

Shockout Student Guidance Online Classes: Microsoft Teams/Zoom

Purpose of this Guidance

The Guidance below is to help all students to get the best out of online classes to reach their full potential, develop understanding of the performing arts industry and be better prepared to enter the professional sector.

A. Do's and Don't's

Do's:

1) Personal Information on Desktop: Please CLEAR ALL personal information or photographs in the background on desktop and desktop files before all live tutorials/meetings.

2) Uniform: Dress appropriately for all online sessions e.g Shockout uniform or usual smart casual dress wear for delivering tutorials at ALL TIMES.

3) Be punctual to every online tutorial: Please turn up on time to every tutorial online at least five minutes beforehand so that all students can get into a routine. Your registration each lesson is very fundamental to developing you all as independent learners that can achieve the highest grades possible.

4) Be present for registration: The register will be taken for every lesson. A record of who is on time and late. This information will be passed on to the head of year after each lesson/meeting/tutorial; failure to register may result in disciplinary action being taken.

5) Check Online lesson chat for uploaded files for your learning resources: Learning resources will be uploaded onto the lesson VLE (Shouckout Study Space) . Teachers may also send resources via email so please check your emails. The teacher will let you know when this has been done, and you shall use these resources to complete course work to the best of your ability.

5) Use the 'chat' area to ask questions: Please post all questions on the 'chat' on right side of screen and the teacher will answer your question in due time. Feel free to ask responsible questions at any time and stick to the subject matter at all times.

8) Maintain highest professional behaviour online: Be polite, courteous and respectful at all times in lessons, whether it be completing your work, when asking questions or for feedback. This includes engagement with within group tasks that may take place on line or in breakout groups/rooms.

9) Private Messaging to teacher/assistant on chat for feedback to build confidence: If you wish to ask the teacher/assistant a question privately on the chat regarding support to understand completing a task set or feedback on work completed by you, please '**click on the teachers name**' in the chat box and this will allow you to do so.

10) Lessons/tutorials/one to one/SEND sessions via the buddy system: All teacher/student interaction will be delivered by our designated buddy system or another member staff. This will be communicated on the timetable. Please ask if you are unclear of this prior to delivering any sessions. This is to protect students and staff from any safeguarding issues that may arise. All engagement will be recorded and monitored for all our safety so please be well behaved and respectful of one another.

Don'ts:

1) Personal Information on Desktop: Please do not have personal information or photographs in the background on desktop for staff or any other students to see AT ANY TIME.

2) Participate lessons in the presence of others: Please do not have family members/friends in the background physically present in your space where lessons/one to ones/tutorials or SEND sessions take place just in case you wish to discuss sensitive information or feel more comfortable to receive support in confidence. **UNDER NO CIRCUMSTANCES SHALL PERSONAL ISSUES OR CONVERSATION TAKE PLACE IN LESSON TIME.**

3) DO NOT RECORD the meetings/tutorials: ONLY TEACHERS should be able to record meetings/tutorials for teaching resource purposes. **STUDENTS ARE FORBIDDEN TO RECORD ANY LESSONS OR POST CONTENT ON SOCIAL MEDIA.** If it is found that a student has recorded any interaction online this will lead to a written warning or more stringent punishment as this is a major obstruction of safeguarding regulation, unless of course you are recording your own work and sending it to a teacher as a submission for course work for your unit/module.

4) Do not share your screen or audio with any other student/person online other than the Teacher: Please do not share your screen or audio with any other students as this prevents teachers from being able to share the vital resources to teach the whole class. The teacher can identify who

this is and will discipline those who choose to do so. This behaviour will be reported to course coordinator and principal for further action.

5) Do not speak about any personal issues in lesson time in the presence of other students: All meeting/tutorials are for teacher led learning for you to successfully complete coursework alone. All safeguarding discussions will be carried out by the safeguarding team, or reported to the relevant members of senior management where appropriate.

6) Don't forget to hang up/leave meeting/leave chat after tutorial: Please remember to hang up/leave/remove yourself from your meeting/tutorial as sound and recording will still proceed and need to be safe regarding what you say and do online.

7) Complete all course work to the deadlines set: Please deliver all course work to the deadlines set and if you need extra support do not hesitate to ask.

B. GENERAL SAFEGUARDING:

Weekly phone calls/emails will be conducted by Designated Safeguarding Officers or Principal or support team to those BTEC students required and recorded on safeguarding log on the OneDrive.

Online/Social Media: (Please refer to Shockout Social Media Safeguarding Policy)

No students are permitted to message, follow, speak, share content with staff members via personal social media channels, email addresses or phone at any time. This is a direct breach of safeguarding regulations and is an issue of gross misconduct.

All social media messaging should be signed off by the principal, prior to posting and go through @weareshockout or @Shockout Academy channels with relation to Shockout business activities.

SEND:

Shockout Arts Students

These meetings can be held by Student Support, Safeguarding Officer, Head of Year Support on Microsoft Teams and programmed in with the students via email to keep anonymity and respect of each student.

The Buddy system is for all SEND sessions, to be delivered, with the module teacher or another member of staff. These will be allocated on the timetable and then set up via email or Microsoft Teams at appropriate times set by individual students or staff members.

Records will be kept on SEND register and reported to relevant programme staff on weekly basis or when emergency arises.

BTEC Students

These meetings can be held by Safeguarding Officer and Pastoral on Microsoft Teams and programmed in with the students via email to keep anonymity and respect of each student.

The Buddy system is for all SEND sessions, to be delivered, with the module teacher or another member of staff. These will be allocated on the timetable and then set up via email or Microsoft Teams at appropriate times set by individual students or staff members.

Records will be kept on SEND register and report to Course Coordinator and Principal on weekly basis or when emergency arises.
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Related Policies

Safeguarding Policy
Communication Policy
Social media Policy
Disciplinary Policy