



**Headteacher: Tim Marston**

997 Melton Road, Thurmaston, Leicester, LE4 8GQ

0116 269 3896

[school.enquiries@roundhill.leics.sch.uk](mailto:school.enquiries@roundhill.leics.sch.uk)

[www.roundhill.leics.sch.uk](http://www.roundhill.leics.sch.uk)

4<sup>th</sup> January 2021

Dear Student

### **Students Guidance for Safe and Effective Use of Video Conferencing - Lessons**

Please read the updated guidance you 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:

- You will be provided with invitations to on-line lessons via the school email system – through its connection to Microsoft Teams ONLY! You must not post meeting details or invitations on social media.
- You will NOT be able to join lessons/video conferencing using webcams/video. Staff may be visible and you will be able to interact by watching or by contributing by voice and written comments.
- Staff will see your “profile” picture you have set for your school email account – please ensure it is appropriate.
- You should take lessons in a room with an open door and a parent/guardian or another trusted adult should be in the same premises as you while the lesson takes place.
- You should not take your lesson in your bedroom.
- Present yourself as you would if they were in a face-to-face lesson: Speak appropriately for a school lesson, dress sensibly (School Uniform NOT compulsory!) and follow the behaviour expectations that we have in lessons.
- The lesson will be recorded and the recorded lesson is the sole intellectual property of the school and must not be reproduced without the permission of the school.
- Your teacher will record the length, time, date and attendance of any sessions held. Your teacher may record the lesson - if so, a replay will be available on Stream.

Your 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.

Please contact us if you have any questions.

Yours Sincerely,

A handwritten signature in black ink that reads 'R. Wright'.

Rachel Wright  
Assistant Headteacher