These are the Barnwell School protocols for AUDIO and AUDIO/VIDEO live lessons. It is essential that every student follows the protocols set out below.

* Students should hold the lesson in a suitable environment
* Students should be suitably dressed to attend the lesson
* Students must only join the lesson using their school account through Microsoft Teams
* Students must only join the lesson once the teacher has announced it live on Microsoft Teams
* Students should blur their background if they have this capability on their device
* Student microphones will be muted by the teacher unless asked to unmute by the teacher – especially in large classes
* Students should mute their microphone if there is excessive background noise
* If students have a question, they can write raise a virtual hand or type the question into the comment box
* All comments made by students in the chat section must be focused on the work and be relevant to the lesson being run
* Teachers can see the comments so students must always write in an appropriate way
* Students must not take control of the presentation
* At no point, should students take any form of external recording or photo of the lesson. If it is found that this has happened, it will immediately be referred to senior team and students will face serious sanctions in line with our climate for learning policy
* Official recordings of the lesson must not be shared outside the class group

**Climate for Learning addendum to support these protocols**

Any students who do not follow our protocols will be subject to one or more of the following sanctions:

* The student(s) in question will be muted in the classroom by the teacher
* The student(s) in question will be removed from the classroom by the teacher. The Head of College/Year will be notified parents will be contacted.
* If necessary, the lesson will be stopped and closed.
* Sanctions will follow the school’s behaviour policy.

*All Lessons are recorded and saved by the school in line with our data protection policy which is available to parents, carers and students on the school website.*