



## **Chiswick & Bedford Park Preparatory School**

### **Protocol and guidelines for all children and parents when learning remotely**

**Parents should be aware that teachers have a duty of care to safeguard children during this period of remote learning and that all the school policies are still applicable (please refer to the school website).**

*These additional guidelines apply to any aspect of remote learning but in particular, during live sessions such as Google Meets or live lesson streaming.*

1. Pupils should be in a common space in their house;
2. Pupils must dress appropriately, i.e. as in a mufti day at school;
3. Pupils must follow the usual school and class behaviour rules during online sessions;
4. Behaviour and conversation between pupils and between pupils and teachers should be exactly as we would expect in school;
5. All pupils must follow the Acceptable Use Agreement and school guidance regarding internet safety;
6. If a pupil misbehaves or becomes upset for any reason in an online session their parents will be informed;
7. Teachers will not conduct 1-to-1 sessions with a child, unless by prior approval by the Headmistress and parents;
8. Children will receive an online lesson at the start of term reminding them of appropriate behaviour online and internet safety;
9. If a child or parent has any concern about any concerning behaviour then he/she should notify the class teacher and/or the Headmistress.