



Burnhope Primary School

Learning to play, discover and achieve together



Expectations for Live Lessons and Meet Ups at Burnhope Primary

Teachers

1. Teachers will host live lessons or Meet Ups where and when they find this will enhance the learning experience or support the well-being for the pupils.
2. Teachers will endeavour to send the invitation to pupils for the live lesson, the day before the scheduled lesson.
3. The lesson invitation can be found within the Class Posts section in Microsoft Teams.
4. Teachers will be dressed appropriately and remain professional throughout the video.
5. Teachers will ensure they conduct all videoing with a suitable background.
6. Teachers will not schedule lessons with pupils outside of the hours 9am-3.15pm
7. **All videos will be recorded for safeguarding purposes.**
8. The recordings are stored automatically on the school's cloud account (Microsoft Streams) and will be stored for 2 weeks. This is to allow for any children who can't make the live session, to be able to participate in the lesson, afterwards.
9. No video lessons will be one-to-one without prior agreement with the SLT.

Pupils

1. Teachers will not communicate on video with pupils outside the hours of 9.00am and 3.15pm.
2. Pupils must be dressed appropriately for the duration of the video lesson, e.g. fully clothed, no pyjamas, no offensive slogans on clothing.
3. Pupils must remain on **mute** until invited to speak.
4. Pupils must have their device camera on.
5. Pupils should be ready and waiting for their lesson to begin – this means any equipment is out ready and you join the lesson on Microsoft Teams before the start of the lesson. Your teacher will ensure the live begins 5 minutes before the lesson is due to start.
6. Pupils are prohibited from recording, capturing/screen grabbing content from the video call or taking photos.
7. Pupils should remain in a communal part of their house i.e. a dining/living space; lessons should not take place in the pupil's bedroom.
8. Devices should not be taken to, or used in the bathroom. Pupils should use the bathroom prior to a lesson beginning, as they would in school.
9. Pupil accounts will be monitored for any misuse.
10. Teachers have the right to remove a pupil from a live lesson if they aren't adhering to the above guidelines.



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Parents

1. Parents should ensure their child is appropriately dressed for sessions e.g. fully clothed, no pyjamas, no offensive slogans on clothing.
2. Parents should ensure that their child is aware of the need to behave in a session delivered by video link in the same way as if they were in school with the member of staff. If a pupil is behaving inappropriately, we have the right to remove them from the live lesson and suspend any future live lessons for the pupil.
3. Parents should ensure other family members are out of camera shot and do not contribute to the video call.
4. Parents should ensure their child is in a quiet, communal space i.e. a dining/living space; lessons should not take place in the pupil's bedroom. The background of the video call must be as neutral as possible, and not display any personal items, offensive images or words, or personal information
5. Parents should ensure their child is logged into Teams and ready for the lesson to begin at the correct time.
6. Parents should remain within the vicinity of the live lesson to monitor their child.