

Face to Face Sessions at Padworth College Online Learning- Teacher Protocols

Online Face to Face (F-2-F) Sessions at Padworth College during this current college suspension will provide both teachers and students with a valuable educational medium which can connect our school with the community. The platform that should be used for all Online F-2-F sessions is **Microsoft Teams**.

It is envisaged that over time, the content of the online F-2-F sessions will evolve. To begin with, Microsoft Teams can be used for:

- Pastoral check-ins
- Class discussion
- Review and Feedback
- Online Teaching
- Uploading documents to Onenote

To create a safe environment for our students when engaging in an online F-2-F session, there are several things that a teacher should consider.

- We **must** have consent from parents / carers and students to access the online F-2-F session. This will come through an email to office@padworth.com. Without permission, a child **should not** attend an online F-2-F session and teachers will be informed when authorisation is provided.
- Teachers should familiarise themselves with the functions of Microsoft Teams, including the privacy and mute settings. Any online F-2-F should take place in school time during core hours, and must be hosted and supervised by the class teacher at all times.
- Teachers need to consider and be sensitive to the needs of individual students, and students who may be sensitive to certain topics or issues that may arise during the online F-2-F.
- Appropriate staff should be on hand to handle any sudden changes or upsetting developments that may occur during the online F-2-F.
- When an online F-2-F is finished, the students should exit Microsoft Teams first, and the teacher should close the meeting once complete.

Essential Rules

- Always ensure a member of the SLT is in virtual attendance during the online F-2-F session if you have one student being taught at any onetime.
- The first session should be on protocols and parameters of online F-2-F learning and after that, the first few minutes of each online F-2-F should be a brief reminder of the expectations, rules and regulations which keep students and teachers safe online
- Microsoft Teams should take place during core college hours only
- Lessons will reflect the timetable of individual students
- Be mindful of access to devices so timetable accordingly
- Video conference from an environment that is quiet, safe and free from distractions.
- Ensure you are in professional dress and conduct the online lesson from a suitable location in your home.
- There is an option to blur your background when you are in a video call. It is on the menu that appears when you hover over the video screen.
- Keep a record of attendance and report non attendance to office@padworth.com
- Teachers should communicate with the Principal in the first instance should any interactions not be appropriate or conducive to learning.

A quick start guide for teams, which you might find useful:

 [TeamsforEducation QuickGuide.pdf](#)

Some ideas about how to teach online:

<https://teachlikeachampion.com/blog/feedback-and-accountability-loops-for-online-classes/>