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4th January 2021

Dear Parent

Parents and Carers Guidance for Safe and Effective Use of Video Conferencing - Lessons

Students and staff have been issued with updated guidance they need to follow to ensure that video conference lessons are conducted safely and effectively.

Your support for these guidelines is greatly appreciated. They are as follows:

- Students will be provided with invitations to on-line lessons via the school email system, through its connection to Microsoft Teams ONLY. Students must not post meeting details or invitations on social media. School staff have been instructed to ensure that any video conference account is linked to their school email account through Microsoft Teams.
- Students will NOT be able to join lessons/video conferencing using webcams/video. Staff may be visible and students will be able to interact by watching or by contributing by voice and written comments.
- Staff will see students' "profile" pictures that they have set for their school email accounts. Students should ensure they are appropriate.
- Students should refrain from editing any images/video sent and/or sending any content to anyone else.
- As far as possible please make a safe, appropriate and semi-supervised space available for the lesson to take place in. Students have been told that they should take lessons in a room with an open door and that a parent/carer or another trusted adult should be in the same premises while the lesson takes place if possible.
- Students should not take video conferenced lessons from their bedroom if possible.
- Under most circumstances it is not appropriate for staff members to hold one-to-one video conferences with a student due to safeguarding risk. However, there may be cases where one to one work may be very beneficial to a student, for example in supporting learners with special educational needs to access their work. In such circumstances parental consent should be secured and ideally a parent/carer should join some of the session, in addition to following all other guidelines in this document.
- Students are required to present themselves as they would if they were in a face-to-face lesson: They should dress sensibly (School Uniform **NOT** compulsory!) and follow the behaviour expectations that we have in lessons.
- Staff have the right to ask students to leave the lesson and may remove them from the lesson.

- The teacher will record the length, time, date and attendance of any sessions held. The teacher will record the lesson for it to be published for students unable to join the live lesson to watch at a later date or time. This will be available via Stream. The recorded lesson is the sole property of the school and must not be reproduced without the permission of the school. Students **MUST NOT** make their own separate recording of the lesson.
- In some circumstances, a second member of staff will be present at the video conference lesson. This is to help manage learning, for example checking emails or questions from students and contributing to discussion, as well as in providing a safeguard.

Your child's teacher will contact the school's Designated Safeguarding Lead (DSL) if they have any concerns about a student. Examples of potential concerns may include:

- A staff member seeing, or hearing, a concern during an online lesson.
- A disclosure made by a student in the course of a lesson.

Staff will ensure compliance with all points in this document

As well as this they will:

- Ensure they have rehearsed what will be shared and planned the lesson as they would in school to ensure all students can be engaged.
- Where possible, ensure that the learning follows the same structure as in the classroom.
- Consider fully the contents of any screen sharing they ask students to join with.
- Where possible in video lessons, have another member of staff present virtually.
- Never ask anyone to share any personal information during the video lessons.
- Present themselves in a fully professional manner – audibly, visually and in terms of content.
- Provide the appropriate support for vulnerable and SEND students.
- Provide access to learning for any students without access to the internet.

Thank you for your continued support. Please contact us if you have any questions.

Yours Sincerely,



Rachel Wright
Assistant Headteacher