# Nicholas Postgate Catholic Academy Trust

*Forming lives ready to face the future*

# Remote Learning Protocol (Online Education) For all NPCAT Primary Schools

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| **Date approved** | 14/01/2021 |
| **Version** | nf.v2.Jan21.NJ |
| **Publication Scheme** | Internal Trust Intranet |
| **Next Review Date** | January 2022 |
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# CONTENTS

# Introduction

1.1     This document defines the protocol for the teaching of Live Lessons across the schools within the Nicholas Postgate Catholic Academy Trust (NPCAT). It must be used in conjunction with the NPCAT Remote Learning Policy (Online Education.)

1.2     Any form of online teaching or the use of video conferencing with pupils must adhere to the NPCAT Remote Learning Policy (Online Education.)

1.3     The protocol defined in this document was created after a Live Lessons Pilot Programme that took place in June-July 2020.

# Scope

2.1     The protocol in this document covers all employees and pupils within primary schools of the Nicholas Postgate Catholic Academy Trust.

2.2     The timetabling of lessons and the communication to teachers of any move to the use of Live Lessons in response to partial or whole school openings is outside the scope of this document.

2.3     Other than good practice identified as part of the Live Lesson pilot, the content and monitoring of Live Lessons is outside the scope of this document.

# Definitions

3.1 For the purpose of this protocol, the definitions below may be referred to:

       3.1a Online **Live Teaching** – is when an event (e.g. lesson, storytime) is broadcasted 'live' in real time.

       3.1b **Online Workshops**  – a call made via a mobile phone, tablet or computer with a camera and a screen, allowing the participants to see each other as they talk.  This would include 1-2-1 calls and larger group meetings.

3.1c **Recorded Live Teaching** – is when an event (e.g. lesson, storytime) is broadcasted 'live' in real time

3.1d **Pre-recorded/prepared multimedia** – text, image, audio, video and animation that can be combined and shared, often online (this could include pre-recorded lessons or storytime).

## Aims

4.1 The protocol for the teaching of Live Lessons aims to:

4.1.1 Ensure consistency in the Trust's approach to the delivery of Live Lessons and facilitation of video calls.

4.1.2 Share good practice identified as part of the Live Lesson pilot.

4.1.3 Provide user guides for key aspects of the setup and delivery of Live Lessons.

## Responsibilities of the teacher

5.1 All staff should have read and adhere to the NPCAT Remote Learning Policy (Online learning.)

Your school will arrange for you to sign a declaration to that effect before you start Live Lessons with pupils.

## Setting up a Live Lesson

### Equipment and environment

6.1 Staff must ensure all equipment they require is in place and tested prior to starting their Live Lesson.

6.2 Only school equipment must be used to facilitate a Live Lesson.

6.3    The Designated Safeguarding Lead must have discussed the risks to vulnerable pupils with their social worker or other professional prior to the lesson taking place and notified the teacher of any issues.

6.4    The background of the teacher's video must be clear and professional.

6.5    The lesson should take place in an area with good lighting.

6.6    Live lessons must not be started if it could be significantly interrupted by a known issue.

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Good practice from the Pilot Programme:

❖ Using two screens as part of the setup was useful for several teachers. It is then possible to present using one screen, and use another meeting login to view/discuss with pupils.
❖ Pilot teachers recommended using headphones for audio, regardless of there being any other noise source in the room.
❖ Keep checking your own camera output to ensure your head and shoulders are always visible.

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Guide to creating a positive environment for a Live Lesson:

Below is a link to a checklist when creating a Live Lesson environment and ensuring all equipment is in place.
*Creating a Live Lesson environment*

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## Planning content

7.1    All Live Lesson content must be relevant to the pupils' learning journey.

7.2    Live Lesson planning must follow all Teaching and Learning guidance specific to your school.

7.3    Live Lessons must add value to the pupils' learning

experience.

> The Education Endowment Foundation (EEF) has found that the effectiveness of remote teaching is determined by many of the same factors as determine the effectiveness of live classroom teaching. For example:
>
> - ensuring pupils receive clear explanations
> - supporting growth in confidence with new material through scaffolded practice
> - application of new knowledge or skills
> - enabling pupils to receive feedback on how to progress

## Inviting pupils

8.1     Live Lessons must be taught on Google Meet only.

8.2     The staff member leading the session must invite pupils via Google Classroom so that only the staff member can start and end the live stream. The host must ensure the "quick access" feature is turned off (located under the three dots then settings and host controls) as this ensures only invited pupils gain access into the lesson.

  Settings may differ between consoles. Please check prior to the lesson.

8.3      Invites for Google Meets **must not** be sent using Google Calendar. Any other form of invite has the potential for pupils to be online without the supervision of the teacher. This is a clear safeguarding risk and is non-negotiable.

8.4      A code for the Google Classroom invite can also be shared via school email.

8.5     Where you may be recording a lesson please ensure that all settings are correct so that pupils will not be identified by full name and only first name and the initial of surname only.

Ensure your screen is set to spotlight mode which should hide the pupil face icons.

Where a child may be vulnerable please ensure a full risk assessment is in place and considers all risks posed. It may not be suitable for a vulnerable child to present on a recorded session.  especially where it may identify a pupil.

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Good practice from the Pilot Programme:

- ❖ Give sufficient time before the Live Lesson to send your invites.
- ❖ Teachers should familiarise themselves with all guidance for inviting pupils well in advance of their Live Lesson taking place.
- ❖ Only the protocol for inviting pupils detailed in this document should be used for NPCAT Live Lessons.

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Guide to inviting pupils via Google Classroom:

Below is a link to a series of slides that give a walkthrough on how to set up a student invite using Google Classroom.
[Adding a GoogleMeet to Google Classroom](#)

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## Teaching a Live Lesson

### Registration of pupils

9.1    A register must be taken by the teacher at the start of the lesson using the school's Management Information System (MIS).

9.2    The register must be checked against the school's parental consent list.

9.3    Any pupil who does not have consent in place must removed from the Live Lesson until consent is gained.

## Delivery of a Live Lesson

10.1    All lessons are subject to the usual NPCAT Safeguarding and Child Protection Policy and School Safeguarding and Child Protection Procedures, school Behaviour policies and procedures.

10.2    Teachers have the right to remove pupils and end the Live Lesson early if they feel there is a safeguarding risk or behaviour concern.

10.3    If a teacher is required to address a behaviour concern in class whilst teaching online they should switch off their microphone at this point.

10.4    The chat function should only be used by pupils to communicate with the teacher of the Live Lesson, not with each other unless coordinated and monitored by the teacher themselves.

10.5    Pupils should leave video access enabled throughout the live lesson unless a parent does not give permission .

10.6    It is important that parents are advised not to record or screen record any part of a live lesson.

10.7    The parent must be advised not to join the session, unless it has been agreed in advance with the parent by the person delivering the lesson. This will enable pupils that have special educational needs or younger-aged pupils to be supported by the parent.

10.8    Where a lesson is being recorded the host teacher should disable all pupils video and microphone access and only unmute in response to a raised hand signal.

Below is a link to a slide showing how to disable a video when recording a live lesson

[How to Disable a Video](#)
10.9    Where a lesson is being recorded pupils should not be visible at any point.

Ensure all google account icons display the pupil initial only.  Photograph should be removed .

Pupils should not be identified by full name.

10.10   Where a lesson is being recorded the host must remind  all participants at the start of the recording . For example, *'I am now starting to record the session and will switch all video and microphones off.'*

10.11   Both the staff member and the pupil must turn off all notifications on their device used for lessons to avoid disruption, unsolicited pop-ups and exposure of personal data, otherwise the lesson cannot take place. It is the staff member's responsibility to remind the pupil to do so.

10.12   Where there is disruption to a lesson due to unsolicited pop-ups or exposure of personal data, the lesson must be immediately  discontinued and the Headteacher or other senior leader and Designated Safeguarding Lead notified.  The Trust Safeguarding and Child Protection Policy School Child Protection procedures and the Trust General Data Protection
Regulations Policy must be applied as required.  All incidents and actions must be recorded on CPOMS.

10.13   If a pupil account is not working, for example, the pupil has a problem accessing school webmail or they get locked out and no solution can be found, they are to contact the school administration office.

10.14   During the live streaming lesson, telephone conversations between pupils and staff should not occur and other technologies, such as school email account, or chat function in google meet should replace this need.

10.15   If a parent has concerns about any aspect of a lesson or video call they should contact the school directly to discuss it and not raise issues during the lesson itself.  All concerns and complaints are taken very seriously and will be dealt with in line with the Trust Complaints Policy, where appropriate.

10.16   If a complaint relates to an Allegation of Abuse Against Staff, the requirements of the  NPCAT Allegations of Abuse Against Staff and Volunteers Policy followed).

10.17   The staff member must establish the expectations for the virtual

classroom.  This must include how the pupil can ask questions and when to speak. Pupil behaviour must be in accordance with the school's Behaviour Policy.  Where there is non-compliance to the policy, the teacher must deal with matters as if the lesson is taking place in the school setting.  All incidents must be reported to the Headteacher or senior leader and Designated Safeguarding Lead.  Information must be recorded on CPOMS.

10.18 If the teacher is concerned about the welfare of the pupil during the lesson or video call they must  inform the Headteacher or senior leader and Designated Safeguarding Lead.  The Trust Safeguarding and Child Protection Policy and the school Child Protection Policy must be followed. Information must be recorded on CPOMS.

10.19  Where possible, the teacher must continue with the remote session to allow the DSL to assess the situation, **unless to do so would increase the risk of harm to the child**.  The NPCAT Safeguarding and Child Protection Policy and the school Child Protection Policy must be followed. Information must be recorded on CPOMS.

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Good practice from the Pilot Programme:

- ❖ Use questioning throughout the lesson to build engagement with pupils.
- ❖ The use of visual aids such as whiteboards, interactive boards and Google Slides was seen as a positive with pupils.
- ❖ Pupils liked the use of non-verbal feedback from the teacher - thumbs up, etc.
- ❖ When ending the Live Lesson, pupils appreciated a time to reflect and ask questions, a positive finish to the delivery, and clear indication of when the next Live Lesson will take place.

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Guide to presenting pre-recorded/prepared multimedia:

Below is a link to a series of slides that explain how to present a document to your class.

*Presenting using Google Meet*

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**Related Policies & Protocols**

- NPCAT – Safeguarding and Child Protection Policy
- NPCAT - Coronavirus (COVID-19) Phase 5 (Full Opening of Schools) Safeguarding & Child Protection Policy.
- NPCAT - Allegations of Abuse Against Staff & Volunteers
- NPCAT - ICT Systems Acceptable Use Policies
- NPCAT - ICT Systems Equipment Loan Policy/Agreement
- NPCAT – Staff Disciplinary Policy
- NPCAT - General Data Protection Regulations (GDPR) Policy
- NPCAT - Staff Code of Conduct
- NPCAT - Behaviour Policy
- NPCAT - Exclusion Policy
- Protocol for NPCAT Remote Learning (Online Education) across NPCAT Secondary Schools

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