



Headteacher: Niall Smith M.A. (Cantab), N.P.Q.H.

Deputy Headteachers: Brian Burns B.A. (Hons), N.P.Q.H. — Craig Wicking B.Sc. (Hons), N.P.Q.H.

21st April 2020

Dear Parents, Carers and Students,

Online Lessons and Safeguarding

Welcome back to the summer term!

During this term, as you know, we are continuing to function remotely with some changes to the structure of the timetable (Week A - Week B) to incorporate all lessons over a 2-week cycle.

We have also improved our provision, enabling students to interact and socialise (remotely) by facilitating 2-way Assemblies and Tutor Periods, and encouraging more creative lesson delivery through the use of Google Meet (online video conferencing).

Staff have undertaken comprehensive training on conducting online lessons safely. We now need to ensure that students are aware of our expectations of them when participating in 2-way interactions online via Google Meet.

Please read the key points below together:

- Teachers are encouraged to use more of Google's online resources for remote learning (Google Meet) - they are NOT being instructed to do so.
- All lessons / assemblies where staff and students are in attendance MUST be recorded (stored securely). Recording must be started (by the teacher) as soon as they enter the meeting / lesson.
- Teachers must not join the Meeting / Lesson unless more than 1 student (or another adult) is present.
- Teachers can turn their camera off if they are not comfortable presenting from their home.
- Student video permissions have been disabled. This means that teachers cannot see students, and students do not see other students, but they do see their 'avatar' and / or profile name.
- Lessons will be scheduled using Google Classroom.
- At the end of a lesson, the teacher will ask students to leave the meeting. They will 'eject' students who remain to ensure that they are not left in the room with less than 2 additional people.
- Only Google Meet can be used for conference-style lessons (not Zoom, Microsoft teams, etc.)
- Students must only access lessons / assemblies when logged in to their school Google account. Personal Gmail accounts will not be allowed to join.
- Teachers will monitor the 'chat' comments and will report any antisocial interactions on Class Charts and / or via the Head of Faculty or Head of Year.



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These guidelines work in conjunction with our existing 'Child Protection/Safeguarding' policy and our 'E-Safety and Data Protection' policy, which can be found on the school website. You will also find CareNet on the school website, which is our online safeguarding service. This will provide you and your son / daughter with additional support in relation to online safety.

We hope that students will engage positively with this technology, so that we can support them through this challenging and unprecedented time.

If you have queries regarding any of the points above, please contact the relevant Head of Faculty or Head of Year in the first instance.

Thank you for your support.

Yours faithfully,

Niall Smith
Headteacher