



Maidstone Grammar School
for Girls
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Protocol for Remote Teaching and Meetings

2023 - 2024

History Log

Last Revised	Revised By	Ratified By Governors	Next Review Date	Time Scale
January 2021	Zoe Harris			
January 2023	Ben White	03.05.2023	May 2024	Annually

Contact: Mr Ben White, Assistant Headteacher

A forward-thinking community with a tradition of excellence

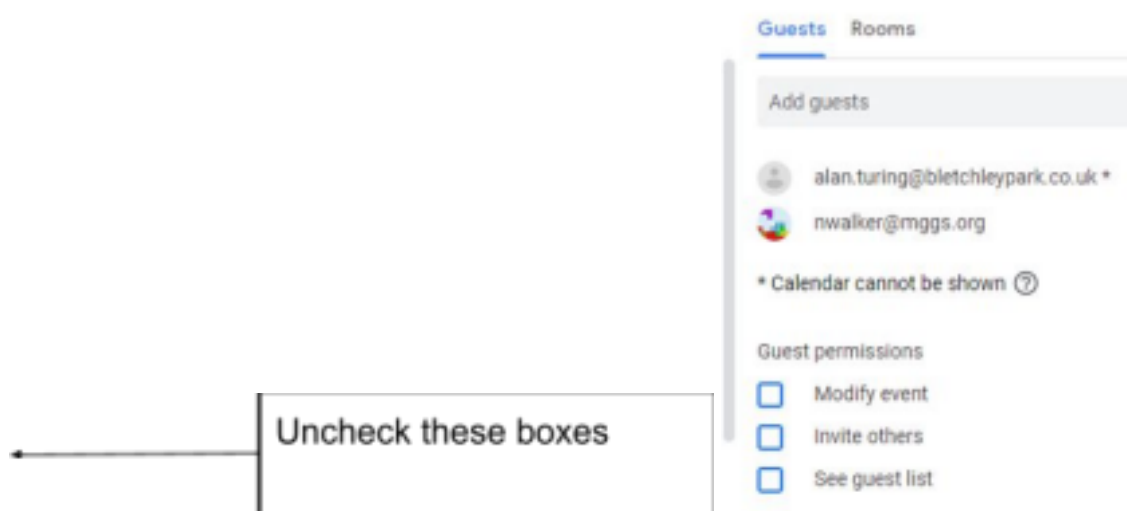
Maidstone Grammar School for Girls Staff Remote Learning

Google is the only platform that staff, students and governors are permitted to use for live online conversations and the following guidelines for doing so must be adhered to. If staff require a live lesson or meeting to take place, they will need to invite students directly. Please see the guidelines below. The Protocol for Remote Teaching and Meetings is in place to safeguard all members of Maidstone Grammar School for Girls community when taking part in remote learning or meetings following any full or partial school closures.

Leadership Oversight and Approval

- Remote learning will primarily take place using the MGGS Google Workspace platform; however, there are other approved platforms such as MyMaths, Kerboodle, ActiveLearn, Dynamic Learning and BandLab. The MGGS Google Workspace platform has been assessed and approved by the Headteacher.
- Staff will only use Maidstone Grammar School for Girls managed accounts with learners ○ Use of any personal accounts or unauthorised apps/platforms to communicate with learners and/or parents/carers is not permitted.
- Any pre-existing relationships or situations which mean this cannot be complied with will be discussed with Agnes Hart, Designated Safeguarding Lead (DSL). ○ Staff will use work provided equipment.
- Online contact with learners and/or parents/carers will not take place outside of school hours unless express permission has been sought from the Headteacher and DSL. Google Classroom and email should be the primary way that staff communicate with students. If staff interact with students live, staff will only use Google Meet to do so.
- Remote lessons will consist of a range of activities; for example, pre recorded lessons where the teacher verbally explains or discusses the resources and materials students will be using; set assessments and assignments where students work independently, and live lessons where the teacher may meet with the class to have a tutorial style session or introduce a lesson through live teaching. Work will be set on Google Classroom and live lessons / tutorials delivered via GoogleMeet. Lessons will be scheduled to appear as per the normal school timetable.
- Live meetings and lessons will take place as directed by the Leadership Team and will take place using the school managed G Suite platform (a calendar invite for any live lesson/meeting must be sent to the Head of Department for a subject or Head of Study for a form time or pastoral meeting). Heads of Study and Heads of Department must send an invite to their relevant Leadership Team line manager in advance of the meeting). A member of the Leadership Team , Designated Safeguarding Lead and/or Head of Department / Head of Study is able to drop in to a live lesson / meeting at any time. During such meetings / lessons, all staff and students must ensure that a professional environment is maintained and, for Safeguarding purposes, that they are against a blank background. If this is not possible, a plain ‘background’ can be added via the ‘change background’ function in Google Meet.

- Lessons / meetings must not be delivered in any 1:1 situation, unless pre-approval has been given by the DSL and/or the Headteacher.
- Only those invited to participate in a Google Meet will attend and staff will take the necessary steps to ensure this. To ensure that uninvited guests do not attend (by accessing the link for the meeting by, for example, a forwarded email invitation) or if external guests without an MGGS email account are invited, we should uncheck the 'Invite Others' and 'See Guest List' boxes before saving the meeting and sending out invitations. This ensures that only those invited receive the link and it cannot be copied and pasted by uninvited guests.



Data Protection and Security

- Any personal data used by staff and captured by the MGGS G Suite for Education when delivering remote learning will be processed and stored with appropriate consent and in accordance with our data protection policy.
- All remote learning and any other online communication will take place in line with current Maidstone Grammar School for Girls confidentiality expectations
- During extended periods of remote teaching, all participants will be made aware that live lessons and meetings taking place on GoogleMeet will be recorded. Teachers will need to ensure that they select the option to record the meeting. Our Google Admin system automatically logs all Google Meets that take place, the participants and the duration each participant was in the meeting along with dates and times, etc. This log retains data for 6 months.
- Only members of Maidstone Grammar School for Girls community will be given access to our G Suite for Education system.
- Access to Google Workspace will be managed in line with current IT security expectations as outlined in our Acceptable Use Policy. Staff will revisit our acceptable use of technology policy with learners as necessary.

- A pre-agreed invitation/email detailing the session expectations will be sent to those invited to attend.
 - Access links should not be made public or shared by participants (see screenshot above).
 - Learners and/or parents/carers should not forward or share access links.
 - Learners are encouraged to attend meetings / live lessons in a shared/communal space or room with an open door and/or when appropriately supervised by a parent/carer or another appropriate adult.
- Alternative approaches and/or access will be provided to those who do not have access to technology. For example, providing the student with a school device, school dongle, or hard copy materials.

Behaviour Expectations

- Staff will model safe practice and moderate behaviour online during remote lessons / meetings as they would in the classroom.
- All participants are expected to behave in line with existing Maidstone Grammar School for Girls policies and expectations. Staff should also remind themselves of acceptable behaviours as outlined in the school's Behaviour Policy and Staff Code of Conduct. Staff will remind attendees of behaviour expectations and reporting mechanisms at the start of the session.
- Educational resources will be used or shared in line with our existing teaching and learning policies, taking licensing and copyright into account.

Policy Breaches and Reporting Concerns

- Participants are encouraged to report concerns during remote sessions by reporting concerns to the member of staff running the session, telling a parent/carer and informing their form tutor.
- If inappropriate language or behaviour takes place, participants involved will be removed by staff, the session may be terminated, and concerns will be reported to the relevant Head of Study.
- Inappropriate online behaviour will be responded to in line with existing policies such as acceptable use of technology, allegations against staff, anti-bullying and behaviour.
- Sanctions for deliberate misuse may include restricting/removing use and/or contacting police if a criminal offence has been committed.
- Any safeguarding concerns will be reported to the Designated Safeguarding Lead, in line with our Child Protection Policy.