



12 February 2021

## Live lessons at Fairlands Middle School

During this period of disruption to learning, the school has implemented live lessons with students as part of our remote education policy. You can read the Wessex Learning Trust remote education policy on the front of our website.

We will provide live lessons through Microsoft Teams for the following purposes:

- 'Social' 'tutor group' time twice a week led by the tutor.
- Live lessons where teachers will explain or model content.
- Live sessions where routine school events, such as class reading or assembly, are offered to enrich the home learning provision.
- Interventions and academic mentoring led by LSA's which may take place from home if they are not supervising pupils in school.

We record all of our live lessons so that they can be shared with students who cannot attend the live lessons.

Year 5 and 6 students can access the recordings through Edmodo, and Year 7 and 8 pupils access the recordings through the Teams channel. Recordings will be retained for no longer than 20 days.

It is important that we protect your child's interests, respect your wishes and comply with Data Protection law.

We have considered that:

- We have a legitimate interest in recording lessons so that students who cannot participate 'live' can watch the lessons in their own time
- Recording the lessons is the only way we can deliver this to all students
- We have taken measures to ensure that no excessive personal information is disclosed e.g. the recording will only be kept for 20 days; students will have webcams and microphones controlled by the teacher; the live lesson can only be accessed through the secure Teams channel or Edmodo.

If you do not wish your child's image to be recorded as part of the live lesson, you have the **right to object to this data processing**. If you use your right to object, we will ensure that the teacher mutes your child's webcam in the lesson, so their image is not recorded. Where your child is over 13 years of age, we recommend that you discuss this letter with them, as students may be able to decide how their data may be used in certain circumstances.

**If you would like to use your right to object, please contact the office by phone (01934 743186) or by email ([office@fairlandsmiddleschool.co.uk](mailto:office@fairlandsmiddleschool.co.uk))**



Fairlands Middle School

Masons Way, Cheddar, Somerset, BS27 3PG, Tel: (01934) 743186 Absence Line: (01934) 743908  
E-Mail: [office@fairlandsmiddleschool.co.uk](mailto:office@fairlandsmiddleschool.co.uk) Website: [www.fairlandsmiddleschool.co.uk](http://www.fairlandsmiddleschool.co.uk)

Headteacher: Stefan McHale  
Deputy Headteachers: Helen Heffernan and Kate Persaud  
Associate Leaders: Robert Cooling and Matthew Vincent SENDCo

**Safeguarding Children is everyone's responsibility.**

If you are worried about any child please make an appointment to see either Helen Heffernan, Designated Safeguarding Lead or Robert Cooling, Felicity Grant, Sally Virgin, Deputy Designated Safeguarding Leads  
Alternatively, you can phone NPSCC: 0808 800 5000 Somerset Direct: 0300 123 2224



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## Conditions of Use:

### The school will ensure that:

- The school will keep recordings for no longer than 20 days and delete them unless they are required for further use e.g. if an incident has occurred.
- Recordings will be stored on our Teams site and will not be shared with anyone outside the school.
- You have the right to view the recording under the Right of Access (Article 15 of UK GDPR) which we will consider if a) it has not already been deleted in line with our retention schedule and b) we can provide the recording in a way that does not affect the privacy rights of another individual.

### The staff member will ensure that:

- They follow the Wessex Learning Trust's code of conduct and virtual learning policy and linked policies such as safeguarding, data protection, behaviour and feedback.
- The pupil receives a link or alert to the live lesson in advance of the meeting.
- Pupil webcams and microphones are turned off by default and turned on by the staff member when interaction is allowed.
- Any safeguarding concerns are recorded and addressed in line with the Wessex Learning Trust's safeguarding policy.
- They notify the school's senior management team, pupils and parents of any cancelled sessions or changes in arrangement.

### Parents will ensure that:

- It is recommended, where possible, that live lessons should be accessed in a shared family area.
- Pupils should be appropriately dressed.
- Other family members should be made aware that a live lesson is taking place in this space so they can also act appropriately when present in the background.
- Appropriate language and activity in line with on school site expectations should be used at all times.
- Pupils are aware that the camera on your device may be disabled for all or part of a session. You will be joining the online session using the microphone on your device until the staff member enables the webcam.
- No images or recordings of the session will be shared within or outside the school environment. Do not repost images online or on social media.
- You do not share any data, such as names or other information that may be heard as part of the lesson.
- Normal classroom standards of behaviour are expected. If these are not adhered to, access to these sessions will be removed.
- Online lessons and live lessons are to enhance the learning and curriculum for the pupil and are not for parental feedback or to be used as an opportunity for additional parent- staff member discussions. These should be booked for another time.



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