



Online Teaching Guidance
Community Inclusive Trust
Parent/ Carer & Pupil



In order to ensure that both school staff and pupils are safe when teaching or communicating with pupils online the following points must be followed at The Isaac Newton Primary School:

- Where it is not possible for two members of staff to be present during an online session, the session will be recorded.
- Pupils should wait in the 'lobby' before being admitted by the teacher to sessions once there are three or more pupils available. If three pupils are not available then online sessions will not be able to take place and will be rescheduled.
- When pupils have their video feed on they will be asked to use the settings within Teams so that the background is blurred – thus maintaining privacy in the home.
- Should pupils misbehave then the teacher or staff member will make a professional decision on whether they need to be removed from the learning. Should this happen then the headteacher will be informed and parents/carers will be contacted to address any concerns.
- Behavioral expectations will be made clear by teachers at the beginning of each session (such as when mics must be muted).
- Pupils/parents are NOT permitted to record anything school-related or record the content of a teacher's lesson (either on their device or other devices).
- Pupils/parents are not permitted to share ANY school-related recordings (video or audio) whether made personally or uploaded by teaching staff.

Should any Pupil or Parent/ Carer fail to follow the guidelines above then this may result in elements of the child's account being disabled, including restricting access to online (live) sessions.

Should a Parent/ Carer have any concerns about something that they have seen or heard during an online session then they should report this directly to either Mr Heathcote or Mrs Pask. This can then be investigated appropriately.