



St Antony's Catholic Primary School
Remote Home Learning Guidelines for Parents
2020-21



ATTENTION ALL PARENTS OF ST ANTONY'S

Parents – As a result of COVID-19 and the possibility of future national lockdowns, it is inevitable that your children will be engaging in Remote Learning online during the current lockdown procedures and in the immediate future. We have created a parent protocol which we are asking that you follow to ensure the safety of staff, pupils and our school family members. Please take some time to read through these guidelines so that as a parent or carer you fully understand the requirements.

Parents please ensure that you:

- Ensure that your child understands and is aware of the pupil guidelines
- Answer the phone to school staff or return calls, messages or emails made from the school.
- Be aware that staff may call or respond to you from a withheld (no caller ID) number for safety and security reasons in line with school protocols.
- Be patient and understanding with staff if you were unable to speak with them at a time that you called or tried to make contact. Staff will contact you to agree a more feasible time to call you back and communicate with you.
- Strictly supervise your child's internet use at all times including when they are engaged in Remote/online learning – make sure you are aware of what they have been asked to do by staff and that you verify the websites they need to access-staff will always make this information clear to all parents.
- Make sure that you know who your child is talking to or messaging daily online. That you check the history of communications to safeguard all
- If anyone calls to speak to your children – check that you know who they are before allowing your child to engage. Members of staff will always let you know if they will be calling to speak with your child. Staff will always address parents first in any call home and ask parents/carers to stay close by/ in the room while they address your child on the phone.

Guidelines for All Video Calls and Video Lessons for example on Zoom or Google Classroom:

- Parents or carers must make sure their child and other members of the household are aware that a video call is happening to avoid interruptions
- Staff, children and other members of the household must wear suitable clothing for the video/Zoom/Google Classroom sessions/ meetings. It is always preferable for children to be in their uniforms on such occasions.
- Parents should ensure that devices used are located in appropriate areas of the home, for example, **preferably not in bedrooms**. Where possible locate the device in a room or area with a neutral background to avoid distractions.

- Language used on Zoom or other video sessions/meetings must be professional and appropriate throughout. Again, parents and carers must inform any family members in the household of the fact that a meeting or lesson is in progress to avoid unnecessary disruption or compromising situations.
- Parents and Carers are reminded that during remote teaching and learning sessions the same rules as above applies- as appropriate school conduct is required of all children engaging in video lessons on any online platform.
- Staff will only ever organise a video call (e.g. on Zoom) with a pupil, with prior notice to parents/carers and the knowledge of the Head Teacher or SLT
- Zoom or other video calls will always be at a pre-arranged time. The times of all video calls/lessons will always happen with prior notification.
- Parents of children particularly across KS1 and EYFS will need to appear on screen at the start of the lesson to confirm that they not only have given consent but are present and privy for their child to participate in the session.
- Parents and Carers are asked not to record sessions for safeguarding reasons.
- Where necessary, 'live' classes/sessions/meetings will be recorded by the school and stored securely so that should any issues arise, the video can be used as a point of reference. Whenever this is necessary, parents and carers will be asked to confirm and give consent at the start of such sessions.

Group /Class Zoom/Video Lessons/Sessions Hosted On Any Relevant Online Platform:

- Parents will be informed and asked to give their consent for their children to participate in a group/class lesson, session or discussion hosted by staff
- If your child takes part in a group/class video conversation, parents need to ensure that their children understand that they can be seen by the teacher and other pupils (and members of their household such as mum, dad, Nan or Aunty) that may be participants in the conversation as and where relevant
- Parents will always be contacted by staff to give consent for their child to be part of a group/class video lesson
- Parents will need to appear on screen at the start of the group session/lesson to confirm they give consent for their child to be part of the group conversation
- If the member of staff hosting has any concerns about children (or other members of the household) using unsuitable language, being unsuitably dressed, being in an inappropriate location, the member of staff hosting has the right to end the session/conversation and concerns will be noted/recorded and passed to the head teacher/senior member of staff/safeguarding lead as is relevant/appropriate for further action
- Live classes/sessions should be kept to a reasonable length of time as appropriate for the age and year group of the children and should take place during normal lesson times/school teaching and learning hours.

Video Conversations:

Staff will only ever video call a pupil with prior agreement with parents and the head teacher or senior member of staff.

- This will always be hosted at a pre-arranged time and date agreed by the parent/carer.
- The staff member will speak first with the parent or carer to check they are aware of the call. The parent or carer must stay in the room.
- Please contact the school if you have any questions or concerns. You can leave a message on the school phone **(0208 552 3670)** and we will call back or you can email the school on **info@st-antony-jun.newham.sch.uk** and we will email back in response. Please be mindful of the fact that it may take a little time to get back to parents/carers depending on the volume of calls and e-mails being dealt with on any given day.