Synchronous Learning – Parental guide for live remote lessons

This guide is to help parents understand how they are expected to support their child in accessing live lessons via a Teams meeting from home.

The teacher starts a meeting and shares their screen whilst delivering their lesson. The students at home can hear the teacher and see the shared screen.

At the end of the lesson, students will email a picture of their work or submit this via the Chat function during the lesson.

Safeguarding

- Our Trust has outlined the safeguarding expectations that are specific to synchronous (live) learning, these can be found in the Online Safety and Acceptable Use of Information Technology document on the Trust website. This policy outlines every step possible to ensure the safety of students and staff; the use of technology does present risks, some of which are particular to this medium.

- Teachers have been trained by the academy's Designated Safeguarding Lead (DSL) before providing online lessons.

- All staff have read through the guidance regarding suitable protocols for working online with students, and on reporting safeguarding issues.

- Students should wear headphones throughout the lesson in order to minimise the possibility of information about other students being shared.

- Students should not use cameras during these lessons – unless they are specifically directed to by the teacher.

- Students must wear their school uniform.

- Teachers should mute students dialling in and only communicate via the Chat function, as appropriate. However, for certain subjects, music and MFL for example, microphones may be a necessity.

- Parents / carers are advised to remain in the room during the lesson – other children should not be present if possible.

- Whilst all online lessons will be in line with the student's timetable, all further communication regarding the lesson timing or content must be via Dixons email addresses, and no personal email or telephone details should be exchanged for this purpose.

- Any interaction with students by email, or by any online platform, must be conducted with the same level of professional formality as would be expected in the classroom and as expressed in our Professional Conduct policy.

- Microsoft Teams is a safe, end-to-end encrypted system and all students and teachers use their academy email address.

- The online teaching platform must not be used by staff or students for any other purpose than teaching e.g. sharing photos or general messaging.

- All teachers agree to comply with all applicable laws, statutes, regulations including in relation to confidentiality, privacy GDPR and the protection of personal data.

Setting up the system

- The parent / carer is responsible for ensuring that Microsoft Teams is installed and ready for use prior to the commencement of the first lesson – any technical issues should be reported to the academy in the first instance to see if any guidance can be given to resolve the issues being faced – any technical issues that can't be resolved would then need to be referred to the platform provider.

- When the student receives an invitation, they should click the link to join the lesson.

- The student will be prompted to download the Microsoft Team App to run the system.

- If the student has technical difficulties when accessing the lesson, they should ask their teacher for advice who will do their best to help.

- Parents should be aware that there can be issues with bandwidth and sound delay – so it is worth considering who else may be accessing similar platforms or using household broadband at the same time as a lesson in order to minimise any interference with the smooth running of the lesson.

- Camera and microphones should be turned off on the student's device unless otherwise directed by the teacher.

Lesson preparation

- The parent / carer is responsible for providing a suitable space and appropriate technology to enable online learning to take place – parents / carers should select a suitable room where their child will not be disturbed.

- For one-to-one lessons, such as music lessons, the parent / carer should be present at the start and end of the lesson.

- Parents / carers should try to ensure that external noise will not affect the lesson.

- Some areas of the student's house may be better than others in terms of the Wi-Fi connection.

- Check the background to ensure there are no posters, pictures, signs or a window.

- Students must wear their school uniform.

- Parents / carers should ensure that their child has their resources ready before the lesson starts.

- Parents / carers should remind their child that this is still a formal situation and not a social media interaction; students should speak and behave appropriately as they would in a face-to-face live lesson within school.

Lesson delivery

- If the teacher is not quite ready, just wait until they start the lesson connection – when the student joins, the teacher will receive an automatic prompt that they are waiting, but the teacher may be finishing a previous lesson.

- If the student can't hear and/or see the teacher, they should make sure that the audio and video buttons on the bottom left of the screen are turned on.

Using XBox or PlayStation to access remote learning

Xbox

1. Plug a keyboard into the Xbox USB slot

2. Go to 'My Games and Apps'

3. Find 'Microsoft Edge' and select

4. Search for 'Microsoft Teams'

5. Select 'Sign In'

6. Enter your academy email address and password to login

PlayStation

1. Identify the PlayStation internet browser icon (it is WWW with dots around it)

2. Press the PlayStation logo on the controller

3. Go to 'Library' and find options for 'Games' and 'Applications'

4. Select 'Applications' and you will find the internet browser

4. Search for 'Microsoft Teams'

5. Select 'Sign In'

6. Enter your academy email address and password to login