



Carlton Primary School Live Learning Procedure

All meetings must be via Zoom (or on occasion Microsoft TEAMS)

These guidelines will be shared with all parents.

- The parent or carer must make sure their child and other members of the household are aware the video call is happening,
- Staff, children and other members of the household must wear suitable clothing
- Devices used should be in appropriate areas, for example, not in bedrooms; and where possible be against a neutral background.
- Language must be professional and appropriate, including any family members in the background.
- The same expectations apply for remote teaching and conversations as normal school conduct – respect, manners, good behaviour etc
- Staff will only ever video call a pupil with prior agreement with parents. This will always be at a pre-arranged time. Staff will share with school leaders a schedule of their planned calls
- Parent/carer (s) will need to appear on screen at the start of the lesson to confirm they give consent for their child to be part of the group conversation.
- The children and parents should not record or share any aspect of the lesson on devices.

These guidelines will be shared at the start of each session by the staff member