September 2020
Online Learning Guidelines for Teachers and Students

Please adhere to the following guidelines for online lessons in school:

1. Adhere to Reading Museum Child Protection Policy – section 5 - Online Lessons. A copy of the policy is provided in this session pack.

3. Student's behaviour must be appropriate at all times. If students' behaviour is inappropriate, staff will end the online lesson immediately then email teachers to inform them of the reason for this.

4. The class teacher must be present in the room for the duration of the lesson.

5. Please join your lesson on time. Take the time to check that all equipment is working, and you know how to use it well in advance of the lesson.

6. All written and verbal comments must at all times be appropriate to the formality of your lesson. Teachers and pupils should communicate as is normally appropriate in a lesson at school or in Museum.

7. The lessons will **not** be recorded. If there is a desire to record some aspect of the lesson, then this can only be done with the express permission of the staff member *and* the parent/guardian and an appropriate way of storing the recording agreed.

Planning and starting a lesson – procedures
1. When booking a virtual session, teachers will receive a Session Pack containing all information, instructions and resources for the session. These will include pre and post session activities to be carried out in the classroom.
    a. Please follow all instruction and download/print all resources ready for the session
    b. Please procure any material necessary for the session as per instructions.
2. Reading Museum can offer sessions either on the school's own platform or on 2 secure platforms managed by the Museum: Microsoft Teams and Zoom.
3. Teachers will be asked to choose their favourite and most suitable platform in writing at the moment of booking
4. If the session will take place on the school-managed platform
    a. A pre session meeting between RM session leaders and school teachers will be set up at least a week before the session on the chosen platform
    b. The school will be asked to give guest access to RM session leader onto the platform at least a week before the date of the session so that all resources can be set up
5. If the session will take place on Museum-managed platform
    a. A pre-session meeting between RM session leaders and school teachers will be arranged on the chosen platform to test functionality.
6. On the day of the session the school teacher will log into the platform 15 minutes before the start of the session to test functionality.