

Parental Guidance

Accessing a live online lesson or tutor time with Microsoft Teams

- Pupils will be sent a link within their Microsoft Teams inviting them to the live online lesson. In addition to this, they will also receive an email invitation to their Microsoft Outlook account.
- Within the invitation to the live online lesson, there will be a specific time and date set that is in accordance with the pupil's academy timetable.
- Pupils will be required to click on the link at the time set out within the invitation. They must not join the lesson earlier than the time allocated.
- Pupils can access the meeting through the Microsoft Teams app or the internet browser. For the Microsoft Teams app, pupils will require their academy email address and Microsoft Outlook password. There is no login required to access the live online lesson within the internet browser.

Guides on how to use MS Teams

Follow the first link below to a video tutorial for beginners using Microsoft Teams for the first time. The second link will give you additional information about the Microsoft Teams suite and the functionality built within it.

<https://www.youtube.com/watch?v=SemjM2fHV2Q>

<https://www.youtube.com/watch?v=OxfukizkyCA>

Safeguarding Guidelines

When working online our number one priority is that our pupils and staff are kept safe. There are strict safeguarding guidelines listed below that must be followed to ensure that this achieved.

- When logging onto live online lesson, pupils must be in a safe and open family space. They should not be alone in their bedroom. The kitchen table or family room would be an ideal place for the live online lesson to take place.
- Pupils must be dressed appropriately.
- Cameras should be off during lessons but on during tutor time.
- Any safeguarding concern should be sent straight to any member of our safeguarding team, details can be found below.

Mrs Laura Ayling – l.ayling@arkvictoria.org, Designated Safeguarding Lead

Mrs Daljit Hayre – d.hayre@arkvictoria.org, Deputy Designated Safeguarding Lead

One on one lessons

In some cases, a one on one lesson between teacher and pupil will be appropriate. In such cases, the guidelines below should be followed.

- Written/electronic consent should be given by the parent/carer of the pupil agreeing to a live online one on one lesson to take place (form available by request).
- The parent should be with their child at the start and end of the live online lesson.
- The lesson will be recorded.

For both training and safeguarding reasons lessons will often be required to be recorded using the record setting within Microsoft Teams. Please ensure that you have read the attached GDPR compliance guidance issued by Ark Victoria Academy.

Pupil behaviour

A live online lesson should not be interrupted by disruptive or inappropriate behaviour. Examples of such behaviours are listed below.

- Inappropriate use/language within the chat function
- Persistent interruption of others when speaking/presenting
- Inappropriate behaviour when casting live.

Where pupil behaviour interrupts or disrupts the learning of others the following protocol will be followed.

- Pupils that are disrupting the learning of others will be given a warning. The teacher will explain to the pupil why a warning has been issued.
- If a pupil does not amend their behaviour following a warning, then they will be removed from the live online lesson. The teacher will have the ability to do this as the meeting organiser.
- Following the removal of a pupil from a live online lesson communication will be made to the parents/carers of that child clearly outlining the behaviour demonstrated.
- A decision should then be made by the teacher and head of the department agreeing upon whether/when it is suitable for that pupil to return to the live online lesson environment.

Tutor & Assembly times

Year Groups	Times	Days	Assembly
Year 7	08.20	Monday - Thursday	Friday
Years 8 & 9	08.30	Monday - Thursday	Friday
Years 10 & 11	08.40	Monday - Thursday	Friday