

Keeping us safe in our online classroom

These rules are to help keep us all safe, polite and respectful when we are learning together in our online classroom.

Children

Even though we may not all be in the school building and our classroom, following the rules is still really important so that everyone can learn and feel happy and safe.

When you join the online classroom, you are agreeing to:

1. Be dressed (no pyjamas please) and have had something to eat before your lesson – your brain needs fuel to think! No snacks during class just like when you are in school but you can have your water bottle.
2. Never telling people online where you live, your phone number or birthday. This keeps everybody safe!
3. Have some paper and something to write with (school can help with this if you've run out!)
4. Join the classroom at the time your teacher says and be ready to learn.
5. Have a grown up, or older brother or sister help you to join the classroom as this can be tricky sometimes.
6. Have the iPad or computer set up in a room that is a shared space such as the kitchen or dining room, away from the noise of the television for example. (No bedrooms please- we don't want to see how messy they are!)
7. Use the emojis (your teacher will show you these) to show that you want to talk or to put your hand up – no talking over each other, just like our classroom!
8. Only use the chat function if your teacher allows you too. This is a bit like chatting in class when you are allowed to talk about your learning.
9. Use kind words to your friends to help them and encourage them. Just like school, your teacher can ask you to leave the classroom if you break the rule.
10. Try your best and give your learning a really good go – we are proud of every effort you make!
11. If your grown up is joining you for the lesson (they are allowed!) help them with the learning as it's been a while since they were at school.
12. If you need the toilet, please let the teacher know but be as quick as you can.
13. When the lesson ends, remember to say goodbye to everyone and give them a wave and a smile!
14. Communicating with my friends on the 'chat', always using appropriate language and behaviour, remember the focus should always be on the learning. If I don't I will not be able to use it.

Signed by child: _____

Date: _____

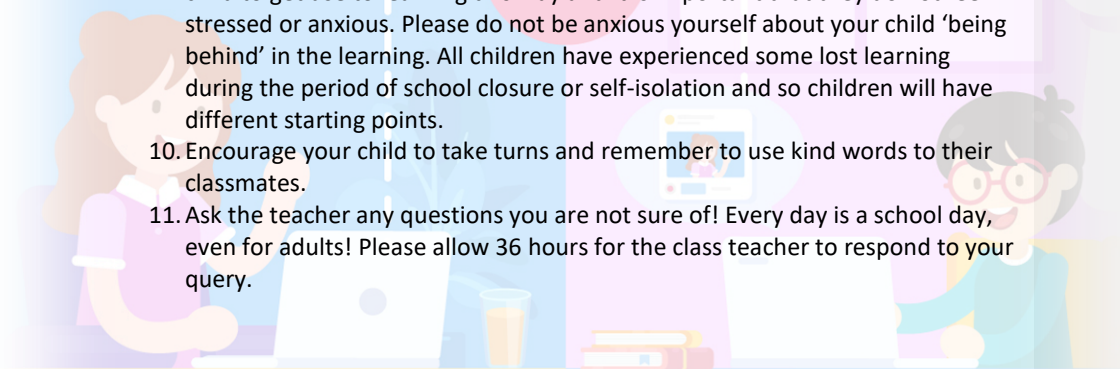
Commented [VM1]: Might only apply to some schools. Would be good for social/emotional well-being if it can be monitored closely and given limited 'opening' times.

Parents

You are warmly invited to join in with your child's lesson to help them with their learning and to help them keep connected with their friends and school.

By allowing your child (and you) to join our online classroom, you are agreeing to:

1. Everyone in the household being appropriately dressed – no pyjamas or offensive slogan t-shirts please.
2. Use of appropriate language from everybody in the household, including from those in the background. Any inappropriate language will be reported and the online platform will be muted.
3. Make sure your child has eaten before they join the lesson so that growly tummies are not a distraction for them. No snacks during lessons please but do provide a drink, ideally in a water bottle (we are suggesting water bottles rather than glasses to avoid water spilt on electrical equipment).
4. Provide them with paper and pencil. An exercise book might be a better option so they can keep all of their learning in one place. The school can provide equipment if needed - please ask and these can be collected from school.
5. Be prompt to the lesson with your child ready to learn. If they are worried, anxious or shy, which is perfectly understandable, try to reassure them. There is no need for them to attend if they are unwell.
6. Help them to join the session using Ms Teams or Zoom, whichever platform your school is using. We appreciate that many of you might be working from home and you may not be able to join the whole session. However, if you can join for the beginning to help settle them this would be much appreciated.
7. Set your child up in as quiet a space as possible away from the television or siblings, if at all possible, avoiding bedrooms please. We would also advise a neutral background. If this is not possible, please choose one of the neutral backgrounds from the online platform options. Headphones may also help your child to concentrate if you have some available.
8. Remind your child how to stay safe online by never sharing any personal information e.g. address, phone number or date of birth.
9. Encourage your child to have a go at the learning. It will take time for your child to get use to learning this way and it is important that they do not feel stressed or anxious. Please do not be anxious yourself about your child 'being behind' in the learning. All children have experienced some lost learning during the period of school closure or self-isolation and so children will have different starting points.
10. Encourage your child to take turns and remember to use kind words to their classmates.
11. Ask the teacher any questions you are not sure of! Every day is a school day, even for adults! Please allow 36 hours for the class teacher to respond to your query.



12. Just like when we were all together in school, we expect all parents to be kind and respectful to all children and adults, including the teacher. They are trained professionals, working hard in new circumstances to try and help your child. If there is something you are not sure of, please ask the teacher by using the emojis or the chat function. Please be aware that the teacher is the host and you will be asked to leave the session if your behaviour disrupts the harmony or the safety of the session.
13. Be aware that the lesson could be for a class of 30 children not just your child. It is an open forum, therefore any distractions will disturb not only your child but 29 others.
14. When the lesson ends, please ensure your child has said goodbye to their friends, thanked the teacher and logged off correctly and safely.
15. Engage in conversations with your child after the lesson and discuss the learning tasks. This will help your child to strengthen their understanding of the learning content. Encourage your child to take part in any follow up activities that the teacher sets but remember, don't force it - all children need downtime away, so balance this with time for homework throughout the week.
16. Use the online platforms for learning purposes only and not as a social media forum.
17. Ensure your child understands that they must always use appropriate language and behaviour on the 'playground' channel, as if they were in a real playground at school. Any misuse will result in your child not being able to access it.
18. Contact the school if your child cannot access the internet and therefore online learning at home.

Signed by parent: _____

Date: _____



Teachers

When we are not altogether at school, we miss you, but even if we cannot be together in person we hope that you will enjoy our online classroom and find it fun.

As your teacher, I am going to:

1. Plan short lessons that are fun and enjoyable, so bring your best smile!
2. Make sure that I am prepared for our lessons and have all of the things ready that I will need to help you learn.
3. Make sure that I give you and your adult at home time to get any special things we may need for a lesson. For example, if we are practising counting and we can't use our bead strings (unless you have one at home!) I will let you know so that you can maybe get some Lego, pasta or buttons to count with.
4. Our live lessons will always take place within school time.
5. Where possible, teach you from our classroom so that I can use the Interactive Whiteboard and our working walls to help you.
6. Give you whatever you need to help you record your learning. This might be paper, a book to write in or pencils - your adult just needs to ask!
7. Teach you in small chunks at first (20-45 minute sessions) because learning takes a bit of getting used to online. Remember learning is not a race!
8. Help you to use any buttons or emojis in our online classroom to help you to take part and make the most out of the session. Remember, any chat options are only to be used when I say - exactly like when we are in class!
9. Make sure that everyone follows the rules. Just like in class, we use our kind voices, take turns and encourage each other. In our online classroom I have some special buttons that I can press if you forget the rules to help you remember, for example - the mute button.
10. Record the live lesson so that everyone is kept safe. If an issue arises, the video can be reviewed. (The recorded lessons will be stored for one year and then deleted).
11. Provide additional resources, e.g. video clips, to support your learning.
12. Set some extra activities that you might like to do after our lessons.
13. I will respond to your work when you have returned it to me, but it won't be straight away because of the structure of my day/week.
14. If your adult is learning with you, I am going to help them as well so that they learn with you - you can be the teacher!
15. The learning platforms will only being available between 8.30am-4:00pm to reduce the length of time children are online.
16. Monitor the 'chat' to ensure children are kind to each other. Any misuse may result in you not being allowed access.

Signed by teacher: _____ **Date:** _____

Commented [VM2]: What is a reasonable time slot staff are expected to monitor and respond within?