



Guidelines for Parents: Online Lessons

At Lyne & Longcross we are committed to providing high-quality home learning for all children and ensuring that they receive the very best education possible during these unprecedented times. It is important to keep our children safe including when accessing online lessons. In order to do this we have created some online rules and guidance to be adhered to and will ensure that everyone is safe, happy and taking part in effective and high-quality learning environments.



Guidelines for Successful Online Learning

- Make sure that everyone in the household is wearing appropriate clothing
- Ensure that their child is in an appropriate location within the house and this environment is suitable for learning, a quiet learning zone with a plain background is preferable if possible
- Where possible, supervise your child accessing the Live Session in case they have technical difficulties
- Oversee the use of your child's webcam and only have this turned on with parental approval
- Ensure that language is appropriate (this includes any family members in the background or the household)
- Parents must not record, take photos or screenshots of the Live Session
- Parents should only post on Google Classroom comments that relate to the tasks the children have been set where their children are unable to make these comments themselves
- Headphones may be helpful for your child to retain concentration
- The meeting ID is to remain confidential and not to be shared to anyone that it was not designated to
- The same behaviour expectations that are set within a classroom apply to the Zoom meeting and the teacher retains the right to terminate a pupil's participation.
- Please read the [Top Tips for Children when Participating Online](#) Document **with your child**



Top Tips for **Children** when Participating Online

We know that you are brilliant learners with fabulous learning behaviours at school. Here are some top tips for you to 'let your light shine' during online lessons, assemblies and check-ins. Be sure to read through these before you join your session to help you, your friends and your teachers make every session great!



Before you log on...

- Log on to your session in a sensible learning space
- Have all of your equipment ready for the lesson
- Make sure you are dressed!
- Make sure you are comfy, so you don't have to leave the screen and miss anything important
- Have a drink with you just in case you get thirsty
- Make sure your computer shows your first name when you log in so that the teacher knows who is present

When you are logged on...

- Mute your microphone when you are not talking
- Try to keep any distractions away for the lesson time- unless your teacher asks to meet your cat or family pet.
- Switch your camera on if your parents are happy for you to be seen in the recording of the session.
- Don't record, take photos or screenshots of the meeting.
- Remember that we have the same behaviour expectations that are set within a classroom.
- Follow the instructions given to you by the adult leading the session
- Try to enjoy your sessions!