



The Pilgrims' School

Virtual School Teaching and Learning Protocol

This document applies to all parts of The Pilgrims' School,
including parents and pupils in the Early Years Foundation Stage.

Introduction

To ensure that we are able to continue to your son's education and with the smoothest of transitions possible on to our Virtual School, please take a moment to read the following protocol for the use of Google Classroom and Video Conferencing Forums.

We want to ensure that you son continues his education in an environment that not only stimulates his mind and his thirst for learning but also ensures his safety, just as if he were within the walls of The Pilgrims' School.

General Protocols

- Boys are expected to be punctual and keep to the published timetable
- Maintain the behavioural expectations of the Pilgrims' School
- Dress appropriately. All boys will want to look as though they mean business. Consequently, they should wear a smart shirt or the summer uniform polo shirt, or, in Year 8, jacket and tie – and no pyjamas, team shirts, or hoodies, please.

Google Classroom Protocol

Having accepted and gained access to all classes, the following should be adhered to at all times:

- Boys complete the work provided to their best ability
- Boys submit work, whenever possible, on time as requested
- Any comments posted on the Google Classroom comments area are appropriate and relevant
- Comments added to the 'Stream' should be relevant to the work and to the class as a whole
- If invited to join a video call through Google Meet, the boy follows the protocol of Video Conferencing
- Ideally, the timetable is followed to enable teachers to respond and assist with learning and understanding – however, we understand this this will not always be possible

Video Conferencing Protocol

A boy will only be admitted if he is using his own name

Once admitted the boy must

- Have their video on
- Use their real background
- Use appropriate language (this includes family members present in the background!)
- Not post messages between call members
- Not call out across the meeting
- Raise their hand if they want to contribute to the discussion

Behavioural expectations

Pilgrims' education continues though in a different form; however, we expect the same levels of politeness and commitment in our Virtual School as we would from any Pilgrim wherever they may be.

We expect

- **P**oliteness
- **I**ntegrity
- **L**isten
- **G**ratITUDE
- **R**esilience
- **I**magination
- **M**anners

We request that parents support their son's continued schooling by

- providing an appropriate place to work
- checking that their son is following the timetable
- acknowledging that Virtual School is a time for their son to interact with his teachers
- contacting their son's teacher outside of the lesson time (by school email) if they have any questions
- helping to maintain the school's expectation of good manners and behaviour of their son during Virtual School lesson

Safeguarding

Outside of lessons, your son should only communicate with staff using the message board on Google Classroom or school email addresses.

In the event of a safeguarding concern, the Virtual School session must be ended immediately (by either teacher or pupil) and the concern raised immediately with the Designated Safeguarding Lead ghammond@pilgrims-school.co.uk

Please remember the points below to ensure your sons remains safe online.

- Concentrate on screen **use** rather than screen **time**
- Have a break from screens during meals and ban them from bedrooms overnight
- Talk to your son about what they have been doing on line.
- Have some sort of filtering in place to help keep your child safe. Further details on how to do this can be found here: <https://www.internetmatters.org/parental-controls/>
- With regards to monitoring, remember that children still need to talk to their friends, and conversations cannot happen at the moment as they would normally; trust is required
- Do pass on any concerns to either Geoffrey Hammond (Designated Safeguarding Lead) or Debbie Ross (Designated Deputy Safeguarding Lead)
- Do be aware of the Covid-19 Appendix to the School Safeguarding Policy, which can be found on the School Website and My School Portal
- Useful links recommended by, recommended by the DfE, which offer further advice and guidance.
 - Thinkyouknow (advice from the National Crime Agency to stay safe online)
 - Internet matters (support for parents and carers to keep their children safe online)
 - Parent info (support for parents and carers to keep their children safe online)
 - LGfL (support for parents and carers to keep their children safe online)
 - Net-aware (support for parents and careers from the NSPCC)