

(Appendix 2

P00000 AUP/online learning and comms policy)

Remote Learning Guidance for Pupils

Video calls will take place between a member of staff and at least two pupils. These will be at a scheduled time during normal school hours.

A member of staff will be the host for the event. The session will be recorded by the member of staff and will be available for **20 days in the Chat area for that session/lesson (Microsoft Teams automatically deletes them thereafter)** to all pupils who have been invited to the event after it has finished. This recording will not be shared with anyone outside of the St Egwin's community or on any social media platforms. **N.B. 'Breakout Rooms' are also recorded.**

Everybody who is participating or who may be in view of the camera should be dressed appropriately.

Please make sure that wherever the camera is pointing that the background is appropriate as others will be able to see it. Pupils should be in a communal area in the house, such as a living room, dining room or hallway. They should not be in a bedroom or bathroom. If pupils have to attend the meeting from the bedroom because their device is not portable, their video should be switched off **or an appropriate digital background used.**

All participants are expected to behave in line with the existing St Egwin's behaviour policy outlined in the school planner. We expect everyone to be respectful, kind to each other and to use appropriate language. Pupils may be asked to leave the session if their behaviour falls below expectations.

Update 9/2/21 SP