



## PROTOCOL FOR LIVE LESSONS

### PARENTS/CARERS

In order to make the most of our blended remote learning offer we would like to be able to offer **some** live lessons to students via Microsoft Teams. In order to do this safely and with purpose we would like to inform you of the expectations for students attending live lessons. At all times students should display the BBEC values of Ambition and Resilience in their work and Courtesy and Kindness towards other students and their teachers during live lessons.

#### What your child can expect from a live lesson

- Teachers will let students know via their class Team and email when they are scheduling a live lesson. This will only ever be at the time of their usual lessons in school. Currently we will not be offering any live lessons for period 3 and core PE. For year 11 there will not be live lessons scheduled for period 8.
- Your child will need to log into Teams and their school emails each day to check for scheduled lessons and notices from their teachers.
- An attendance register will be taken and students are expected to attend the live lessons that are scheduled.
- They will need to have a pen and paper in order to take any notes or be able to make notes in Teams or on a Word document. For some subjects they may need specific equipment such as a calculator in maths.
- Only students and teachers who are attached to the class will be invited to the live lesson. At times another member of BBEC staff will be in the lesson to support.
- Live lessons will not necessarily last for 50 minutes as a lesson in school would. The live lesson may just be a short live introduction to a topic that then allows your child to work independently.
- Teachers may use the following approaches: presenting new information using Powerpoint slides and explaining concept; recapping previous knowledge with quizzes; asking individual students questions; asking the whole class questions; sharing video clips; explaining the task that is to be completed that lesson or week; answering individual questions from students.

#### The technology

- Students will be expected to have their **cameras turned off** throughout the lesson for privacy and safeguarding purposes.
- They will also be expected to have their **microphone muted** in order to reduce background noise. If they are invited to turn their microphone on by the teacher in order to speak, they may do so and then mute once their conversation with the teacher has finished.
- Students will interact with the teacher by using the 'chat' function which allows them to type their questions and answer questions from the teacher and answer questions. They should only type into this when they have been asked to do so by their teacher.
- The teacher will have his/her **camera turned off** also for safeguarding and privacy purposes.
- Live lessons will be recorded using the recording function in Teams. This is for safeguarding purposes. The recording may be stored in the class Team. It will record the audio of the teacher talking over any Powerpoint slides shared. For GDPR reasons the recording will only be available to students in that class.
- The teacher will end the lesson for all so that students aren't left alone in the virtual classroom.



### Dealing with any issues

- Should the technology fail, the teacher will end the lesson and post in the class Team any information that he/she was unable to communicate.
- If students are struggling with access to the lesson or lose connection during the lesson they can email the teacher out of courtesy at a later point to explain the problem.
- Students **must only use formal language** in the chat and must only post comments that are relevant to the work and questions being asked. Any students who misuse this function may risk having this ability removed from them and a member of staff will be in touch with you to discuss this.
- Any students who misuse the microphone by deliberately turning this on to make noise that would disturb the lesson may lose the right to attend future live lessons. A member of staff will be in touch with you if this happens.
- Students **must not record the lesson** in any way using their device or mobile phone. Such an action would be in breach of the school's code of conduct and would be considered a serious incident that would warrant investigation.
- We would kindly ask that parents do not try to use the live lesson as a platform for communicating with teachers either via the chat function or by asking your son/daughter to turn on the microphone so that you can talk to the teacher.