

Face to Face Sessions - Teacher Protocols

Research has shown that face to face interactions mean that learning is better absorbed and understood than just using books and worksheets or even live chats using voice or text. Pupils also feel more involved and less isolated from school and each other. For this reason, at Westfield School, we have facilitated the use of remote face to face learning using the technology that is available to us. Please also refer to the "Online Home Learning Responsible User Agreement" and "Home Learning in Senior House" documents.

Face to Face Sessions at Westfield during the current school suspension will provide both teachers and students with a valuable educational medium which can connect our school with the community. The platform that should be used for all Face to Face (F2F) sessions is O365. We will start F2F sessions with Sixth Form classes and look to also have a weekly F2F session for Key Stage 4 classes from week 2. Form tutors should schedule a fortnightly slot with their form.

For KS3, we will phase in Face to Face sessions beginning with Upper 4, probably after at least one week of using it for GCSE and A Level.

It is envisaged that, over time, the content of Face to Face sessions will evolve. To begin with, particularly for KS3, it could be used for:

- Pastoral check-ins
- Class discussion
- Review and Feedback

To create a safe environment for our students when engaging in a face to face session, there are several things that a teacher should consider:

- We must have consent from parents and carers and children to access the face to face session. This will come through a Form shared with parents. Without permission, a child should not attend a face to face session.
- Teachers should familiarise themselves with the functions of TEAMS including the privacy and mute settings.
- Any F2F should take place in school time during core hours (8.30am – 3.30pm) and must be hosted and supervised by the class teacher at all times.
- Teachers need to consider and be sensitive to the needs of individual students, and children who may be sensitive to certain topics or issues that may arise during the F2F. If any sudden changes or upsetting developments occur during the F2F the teacher should contact the parent as soon as possible and refer the matter to SLT and HoF.

Essential Rules

- Have a minimum of three people in each face-to-face interaction
- The first session should be on protocols and parameters of F2F learning and after that, the first few minutes of each F2F should be a brief reminder of the expectations, rules and regulations which keep children and teachers safe online.
- F2F should take place between 8.30am and 3.30pm (core school hours) only.
- Schedule any video meets at least the afternoon before so that students ensure they are focused on your work at the right time and can let their parents know.

- Be mindful of access to devices so timetable accordingly (for KS3, Monday, Wednesday and Friday in the first instance).
- Video conference from an environment that is quiet, safe and free from distractions (and if possible, in school).
- Ensure you are in professional dress.

Process

- An online home learning agreement has been sent to all parents asking permission for their daughter to participate in F2F sessions.
- The spreadsheet of responses will be sent to all teachers before any F2F should start.
- **No child can join a session if their parent has not given permission.**
- When a girl does not have permission to join in with F2F appropriate 'paper-based' work should be set instead, as far as possible.
- Decide which of your lesson slots, in the normal timetable, you will use for your F2F time. There is no expectation that every lesson will be video conferencing.
- *As a rule of thumb, as a minimum to begin KS5 should have one a week, KS4 one per fortnight. Depending on the length of the school closure this may need to increase.*
- Ensure that the time and date of any F2F time is shared with the class at least the day before.
- Keep a register of attendance and inform form tutor of any girl who does not 'attend'.
- Teachers should communicate with parents and SLT if any interactions occur that are inappropriate or not conducive to learning.