

## Remote Learning Staff guidance

### Introduction

The School will:

The school appreciate not all staff have access to a devices and will endeavour to ensure staff have appropriate equipment where and when needed.

- Staff expected to deliver remote learning will also have been trained/mentored in the correct use of the system.

We will ensure staff workload and directed hours are considered when planning for remote delivery and will keep this regularly under review.

Staff will:

- Ensure their desktop is free of any personal information or images before beginning a session. E.g. no tabs to personal email accounts, social media available in case you share your screen
- Clearly inform pupils on what resources you will be using by setting up session in [the school platform].
- Explain what the resources will be needed in the instruction box.
- Inform pupils about the expectations of the lessons/session. E.g. noting the school values (respect etc)
- Instruct pupils on how to work with, and/or access the resources.
- Be clear with where and what the assignment is.
- Use [the school platform] to create worksheets that pupils can write on and teachers can mark during/after sessions
- Please stick to the normal schedule as much as possible when it comes to availability during directed hours.
- Be clear about when assignments are due.
- Use a platform that can blur out your background, or have a quiet and neutral backdrop for your live sessions – e.g. a plain wall. Avoid having sensitive documents lying around that may be visible when broadcasting/(pre-) recording.
- Check whether you have a stable internet connection, and a properly working camera and microphone. Start your session with instructions on what you expect from pupils in terms of behaviour, e.g. how they may signal that they have a question, and whether they should mute their microphones (possible to enforce by using the mute all button) and turn on or off their webcam at the start of each session.
- When sharing your screen, close all sensitive documents or tabs. Check your browser bookmarks and other open applications and furthermore, be aware that you are on camera.
- When presenting live, consider there might be some time lag – check regularly with pupils if they are able to follow along, and provide enough time to comment/ask questions when prompted.
- Ensure that content shared with pupils is appropriate and accessible to all, and is course-related.
- Moderating online discussions requires extra care from the teacher. If you feel uncomfortable in that role, ask a colleague to help moderate or try to avoid sensitive topics where possible.

- Clarify when the live session has ended, and wait for all pupils to log off/leave the session before the teacher leaves the session
- Pupils cameras should be off, unless it is of added value to your classes to switch them on. Pupils may always choose to switch them on voluntarily.
- Inform pupils in advance of live sessions if they will be recorded and only record sessions if this is of added value to your classes. Pupils may then choose to turn off their webcam if they do not wish to be part of the recording – this should not affect their attendance.
- The sessions will not be distributed to third parties outside the school and will only be stored in school. Exceptions can be made if explicit permission is given by all who appear in the recording.
- Teachers must secure sensitive data they may use while operating from a remote workplace in line with school GDPR and Safeguarding policies.
- Images involving third parties (e.g. guest teachers, test subjects etc.) may only be part of a recorded session if the third party agrees thereto.
- If a third party is part of your (non-recorded) session, then you should stay within a reasonable level of expectation of the third party involved regarding the use of their images.