



Sir John Cass's Foundation and Red Coat CofE Secondary School & Sixth Form

We will achieve excellence and inspire generations the Cass Way
Headteacher: Mr P. Woods

May 2020

Dear Parent/Carer,

Virtual Learning guide and protocols

Thank you for your continued support and commitment to your child's education during this challenging time. As a school we are constantly reviewing how our teachers can provide the best home learning experience for your child's and we are writing to you with an update to our virtual learning policies and protocols.

From Monday 4th May, teachers will be providing online support to further help students in their learning. The aim of this support is to provide guidance and instructions linked to students' work and give them the opportunity to ask questions of their teacher and get feedback. Students are encouraged to post questions to their teachers on Google Classroom who will respond with additional guidance and support.

In the coming weeks, we are working on incorporating video and audio lessons into the work we set. Teachers will set work using short pre-recorded videos, audio clips or may host live classroom sessions to teach sections of the topics that students are studying currently.

To support you in making sure all students are working safely online, please read the **Safeguarding Protocols for Virtual Teaching – For Parents and Students document**. Please read through the protocols carefully with your child to ensure that you and they understand the expectations we have in these live lessons. It is essential that students follow the safeguarding protocols that we have outlined to ensure they are working safely at home. These instructions will also be posted on each Google Classroom to remind students of the ways in which we work.

Yours Faithfully

Nick O'Brien
Deputy Headteacher



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Safeguarding Protocols for Virtual Teaching - For Parents and Students

These protocols focus on:

1. Using comments in Google Classroom
2. Students participating in live lessons via Google Meet

1. Using Comments in Google Classroom

Google comments are an essential way for students to ask their teacher for help and address any misconceptions. It is essential that every student follows the Google Comments guidelines:

- Use academic English in your comments to your teachers.
- Do not make comments to other students; please **only** comment on the work, reply to questions posed by your teachers, contribute to a conversation started by your teacher or write a question you would like to ask
- Any inappropriate comments will be recorded in a screen shot and sent to the Head of Year who will communicate with parents.
- Where there are behaviour concerns these will be recorded in the school's behaviour spreadsheet and reported to the Head of Year for that year group. Parents/guardians will also be notified.
- If students are not following the school's expectations, they may be 'muted' in Google Classroom, by their teacher, so they can no longer make comments.

2. Live Lessons/Streams via Google Meets

Live lessons via Google Meet can be a really useful way of allowing students to ask questions about their work and talk to their teachers directly. It is essential that all students follow our live lesson guidelines.

Teachers will guide students in whether to have video and audio on OR just audio.

If only audio is turned on:

- Students must have their microphones set to mute and only unmute when you ask to by their teacher.
- Students can signal they have a question by writing 'question' in the comment box.
- Students must speak in a respectful academic way and must stay on the topic of the work.

If audio and video are turned on, the following protocols must also be in place:



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- Students and any parent in view must be in appropriate clothes and have a neutral and appropriate background (e.g. they must not be in a bedroom or have any siblings or other family members in the background).

If students are not following the protocol:

- They may be 'muted' by their teachers and they may be removed from the classroom. If this happens the Head of Year will be made aware and this the incident will be recorded in the school's behaviour spreadsheet and parents/guardians will be notified.