

Dear Parent / Carer

As we are now moving to remote learning and children are now expected to attend live registration, tutor sessions and complete work on the on-line platform I wanted to send expectations and safeguarding guidance to all parents and carers.

Please read the following information.

## Guidelines for students connecting to a virtual classroom session

Pupils should be reminded of the following:

- Where you wish all children can attend a hangout without turning the camera using one of



the three buttons on each user's screen at the bottom: This would prevent other students from seeing each other's houses/rooms whilst maintaining the 'connection' to the teacher who would still be viewable.

- Always use a communal space such as a dining room, and NEVER a bedroom or exclusively private space.
- The location needs to be quiet and away from other distractions
- Personal appearance - always be appropriately dressed, even if casual and, regardless of the time of day or night, NEVER in sleepwear or anything similar
- A clear background free from distractions or unwanted/inappropriate imagery. Ideally a blank wall - or hang a sheet behind yourself
- Always remove any personal items from any sight line that could identify other members of the family or other personal details
- Remember that mirrors could display items you are not expecting to be seen
- Check that the camera angle is straight ahead and stable
- Ensure you have a strong wi-fi connection to ensure quality video and audio
- Ensure you will not be interrupted – especially loudly or embarrassingly
- Be reminded that if they are concerned or uncomfortable about the contact they are receiving from a member of staff or another pupil to tell a trusted adult at home or school.

Useful links for children

- [Child Exploitation Online Protection](#)
- [O2 NSPCC Parent vs Kids quiz](#)

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