**Glasgow City Council Advice on Live Meetings**

Microsoft Teams is an effective way to keep in touch with pupils, provide support, reinforce and deliver new learning during this time. However, this communication tool should only be considered if staff are confident and comfortable using the technology.

The following guidance and advice will help parents ensure these are positive and safe experiences for all participants.

**Teachers will:**

* discuss roles and responsibilities with pupils at the beginning of the meeting
* be punctual at the beginning and end of each lesson
* notify all pupils/parents and schools of any cancelled classes or change in arrangements
* ensure that they keep themselves up to date with all relevant policies and procedures, including Child Protection
* prevent a one to one situation at the end of a class by disconnecting all participants from the room at the close of the lesson or by having another member of staff present at the meeting

**Pupils will:**

* be punctual for all meetings
* show respect for everyone in the online classroom
* dress appropriately for all classes, thinking about modesty and respect for others
* ensure the location they log in from is appropriate, i.e give consideration to background, camera angle, privacy etc.
* seek to contribute to the class in a positive manner and not be disruptive at any time
* not make recordings/images of the class meeting

**Parents should:**

* not get involved in any live sessions, but please talk to your child about them afterwards and encourage them to take part
* encourage their children to talk about and share their learning at home
* use existing methods of communicating with the school, if there are questions or concerns contact the school office.

At times, staff may choose to respond to messages, approve work, etc. outwith normal working hours. However, this should not be expected. Parents should not contact staff by e-mail through the Google Classroom stream. You can also contact the school by phone or email Mrs McKinlay at headteacher@bankhead-pri.glasgow.sch.uk

Engagement with online learning will be monitored by the school on a weekly basis and support provided by the school.

Below are some FAQs for class teachers regarding online learning to inform you of the consequences of any incorrect behaviour choices or inappropriate language made by pupils.

1. What do I do if a pupil joins the class from an inappropriate location?

Ideally pupils would log into the class from a public area in their home. In some circumstances this may place an unreasonable burden on family spaces.

Staff should assess each situation and confer with their line managers if they are uncomfortable with the location(s) pupils are logging in from.

If issues persist, pupils should be advised they will not be allowed to continue to access the lessons if they do not find a more appropriate location to log in from.

2. A pupil speaks or behaves inappropriately in the online classroom, how do I react?

All the normal standards of behaviour apply in the online classroom.

Pupils should be dealt with in the same way as they would have been if the incident had taken place in a normal school environment.

3. A pupil shares something inappropriate on their screen - what do I do?

Teachers should immediately inform SLT of the details of what has happened. Where it is not possible to identify the offending pupil, the lesson should be terminated for all pupils. All pupils in the room can then be contacted as soon as possible after the event to inform them what happened, and the arrangements are for future classes.

As per Child Protection guidelines, the teacher must write a full account of the facts of what has happened for the Child Protection Officer in their school.

4. What do I do if pupils are signing into their classes dressed inappropriately?

This should be dealt with in the same way as it would be in the face-to-face class setting. If pupil attire makes the teacher feel uncomfortable then the teacher should turn their camera off until the issue is addressed.

5. A pupil asks for a one to one online chat about a serious issue that is concerning them. What is the protocol for that?

Staff should avoid a one to one situation with a pupil online. Where it is judged that a pupil needs to discuss a serious issue, an arrangement can be made for another time online with two members of staff present in the meeting. The teacher must refer the matter to the SLT.

6. What do I do if a parent intrudes in a live lesson?

If a parent interrupts on a live lesson, please advise the parent that this would not be an appropriate time to talk as you are teaching/ needing to be available on Google Classroom. Advise the parent that you/or a member of SLT will call them after the lesson.