



Using the video function in online lessons: a guide for parents

As we continue to develop our remote lessons, we would like to introduce the option of using the video function between staff and students. The opportunity to see one another will, we believe, greatly enhance the quality of teaching and learning in the coming weeks.

We will largely be using a conferencing app called Zoom for lessons, gradually rolling out across school from 22nd June 2020. If your child is involved in the “early adopter” sessions, they will be informed by their teacher. Guidance on getting started with Zoom will be available beforehand. Please note, however, that **we will not be moving to running lessons on Zoom exclusively until 6th July 2020.**

Do I have to pay for Zoom?

No, you will not need to pay for anything, though you will need to download the Zoom app to your phone, home computer or device. Your child will have an account created for them, using their Lymm High School email account.

Won't the school be using Microsoft Teams anymore?

Yes, we will still be using Microsoft Teams as the main platform for sharing, assessing, and giving feedback on work. However, Microsoft Teams’ “meeting” feature is not, unfortunately, very well-equipped to allow us to teach in a way whereby teachers and students are all able to see each other’s faces. While we have been able to use just its audio and screensharing features so far, the facility for teachers to be able to see students’ faces will be extremely useful in helping them to monitor engagement and to encourage participation.

Students in smaller mentoring or intervention groups may continue to use Teams. This will be decided by mutual agreement between the student and the member of staff.

Why are we changing the model of teaching now?

We are only intending to introduce the option of seeing one another; the structure of lessons will remain the same as it has throughout, with teachers sharing PowerPoint presentations and talking students through the set tasks. There is still the feature for the typed chat on Zoom. This doesn’t mean all lessons will involve seeing faces on screens, but it will give teachers the opportunity to start using this facility when appropriate.

Although changing the model with only a few weeks of term remaining may appear to be an odd decision, we do not know whether schools will still be teaching remotely in some capacity in September. We want to plan for every eventuality, and getting staff and students used to using this model now will mean less disruption in September, should we find ourselves in a situation where there are still partial closures.

Will the timetable change?

The timetable will remain the same. For all lessons due to take place from 6th July until the end of term (and possibly some lessons between now and 6th July, if your child’s teachers are running one of the “early adopter”

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sessions), your child will receive a Zoom invitation for every timetabled lesson, which will appear as an event invitation in their school email. They simply click “accept” on each invitation, and the lessons will then be added to their calendar*. As lessons will recur at the same time each week, once your child has accepted one invitation, that lesson will flood-fill for the remainder of their lessons this term.

At the time each lesson is due to start, they should click on the link in their calendar*, and they will be taken to the Zoom app. They will stay in the virtual “waiting room” until their teacher admits them. They will be muted, and should not attempt to unmute themselves, but should switch on their camera.

** The “calendar” referenced here refers to both the students’ Microsoft Outlook (email) calendar and the calendar function of Teams. Students who are used to using Teams may find it easier to keep doing so, using the calendar tab on the left-hand side of the screen.*

Guidance and support on using the platform will be available to all students. We will share this through our website, but will also duplicate it on Microsoft Teams and, where appropriate, social media.

How can I safeguard my child?

Please read the following guidelines carefully, and discuss them with your child.

While learning remotely, it is important that students comply with these additional guidelines (alongside the protocols that are already set out in our e-Safety Policy, Acceptable Use for Students Policy, and our Safeguarding and Child Protection Policy and Procedures).

In order to safeguard all students and staff, we ask that you ensure that your child adheres to the following expectations:

1. Students should be dressed appropriately. A sensible guide is to ask whether they would be allowed to wear this on a normal non-uniform day. If not, it is probably not suitable!
2. Even if your child is accessing the lesson on a handheld device like a phone, they should be sitting upright, as they would in class.
3. Students should use their complete first and last name, or a reasonable abbreviation (e.g. Marianna Smith to Mari Smith) when participating in a live lesson. In order to keep everyone safe, teachers will be instructed not to admit students from the waiting room if they are not confident of their identity.
4. The video feed should not be a distraction to others in the lesson. Try to make sure that your child has somewhere to sit where there is a neutral background. Please remind your child that their lesson is not the right time to play with the (admittedly tempting) virtual background on Zoom, as this can prove very distracting to others!
5. All video sessions will be recorded by teaching staff and made available for students and staff to watch after the lesson has ended if necessary. Videoed content will be kept within the organisation (i.e. Lymm High School), and any attempt by students to share footage outside of the organisation is likely to constitute a GDPR breach. In this vein, screenshotting or recording images of staff/students is absolutely not allowed, and any such behaviour will be treated very seriously. Any concerns relating to unacceptable use should be referred to the classroom teacher or [Designated Safeguarding Lead](#) in the first instance.
6. Students must communicate respectfully and formally to both staff and peers alike, just as they would in a normal classroom situation.
7. Both Microsoft Teams and Zoom are platforms used by Lymm High School for the purpose of education. We expect that students make use of their features to learn to the best of their ability during the duration of the partial school closure. Students must follow the instructions of their teacher regarding their conferencing settings (muting of audio, posting of comments, screen background etc).

8. Outside lesson times, video conferencing software must be used responsibly and in line with school communications policies. It should not be used to socialise.

Please note: if students do not abide by these expectations, they may be excluded from future online sessions. In such cases, a member of staff (typically the Head of Year or a member of the Senior Leadership Team) will contact parents or carers.

Who do I speak to if I need help?

- For technical help, please email our IT team on ITHelpdesk@lymmhigh.org.uk
- For subject-specific queries, please speak to the class teacher in the first instance (email addresses available [here](#)), or the relevant Head of Faculty.
- For safeguarding or student wellbeing, please contact our Designated Safeguarding Lead, Mrs Ball, on rball@lymmhigh.org.uk, or the relevant Head of Year.

What if I do not want my child to have their video switched on?

While it is natural to be apprehensive about being seen on camera, the benefits of your child's teacher being able to see their face (and vice versa) while teaching far outweighs any initial discomfort. Teachers often rely on facial expressions and visual cues to gauge understanding and engagement, which is very hard to do without seeing one another. However, if you have a genuine concern about your child having their camera switched on in their lessons, please contact their Head of Year or our [Designated Safeguarding Lead](#).

If your child does not have a working camera function on their device, they can still attend the Zoom lessons using the audio-only function.

Do I need to supervise?

You do not need to supervise lessons – in fact, in order to replicate typical learning experiences as far as possible, it is preferable if parents, carers or other family members are not in the room while the lesson is taking place. In any case, it is unfair on teachers to have to worry about parents sitting and critiquing lessons.

We also ask that parents and carers do not interrupt online lessons. If you wish to communicate with a member of staff, this should be done afterwards and via email.

If you have any concerns about a particular lesson, please do not contact the class teacher directly. In such a situation, we would respectfully ask that you communicate with a member of the Senior Leadership Team, who will be able to look into the situation more closely.