



OUR LADY AND ST BENEDICT CATHOLIC ACADEMY

PROTOCOL FOR LIVE LESSONS WITH PUPILS

The aim of the live lesson is to maintain current learning and a connection with other members of the class for those children in isolation for COVID related reasons.

This protocol operates alongside our Safeguarding Policy; Code of Conduct for staff; Online Safety Policy, Acceptable Use Policy and Behaviour Policy. Ensure you are familiar with these prior to the lesson.

This means of communication is not to be used for personal contact under any circumstances.

All contact should be made via the parent email address and consent must be provided from parents for all children taking part in a session.

The lesson link must be sent to the parent email address.

Parents must be provided with a copy of this protocol. Named policies above are available from our website.

Our Lady and St Benedict Catholic Academy will not undertake 1:1 sessions with children.

Formal communication by both adults and children must be maintained at all times and good manners should be used at all times.

Our school behaviour rules apply at all times.

The lesson should take place in a safe and appropriate home location and an adult should be in close proximity.

Children and staff should wear appropriate dress in line with our code of conduct.

If children are not appropriately dressed or the member of staff has a concern about the location for the meeting they will not continue the call.

Two members of staff will be present in the lesson.

At the start of the lesson the teacher will greet the children and allow them to acknowledge each other with a brief hello.

Children should then MUTE their microphone whilst the lesson is underway or someone else is speaking.

Children should listen carefully and not interrupt anyone who is speaking.

The speaker should make it clear when they have made their point and are ready for feedback.

Children should UNMUTE their microphone when the teacher asks them a question.

Children should UNMUTE their microphone and state their name, if necessary, then make their comment or ask their question when they wish to respond to a point.

If a child behaves inappropriately they will be removed from the lesson. The incident will be recorded using the usual school incident procedures and ensure SLT are aware. SLT will work with members of staff and parents to follow this up.

If a child misbehaves within the class, the microphone and video link will be paused whilst this is dealt with. This will maintain the confidentiality of the rest of the class.

If a child does not engage in the lesson the member of staff will follow this up to offer assistance or support.

At the end of the session we will mark attendance against the lesson participants.