

Code of Conduct for using Google Classroom and Remote Learning

William Austin Infant School's Remote Education Learning provision is of high quality and aligns as closely as possible with the in-school provision. The main online platform that the school will use to deliver continuity of education is Google Classroom. The curriculum work being set will include English, Maths, Phonics, Spellings, Foundation Curriculum subjects and/or Topic related work.

Our Remote Learning Plan detailing our school's stage by stage approach to an online curriculum is published on our school website. You can find this on the 'Home Learning' tab.

As part of our Remote Learning policy, teaching staff will provide Google Meet 'live catch up registration' sessions with their class using Google Classroom. Teachers will also provide pre-recorded starter lessons which can be accessed via Google Classroom. These lessons will be further supported by follow up activities, resources, educational videos and relevant website links that children can use to enhance their learning. We would strongly encourage all children to participate in remote home learning using Google Classroom; this is the best option as it is tailored to children's individual needs. However, we do understand due to technology issues, and lack of devices/internet this may cause issues for some families and we will support children with alternatives in the best possible way we can.

Our Code of Conduct for accessing Google Classroom and Remote Learning is to ensure that all staff, children and parents agree and adhere to follow the safeguarding procedures and rules put in place to ensure the safety of all our children during these sessions. We would ask all parents to read this Code of Conduct and act accordingly. As our Infant School children are so young we would advise parents to support their child's remote learning access via Google Classroom and offer help as appropriate.

Code of Conduct for Staff:

- Teaching staff will set remote learning of approx. 3 hours per day for children in Year 1 and Year 2 and slightly less for Year R children. These hours will be made up of a mixture of pre-recorded lessons, follow up tasks and 'every day' tasks, such as reading, phonics, spelling practice and topic related work
- A weekly timetable /overview showing the subjects for each day made available if appropriate for each year group (this may be subject to change to allow for flexibility)
- Daily pre-recorded starter video lessons for English and Maths made available
- The 'live catch up' registration sessions; the days and timings to be made available
- Teaching staff must be prompt to start the Google meet 'live catch up' registration session to ensure they have sufficient time to enable the 'live' Google meet and must join the session first and wait for others to attend
- Teaching staff must be the last person to exit the 'live catch up' registration session and should then disable the link so that the children no longer have access to the 'live meet' via the stream
- Teaching staff must be situated in a suitable 'public' living area within the home with an appropriate background
- Teaching staff should be in a room away from family members and with no noisy distractions (music, TV)
- Teaching staff must have their microphone and camera switched on ready for the 'live meet' sessions

- Teaching staff must maintain a professional conduct and approach at all times including the sharing of personal information and dressing appropriately as per our existing school policies and Staff Code of Conduct
- Teaching staff must maintain the standard of behaviour expected in school and use appropriate language at all times
- Teaching staff will direct children to put their cameras on, mute/unmute their microphones and review the use of the 'chat' as deemed necessary
- Teaching staff will try their best to adhere to the allocated timing slots for the 'live' sessions
- Teaching staff will continue to follow the school's Safeguarding policy and where there are any concerns regarding a child they will report this to a member of the Safeguarding Team immediately and follow the school protocols

Code of Conduct for parents:

- Parents to set up Google Classroom for their child to access remote learning
- Parents to contact the school office or use the class email for any communication
- Parents will make contact with the teacher via the class email system if there are any concerns or difficulties accessing Google Classroom
- Parents are expected to engage in remote learning via Google Classroom for approx. 3 hours per day for their children in Year 1 and Year 2 and slightly less with Year R This can be at different times during the day as practically possible for parents
- Parents will ensure that their children are ready to take part in the Google Meet 'live catch up/registration' sessions
- Parents will oversee the 'live catch up/registration' sessions but must not participate or engage with other parents or children in the class
- Parents must not record, take photos or screen shots of the live screen sessions and upload them to any social media platforms
- Parents must not ask questions during the 'live' sessions as this time is for social interaction between the teaching staff and all the children in the class
- Parents must be available to mute/unmute the microphone on the device being used
- Parents to ensure their other children keep away during these 'live' sessions to avoid distractions to their child or other children
- Parents will ensure their children listen to their teachers and follow their instructions
- Parents will ensure they watch the daily pre-recorded video lessons with their children to support them with their activities and home learning tasks
- Parents to ensure they have any equipment needed and somewhere quiet to work
- Parents will ensure that they support their children with the remote learning work set
- Parents will ensure that the completed work is submitted to their teacher within a given time frame
- Parents will ensure that their children follow the school's Behaviour policy and adhere to any behaviour reminders given by their teacher

Please read this in conjunction with the following documents:

- Remote Learning Policy
- Remote Learning Plan