

What you need to know about how and why we use live streaming and online meetings

As part of our Remote Learning, some lessons will be streamed live for easy access to learning from home.

All live streaming will only be conducted through the school's chosen online platform Microsoft Teams.

Children in school will not be seen or identifiable in the live stream as the camera will be directed at the teacher and interactive whiteboard. This offers the child at home a front row seat to the lesson.

Children who are accessing the live lessons from home are only visible on the screen to the teacher and other children who join virtually (not the children in school). This is important for the teacher, as they will be checking the child's learning.

Children who are required to self-isolate will access live meetings on Microsoft Teams with their teachers.

There will always be two members of staff involved in any live lesson or meeting.

All lessons that are live streamed and online meetings held via Microsoft Teams will be recorded. This is for the following important reasons:

- **Safeguarding Purposes** - To give the highest level of protection for your child online by ensuring the appropriate behaviour of all involved in the lessons and meetings.
- **Catch-Up Learning** - To allow children who miss a lesson, for whatever reason, to watch the lesson and catch up with their learning.

Recordings will be kept for 20 days after the date of recording, after which time they will be deleted. All recordings kept will be password protected and only accessible to appropriate school staff.

Expectations for the parents, carers and pupils

- If a pupil will not be attending, parents or carers need to inform the school.
- Parents and carers are to be told to consider the background.
- No identifiable materials should be in the background e.g. photos of family members, inappropriate posters.
- Parents or carers must ensure pupils are suitably dressed as well as any other members of the household.
- Pupils should use their first names on their display screen.
- When entering an online lesson, all pupils must mute their microphones on entry and await instructions.
- Pupils are to remain muted when not talking.
- Parent and carers may choose to turn off their camera if they do not wish to be recorded.
- Parents and carers must respect all pupils within the call and follow the school behaviour policy.
- Parents and carers are responsible for the use of appropriate language within their home.
- Parent, carers or pupils should not record the lesson on their own devices.

If you have any questions regarding live streaming, please do not hesitate to contact the school and we will be happy to discuss this further with you.