

## **Pupil Distance Learning Protocols**

### **Rationale**

Remote learning protocols give Pupils the chance to engage fully in lessons with their teachers if they are isolating at home, or caught up in a tier of lockdown and unable to come into school. It also allows for asymptomatic teachers to remotely teach lessons from home and to continue teaching if they are unable to be in school due to isolation.

Pupils are expected to be online and in their online Google Classroom 'Meet' links for their lesson time, and to be focused and engaged. Please ensure they follow the remote learning protocols below.

### **Parents:**

We ask that you support your son as he takes his lessons online. You can do this by:

- making a device available to watch the lessons on. Ideally a laptop or table computer.
- ensuring your son has a quiet space to work where he will be undisturbed
- that he is online and in the 'Meet' for the live lesson on time
- Follow the pupil protocols (see below)

### **How we can keep staff and Pupils safe**

All remote teaching will be conducted exclusively over the school Google systems and have main goals to be able to facilitate a lesson between staff and Pupils over a digital medium, and most importantly to make sure that the education of the Pupil continues regardless of absence or school closure. We have created a series of protocols for staff and Pupils to follow during remote learning to safeguard all involved. Pupils must adhere to all the guidelines and protocols throughout all remote learning lessons/ meetings.

### **Pupil protocols**

- All Lessons will take place in the timetabled allocated time and Pupils must arrive (be signed into the Google Meet at the start of the lesson) ready to learn.
- Behaviour standards and protocols are expected to be the same as in school. Any and all communication with teachers must be appropriate and polite. Remote learning is an extension of school and the standards of conduct are the same.
- All safeguarding protocols must be followed and pupils must be dressed appropriately. Pupils should attend the lessons in a quiet, communal room at home (not their bedroom) and where possible should have a neutral background behind them.
- All school behaviour standards apply as they would if the lessons were in school as normal. If these are not followed school sanctions will be applied.
- Pupils must not record/take pictures of the online learning lessons and/or other pupils and the school will apply strict sanctions if this is done.
- Pupils are expected to engage fully in the content of the remote lesson in the same way as they would if the lesson was in school.
- Pupils should always 'mute' their microphones while in the lessons, unless specifically asked not to, and if they want to ask questions then they are to do this in the chat function box on the right of the screen.
- Pupils must not share private information.

- Mobile phones should not be seen during the meeting and pupils are not permitted to record using any device.
- Pupils should know who they should tell if they see or hear anything upsetting or inappropriate (email details from their lokcs.uk email address only to [safeguarding@lanternofknowledge.org.uk](mailto:safeguarding@lanternofknowledge.org.uk), or call and speak to the Deputy HT, Mufti Imran)
- Pupils must not make any offensive or abusive content as this will be reported and sanctioned.