is on the phone.

Guidelines for All Video Calls and Video lessons

- The parent or carer must make sure their child and other members of the household are aware the video lesson/call is happening
- Staff, children and other members of the household must wear suitable clothing
- Devices used should be in appropriate areas, for example, not in bedrooms; and where possible be against a neutral background
- Language must be professional and appropriate, including any family members in the background
- The same expectations apply for remote teaching and conversations as normal school conduct
- Staff will only ever video call a pupil with prior agreement with parents and the Head teacher or Deputy. This will always be at a pre-arranged time. The times of all video calls and lessons will be published on Google classroom and logged
- Parents will need to appear on screen at the start of the lesson to confirm they give consent for their child to be part of the group conversation.

- 'Live' classes will be recorded and stored on Google drive so that if any issues were to arise, the video can be reviewed and children have access at a later time/date
- Parents and children will be asked to confirm they are aware of this and give consent

Group Video Lessons

- These will be group conversations only or webinar
- If your child takes part in a group video conversation, they can be seen by the teacher and other pupils (and members of their household) that are part of the conversation – though they may turn the camera off if they prefer
- Parents will need to give consent for their child to be part of a group video lesson
- Parents will need to appear on screen at the start of the lesson to confirm they give consent for their child to be part of the group conversation
- If the teacher has any concerns about children (or other members of the household) using unsuitable language, dress, location, the conversation will be ended and concerns will be recorded and passed to the Head teacher or Deputy Head
- Live classes will be kept to a reasonable length of time and will take place during normal lesson times
- 1:1 Video Conversations: - Staff (two members of staff will be on the call) will only ever video call a pupil with prior agreement with parents and the Head teacher or Deputy. This will be at a pre-arranged time and day. The staff member will speak first with the parent or carer to check they are aware of the call. The parent or carer must stay in the room
- Contact the school if you have any questions or concerns. You can leave a message on the school phone and we will call back. You can email admin@reay.lambeth.sch.uk and we will get in touch