

The Carlton Academy – Remote learning roles and responsibilities

Staff

Invitations to lessons, will be sent via Outlook and Teams calendars

Staff will enable a waiting room

'Meeting chat' will be enabled for classroom Q&A only

Staff will remind students of the remote behaviour expectations at the start of each lesson

A log will be kept of the date, time, duration and students present during the session

Staff must use appropriate, professional language

Staff will endeavour to support parents and students with any technical difficulties they may experience, outside the 'live' teaching sessions and within school hours

Any Safeguarding concerns should be raised with the Designated Lead. The session should be stopped if there are immediate concerns

Staff will provide feedback, written or verbal. This may take the form of a comment posted on a piece of work uploaded to Teams or a direct response within a lesson

Parents

Parents should ensure that the students are aware of the student expectations

Parents will support their child with joining Teams lessons, navigating Office 365 and uploading documents.

Parents and other members of the household should not be visible or audible.

Parents should not interact with the session or make critical/inappropriate comments about staff and children either verbally or written in threads. Concerns can be directed via office@theacademycarlton.org

Parents will ensure students do not record lessons

Parents are aware that the content of each session is confidential as are the invitations

Parents will ensure their child navigates the digital and online space in safe and sensible manner

Parents will encourage their child to engage with their teacher in order to scaffold their routine, care and support

Parents will ensure that any queries regarding their child's academic tasks are directed through email to the class teacher

Students

Students are expected to join live sessions promptly (on time)

Students must remain attentive during sessions as would be expected in class

Students should ensure that their profile picture is the default initials or an appropriate image.

Students should be aware that the session may be recorded and that they should behave sensibly, using polite language

Students should be aware that the password and invitation codes should not be shared with anyone via any means

Students should be aware that their voices will sometimes be muted and at other times they will be invited to speak

Students will report any inappropriate material immediately to the teacher

Students will only post or publish appropriate content on Teams

Students must not record each other's online interactions