



Wychwood School

Wychwood School Face to Face Online Learning Protocol

Face to Face sessions at Wychwood will provide both teachers and students with a valuable educational medium which can connect our school with the community. As a secondary school, we will use Face to Face (F2F) sessions as appropriate. The platforms that can be used for F2F sessions are **Skype and Microsoft Teams**.

F2F meetings can be used for:

- Pastoral check-ins
- Class discussion
- Individual review and feedback

To create a safe environment for our students when engaging in a face to face session, there are several things that a teacher should consider.

- We **must** have consent from parents and carers and children to access the F2F session. Parents have been asked for permission and please check the spreadsheet that Julia Bridge will email on Wednesday morning by 8.00 am and remove any child from your Teams that has not returned permission.
- Teachers should ascertain that the pupil has access to their platform of choice
- Teachers should familiarise themselves with the functions of their platform of choice, including the privacy and mute settings.
- Any F2F should take place in school time during Core Hours (8.30am – 4pm) BST or GMT and must be hosted by the teacher at all times. There may be exceptions for individual lessons for girls in other time zones.
- Teachers need to consider and be sensitive to the needs of individual students, and children who may be sensitive to certain topics or issues that may arise during the F2F.
- When a F2F is finished, the students should exit the platform first, and the teacher should close the meet once complete.

Essential Rules

- The first session should be on protocols and parameters of F2F learning and after that, the first few minutes of each F2F should be a brief reminder of the expectations, rules and regulations which keep children and teachers safe online
- Meets should take place between 8.30am and 4pm (Core School Hours) only, except for some lessons where the child is in another time zone
- Schedule any meetings in advance and advise pupils by email, Teams message or, if school is closed, by a message on the Remote Learning Folder by 08.30am that

morning. This can be via a programme email at the beginning of term explaining when you will be conducting F2F sessions during the week.

- Video conference from an environment that is quiet, safe and free from distractions
- Neither pupils nor staff should be eating or drinking during F2F sessions
- Ensure professional dress on both sides
- Teachers should keep a record of attendance for every video meeting
- All video meetings should be recorded
- Teachers should communicate with parents and the Head of the school should any interactions not be appropriate or conducive to learning
- If pupils mute, blind or drop others out of sessions then this will be reported to the Deputy Head, Academic and the Head as any attempt to stop others from learning will be viewed seriously