



This policy is effective for all schools within The Mead Educational Trust, the Teaching School, the SCITT and all other activities under the control of the Trust and reporting to the Trust Board.

This policy should be read in conjunction with the Acceptable User Policy (AUP) (see Appendix 1 for AUP's linked to Key Stages as well as Staff and Parents), Online Safety Resources (see Appendix 2), Online Infringements and Sanctions (see Appendix 3), Safeguarding and Child Protection Policy, Anti-Bullying Policy, PSHE and Computing Policy,

	3.0
	June 2020
	January 2024
	G Smith & M Premdjy
	Executive Team
	January 2024
	January 2025

1.0	June 2020	GSM & MPR	New Trust template policy
2.0	January 2021	GSM & MPR	Clarifications made to lesson recording clauses; Teachers – 1.7, 1.8, 1.9 & 1.10 Pupils – 2.10, 2.11 Amended name of policy from home learning to online learning
3.0	January 2022	GSM	Policy reviewed and no additional changes
3.0	January 2023	GSM	

were intended for.

- 3.1. Parents should ensure their child is appropriately dressed for sessions.
- 3.2. Parents should ensure that their child is aware of the need to behave in a session delivered by video link in the same way as if they were in school with the member of staff. If a pupil is behaving inappropriately, we may suspend their school account temporarily.
- 3.3. Parents should ensure other family members are out of camera shot and do not contribute to the video call.
- 3.4. Parents should ensure their child is familiar with how the whole process works. Also, make sure that your child knows their login so that they are ready to go at the appointed time. For primary aged pupils,

Video-conferencing uses a lot of power, it's a good idea to keep devices plugged into the mains power.

Do a practice run: role-playing is a great way to prepare your child for what's expected in the video class environment. If you have two devices, you can set yourself up on the platform they'll be using, or just use FaceTime and video-chat as if you're leading the class. Pretend you're the teacher and send your child an invite for a meeting.

Set expectations for how your child should conduct themselves on camera: face the screen; mute yourself when you're not speaking; unmute yourself when you're ready to talk; turn off the camera if you need to blow your nose; etc.

Pupils should behave appropriately when learning by video, just the same as if they were in class.

Assemble necessary equipment: pupils may need earphones, a microphone, and paper and pencil to take notes.

Choose a neutral background: broadcasting from the bedroom is a little intimate for a class setting. If they must, help them carve out a space where they can have peace and quiet but that doesn't convey too many personal details.

Don't take devices into the bathroom: just as with regular school, pupils should go to the bathroom before class. If there's an emergency, use a mobile phone in a public area.