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## Parent and Pupil Remote Learning Guidelines

The way FSM is currently operating in response to coronavirus (COVID-19) is fundamentally different to 'business as usual.' Whilst a number of important safeguarding principles remain the same there are additional points that parents and pupils should be aware of:

- Responsibility for risk assessment, action and the review of potential safeguarding issues created by moving teaching online resides with Jody Wells and Tracy Spottiswood.
- David Albury (Network Manager) is responsible for the development of FSM's whole school approach to remote learning.
- Where possible to keep track of their children's time on screens and their on-line usage.
- To check and have parental controls & filters up to date, including Auto-play features on YouTube.
- Parents are urged to have up to date antivirus protection.
- Pupils should still be adhering to our Cyberbullying and Disciplinary and Behaviour Policies, as well as the User Agreement that they signed earlier in the academic year.
- Staff, pupils and parents should only be contacting each other by Google Classroom (GC), Google-Meet (GM) or parental emails.
- Any computers used should be in appropriate areas, for example, not in bedrooms and, where possible, be against a neutral background.
- Children must wear suitable clothing, as should anyone else in the household.
- Other adults and children in their households should be aware of when sessions are taking place and act appropriately.
- For the Lower School, daily contact will be initiated by the teachers to the children in their forms using Google Meet and on the parents' devices. There will be an agreed time to meet at which point the parents will make contact. Parents should be in control of these devices and within earshot of the children and staff. These broadcasts must only take place during the scheduled school day.
- On certain days, as dictated by the timetable, Lower School children are invited to join their class for a Live lesson and similar rules apply.
- Assemblies running via Zoom (or other non GM platforms) will be initiated by parents to provide safeguarding coverage.
- As per the FSM User Agreement, pupils must not record or publish any aspects of the remote learning without the permission of all participants. This includes taking screen shots. This would constitute severe contravention of the school Disciplinary and Behavior policy and will be dealt with accordingly.
- The remote platform being used by staff will be monitored by David Albury and William Peak.

Please note: Staff using Google-Meet will, for safeguarding and supervision purposes, record every session, and keep this saved within their Chromebook / School device until instructed to delete these.