

# *Rossall School Parent & Pupil Charter for Remote Learning*

We are delighted that you have chosen Rossall Online Summer School for your child to improve their English language skills and we have taken great care to ensure the safety of our students while studying remotely. The following charter outlines the protocol for remote learning. We ask you to read and sign to say that you and your child understand and accept the systems that we have put in place. If you would like to request any further information on anything contained within this document, please do not hesitate to contact Lucy Barnwell (details given on p.4).

## **BEFORE YOU START:**



- Install the Zoom Cloud Meetings app on your device (tablet, iPad, laptop) – icon right <https://zoom.us/meetings>
- You need to set up a suitable study area in your home. It needs to be a quiet space with a table and work surface for your iPad or laptop and other equipment.
- At the start of their course students will be given a copy of their timetable, which will also be shared with parents.
- The shape of the day for lesson and session timings is given in the summer school brochure and will be explained at the start of the course.
- In lessons on the first day, teachers will make sure that students know how to stay safe online and establish “house rules” for online learning.

## **ROSSALL REMOTE LEARNING - CLASSROOM ETIQUETTE:**

- Students will be registered by teachers at the start of every lesson on Zoom. They should log into Zoom a few minutes before the timetabled lesson is due to start.
- Parents should contact the class teacher by email before 08.45am if a student is unwell and unable to attend the day’s remote lessons.
- It is vital that all pupils benefit from the best possible remote learning experiences – Zoom should be used solely for communication from the teacher with individuals or with the class.

## **BEFORE THE LESSON:**

- Students should make sure that they have all the equipment they need for the lesson including an iPad, desktop or laptop, pens, paper etc.
- To join the lesson, click on the Zoom link provided by the teacher. Zoom links will also be shared with parents.

## DURING LESSONS:

- During timetabled classes, teachers will provide all the instructions for the lesson.
- All work to be completed will be hosted on Edmodo or Google Classroom with clear written instructions and any attachments you may need. Edmodo and Google Classroom are safe online platforms which provide a useful place to organise and store student work. Parents' guides can be found here:  
Edmodo: <https://go.edmodo.com/parents/>  
Google Classroom: [https://services.google.com/fh/files/misc/guardians\\_guide\\_to\\_classroom\\_march\\_2020.pdf](https://services.google.com/fh/files/misc/guardians_guide_to_classroom_march_2020.pdf)
- You will be able to communicate with your teacher and classmates during the lesson. However, you must mute your microphone at the start of the lesson and whenever instructed to do so by your teacher so you do not disturb others.
- You must keep your camera turned on during the lesson.
- You can also use the chat function to communicate with your teacher.
- After each task has been explained, you will be given time to complete your work. Your teachers will check in with the whole class regularly throughout the lesson.
- If your teacher asks you to hand work in, please make sure you do this at the end of the lesson. Your teacher will explain how to do this but, for example, it might mean you have to take a photograph of your work and upload it or send it as an email attachment.
- Many lessons will be interactive and discussion-based. Please join in with these and do not worry about making mistakes as these will help you learn!

## BEHAVIOUR FOR LEARNING DURING ONLINE LESSONS

- You should be appropriately dressed and at your work space.
- You should mute your device when requested by the teacher to prevent noise interference.
- You must keep your camera turned on unless your teacher gives you permission to turn it off – e.g. if you are working on a writing task.
- You are expected to conduct yourself in an appropriate manner and show respect to your teacher and classmates at all times. Inappropriate behaviour may result in a student being asked to leave a class.

## DROP-IN SESSIONS

- There will be a half-hour drop-in session hosted by a teacher at 12 noon every day from Monday-Friday. Students can use this time to ask teachers for help or advice on matters relating to the Online Summer School academic programme. Parents are welcome to attend with their child if they wish.

## GROUP CHAT/FUN TIME

- This will be an informal session each day but there will be a teacher or member of staff available to monitor any interaction that takes place.

## CONCERNS

- Students and parents with any concerns relating to online teaching and learning on the Summer School should report these to their class teacher or the Summer School Director, Catherine Watts: [c.watts@rossall.org.uk](mailto:c.watts@rossall.org.uk)

## SAFEGUARDING

- Rossall School has a robust safeguarding policy in place along with a special Covid-19 addendum. Teachers delivering online lessons receive safeguarding training, including how to report and deal with any concerns. Safeguarding concerns should be directed to The Designating Safeguarding Lead for Summer School, Stephanie Capstick: [s.capstick@rossall.org.uk](mailto:s.capstick@rossall.org.uk)

## ZOOM SECURITY INFORMATION

It is an absolute priority that our students and teachers have the same safe and productive environment for online teaching as they do in their traditional classroom settings. Therefore, our security is constantly reviewed and all staff have been provided with training to ensure that remote online teaching is delivered in a safe and effective manner.

Zoom has been chosen because of its accessibility in countries around the world and its robust safety features. Below are some of the key safety features:

### Password

Meetings are only accessible via a 10-digit Personal Meeting ID (PMI) combined with a randomly-generated password. Each teacher has their own meeting ID and password, shared with parents and students.

### Waiting Room

Students join a lesson by clicking on the teacher's link which includes the randomly-generated 10-digit password. It is not possible to enter the meeting or lesson without this secure password link. When students first click on this link, they are put into the Waiting Room. This means the teacher can check who is joining the meeting before admitting them. Students should make sure their devices are clearly named to allow for easy identification. Anyone who is not on the class list for the lesson will not be admitted to the meeting.

If necessary, a teacher can make a student return to the waiting room during the lesson.

### Mute function

Teachers can mute/unmute individual participants or all of them at once. They can also block unwanted, distracting, or inappropriate noise from other participants at the click of a button.

### Locking the meeting

For additional security, teachers can lock a meeting once all the students have joined the lesson so that no one else can join.

### Chat function

Teachers can communicate with individual students or the whole class using the chat function. Students can also communicate with each other. Teachers can restrict participants' ability to chat while the lesson is underway to reduce distractions.

## End meeting for All

At the end of the lesson, the teacher will use the “end meeting for all” function. This function may also be used if the need arises unexpectedly in a lesson.

## End to End Encryption

Zoom encrypts all data as it traverses the internet to protect it from eavesdropping.

## Zoom User Guide

Further information on using Zoom can be accessed here:

<https://support.zoom.us/hc/en-us/articles/204772869-Zoom-Rooms-User-Guide>

## Further help

Further advice about safety in online learning can be found here: <https://www.net-aware.org.uk/>

If you would like to request any further information on anything contained within this document, please do not hesitate to contact Lucy Barnwell, Director of External Relations [l.barnwell@rossall.org.uk](mailto:l.barnwell@rossall.org.uk)

## WRITTEN CONSENT:

Please sign below to confirm that you and your child understand and accept the conditions for online teaching and learning on the Rossall Online English Summer Programme.

Parent or guardian signature: .....

Parent or guardian name: .....

Student name: .....

Date: .....