



Joining a Virtual Classroom Meeting Guidance for Pupils and Parents

The following guidelines are in place to safeguard pupils and staff when meeting in a virtual classroom.

Please read the guidance carefully – any point that is unclear should be discussed with the member of staff leading the virtual classroom meeting before the pupil joins the session.

All parents/carers and pupils must agree to abide by the following guidelines before joining a virtual classroom meeting.

	Safeguarding Considerations
Acceptable Use	<p>All of the rules and regulations set out in the Pontypridd High School e safety and ICT Acceptable Use Policy (available on the school website) apply to the use of all home learning including virtual classroom environments. Please familiarise yourself with the content of this policy before joining a virtual classroom meeting.</p> <p>A parent/carer will need to give their permission before a learner joins a virtual classroom meeting and wherever possible we do advise that parents/carers are in the room for the duration of the meeting.</p>
Platforms	<p>All virtual classroom meetings will take place using the Microsoft Teams platform. All pupils have access to this through their Office 365 school account.</p> <p>Invitations to join the virtual classroom meeting will be sent by a member of staff to a pupil email account, personal accounts cannot be used there are GDPR considerations to be made around the storing and accessibility of this information.</p>
Setting	<p>Pupils should be encouraged to be in a social space, preferably accompanied by their parent/carer or other adult.</p> <p>Please ensure the background is free of inappropriate/personal items.</p> <p>Two members of Pontypridd High School staff will always be present in any virtual classroom meeting.</p>

Length of Session	Sessions will be kept as short as possible. The meeting will start with the staff member leading giving pupils a short amount of key information. Pupils will then have the opportunity to ask questions and make comments as appropriate. Sessions should last for between 30-45 minutes as a general rule.
Behaviour	<p>The expectations of student behavior in a virtual classroom are the same as those outlined by our Positive Relationships Policy (available on the school website). A 'classroom' standard of behavior is expected including appropriate language and an appropriate standard of dress (uniform is not required) from all participants.</p> <p>Should any pupil behave in manner that is deemed to be inappropriate by a member of staff they will be removed from the meeting immediately and the meeting may be terminated for all those present.</p> <p>The consequences and possible sanctions of these actions will be decided in line with school policy.</p>
Digitally Excluded Learners	<p>Distance learning may not be possible for some digitally excluded learners. In order to ensure the principle of equity we will always offer alternative methods for those who are unable to access online learning.</p> <p>Please contact staff in school to discuss options for learners who have no access to ICT.</p>