

Policy and Protocols for Live Streamed Lessons Seahaven Academy

There is no real substitute for being in an actual classroom with the class teacher, however in our endeavours to provide students with the best learning experiences possible whilst working remotely we will be providing a blended approach of both ‘live’ streamed lessons and ongoing online resources for learning. Streamed lessons will be used by subjects as and when deemed appropriate or pertinent to the aspect of a topic being studied.

Both staff and students are expected to maintain a level of professionalism and treat any online lesson in the same way as they would treat a classroom lesson. Live lessons will always be recorded with two staff members in the lesson. Attendance registers will be kept (teachers can see who has joined and leaves)

Senior leaders may join lessons, so students should be prepared to hear or see a mixture of different teachers.

Parents and carers are encouraged to go through this document with their child and reiterate the importance of appropriate online behaviours to enable good learning progress.

“It’s important to remind your child that despite being at home, the same level of behaviour and conduct exists as if they were at school. Encourage them to remain polite and remember their manners. Position your computer or webcam in an open environment where you can monitor their activity, preferably not in a bedroom. Try to keep the background neutral with good quality lighting and sound.” National Online Safety

At no point, should students take any form of recording or photo of the session. If it is found that this has happened, it will immediately be referred to the Pastoral/Safeguarding team.

	Staff Will	Students Will
Before	<ul style="list-style-type: none"> Only use Microsoft Teams Schedule in Teams calendar as a ‘Live Event’ Dress appropriately Be in a neutral area where nothing personal or inappropriate can be seen or heard in the background Change background to blurred or classroom scene Deactivate student cameras and microphones Arrive 5 minutes prior to the start of the session – ensure all materials etc 	<ul style="list-style-type: none"> Arrive 5 minutes prior to start Login using school accounts Be equipped with pen and paper and any materials directed by teacher Ensure the device they are using is charged/plugged in Remove distractions eg mobile phones, close all other tabs
During	<ul style="list-style-type: none"> Enter through App Ensure tabs open on browser relate solely to the lesson Remind students of acceptable behaviour and their conduct during class. Always record live events so there's something to go back to later if you need to Use the same appropriate/academic language as if you were in your classroom. It is essential teacher/student relationships are maintained throughout this period 	<ul style="list-style-type: none"> Fully participate in the lesson; no music, tv, games or other activities whilst lessons take place. Use the same appropriate/subject/learning language as if you were in your classroom speaking to your teacher. Behave with the same high expectations as in classroom lessons, always acting responsibly and with respect. Type questions about the work into the question box – personal or whole class responses will be made. Be as accurate as possible when asking questions. Simply saying ‘I don’t get it’ will not help the teacher explain the aspect being asked about.
After	<ul style="list-style-type: none"> End the lesson and remove all students from the event before disconnecting Download a register of attendees – if 1 attendee inform HoD and DSL Report any safeguarding concerns via CPOMS 	<ul style="list-style-type: none"> Complete and submit all work as instructed by your teacher Watch the recording of the live lesson and complete the work if, for an important reason, they were unable to attend the live lesson.