



Caerleon Comprehensive School Ysgol Gyfun Caerllion

Maximising Potential | Sicrhewch Ragoriaeth

Live Lessons Protocol for Post 16 Students

The school is now in the position to offer live lessons where applicable if they are needed. We have also taken the decision to move our pastoral and enrichment programmes online. These sessions will involve students accessing live or recorded presentations / lessons to assist with their career planning and to support their Post 18 destinations. They are an integral part of our Post 16 provision and participation in these sessions is not optional.

General

- The school will be using the freely available software Google Meet to conduct live online learning sessions. This is a secure system and meets our safeguarding requirements. Students will always need to be logged into their school Google accounts to use this.
- On occasion we will be using the Microsoft Teams platform - usually with external providers. All students have a HWB login that they will need to access this platform.
- Students **MUST** ensure that they have access to a device and suitable WiFi to participate in distance learning lessons and presentations. Where students are unable to do this they must inform their Head of Year or Mr Meredith so that we can provide them with a solution either in school or at home.
- If a student cannot get home to access an online lesson they must let their Head of Year know and we can provide a safe solution in school to access the activities using school equipment.
- Students will need to have their own headphones if using school equipment. These headphones must be wired and have a 3.5mm headphone jack to work with our equipment.

Attendance to online lessons and enrichment activities

- You will be told by email or Google Classroom if you have an upcoming live lesson or recorded lesson. You will be sent a link for this meeting to access it.
- These lessons are **NOT** optional - your attendance is compulsory and will be recorded. Deliberate and Persistent non-attendance to these sessions will be placed on your school record.
- Non-attendance to these lessons will put you at a significant disadvantage when applying for university / apprenticeships or jobs. Staff will not be able to make up this time with you on a 1 to 1 basis.

Protocols during a live lesson or presentation

- Cameras should be turned off when you joining a meeting
- Always have your Mic muted unless you need to ask or answer a question.
- It is best to use the chat function to ask questions - these must be sensible and professional.
- All sessions are recorded for safeguarding purposes - any inappropriate comments or gestures made will be severely dealt with.
- When at home accessing these sessions you should always be dressed appropriately and have a neutral background