



# St Edward's Catholic Academy

Headteacher: Mrs J E McQuillan BA (hons)  
Telephone: 01283 216721

## Remote Learning Protocol – January 2021

In order to ensure children have a worthwhile and enjoyable learning experience, we will expect the highest standards of behaviour from our pupils during remote learning.

To ensure that children are taught online in a safe and appropriate digital environment, particularly if those sessions are live, we have guidance protocols that we must follow. Staff will only use Microsoft Teams for live lessons and pupil interactions. Any online contact will only take place between the hours of 8.30am and 4pm.

Please see below for the protocol guidance for pupils and parents:

### **Pupils will:**

1. Be appropriately clothed – not in nightwear etc.
2. Be in a communal area of the house, e.g. lounge, dining room, kitchen.
3. Have appropriate equipment required (i.e. stationery and exercise books/workbooks as appropriate).
4. Be attentive and ready to learn, sitting upright at an appropriate learning surface (i.e. desk or table) as they would be in the classroom environment.
5. Join 1 minute before the start time – the Teacher will admit the student as soon as they are ready.
6. Not start any meetings themselves – the Teacher will lead any sessions and admit pupils at the appropriate time.
7. Not take any photographs of other children on the screen during the live session.
8. Always use appropriate language and be respectful of each other at all times.
9. Inappropriate online behaviour will be responded to in line with existing policies such as anti-bullying, behaviour and/or acceptable use policy.

(If the teacher has any concerns that any of the above are not in place, they will end the session with immediate effect)

### **Parent(s)/Carer(s) will:**

1. Keep their child's log in details safe and secure and will not allow use by any other individual.
2. Be aware of and read a copy of the St Edward's Safeguarding Policy. This can be found at: <https://http://www.stedwardscatholicacademy.co.uk/attachments/download.asp?file=1273&type=pdf>. There is an 'Addendum' to the Safeguarding policy in place for the current school closure and this can also be found on the above website:  
<http://www.stedwardscatholicacademy.co.uk/page/?title=Safeguarding&pid=29>



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**St Ralph  
Sherwin**  
Catholic Multi Academy Trust



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3. Contact the Head Teacher and school's senior Designated Safeguarding Lead (DSL) within 28 days of the lesson taking place if they have any concerns about the lesson.
4. Ensure that they are present, within listening distance, during any on-line remote session for all Primary age pupils; however, parents are not expected to sit next to their child for the whole lesson, this will be age dependent.
5. Be responsible for the behaviour of their child during the on-line remote session.
6. Not make any negative comments on group 'chats' or other social media platforms. Any concerns should be raised separately with the headteacher, J. McQuillan.
7. Not take photographs of other children on the screen during the live session.

If we all follow and adhere to the guidelines, the live lessons and interactions will greatly enhance the remote learning offer for everyone.