



## **Protocol for “live lessons” at home**

### **Overview for Parents**

- Your child will need access to a computer or tablet that has audio. Most come with a webcam and a microphone but it is important to check it works and the volume is turned up. Ensure your child has a pen and paper to hand. A calculator maybe useful for maths and physics lessons.
- You will need a strong WIFI connection speed to run ‘Zoom’. Check that there is no unnecessary strain on your home internet at the time of lessons and, if you are on a ‘limited data plan’ with a cap for your home broadband, please monitor your usage.
- The 'Zoom' app will automatically begin to download onto your home computer when you attempt to join your first lesson. However, you can download the app in advance from:

[https://zoom.us/download#client\\_4meeting](https://zoom.us/download#client_4meeting)

- Your child need to use their real name as a screen name so we can ascertain it is them, for example footiefan04 means we have no idea who is entering the class and they will not be allowed in.
- Your child should be seated at an appropriate height table on a chair in a room that has minimal distraction. Your child should be dressed appropriately for a lesson, wearing clothes suitable for being seen in public; school uniform is not necessary. In order to safeguard your child, it is important that they are not in their bedroom during the class.

### **How Will a Lesson Work?**

- The lesson is allocated 40 minutes but the actual length of the session may vary depending on how much teacher input is required and there may be further independent work based on the ‘Zoom’ lesson set by the teacher.
- When the teacher has arranged an interactive lesson they will contact all students and parents via Showbie with an invite link, ID number, password and time/date of the lesson. It is vital that you keep this safe and do not share it with anyone else.
- Before the session is due to begin, please access the email and click on the join link in the meeting invite or enter the ID into the Zoom App. You will be asked to enter a password. You will then see a host window where you simply click on join the conference via computer and join with computer audio.
- As soon as the lesson is finished the teacher will terminate the call and the children may be left with tasks to complete in a given timeframe. Teachers will be available via email on their normal working days, Please allow at least 24 hours for responses.

### **Safeguarding**

- All staff are fully vetted and DBS criminal checked. They have all undergone recent Safeguarding training. Teachers will receive their own protocol regarding using Zoom. Safeguarding will still be followed up during the period of online teaching. The lessons will also be recorded by the teacher. If only one student is in attendance at the lesson, the lesson will be cancelled by the teacher and rearranged. Only the teacher will be able to share their screen during the lesson.