



Parent Guide to Live Lessons

Welcome to Live Lessons!

We're excited to connect with your child through live lessons during remote learning. This guide will help you understand what to expect and how to support your child to get the most from these sessions.

Live lessons are an important part of our remote learning offer, allowing your child to see their teacher and classmates, ask questions in real-time, and feel connected to their school community.

What Are Live Lessons?

Live lessons are online teaching sessions where your child can see and hear their teacher (and sometimes their classmates) in real-time using Google Meet. They're like a video call, but designed for learning!

Your child's live lesson schedule:

- You'll find the schedule for live lessons on Google Classroom
 - We'll give you at least 24 hours' notice before each session
 - Sessions will be kept short to avoid screen fatigue:
 - **Early Years and KS1:** Maximum 20-30 minutes
 - **KS2:** Maximum 30-45 minutes
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Getting Ready for a Live Lesson

What Your Child Needs

- ✓ **A device** - A laptop, tablet, or computer works best (phones can be used but are harder for children to see clearly)
- ✓ **Internet connection** - If you're having trouble with internet access, please contact the school office
- ✓ **A quiet space** - Somewhere your child can focus without too many distractions
- ✓ **Any resources** - The teacher will let you know if your child needs anything (e.g., pencil and paper, whiteboard)
- ✓ **Appropriate clothing** - Your child doesn't need to wear school uniform, but should be dressed appropriately (nothing revealing or with inappropriate slogans)

Where Should Your Child Join From?

- **Communal areas work best** - Living rooms, dining rooms, or kitchens are ideal
- **Avoid bedrooms where possible** - If your child must join from a bedroom, please ensure the background is appropriate (tidy, neutral space)
- **Check the background** - Make sure there's nothing personal or inappropriate visible behind your child
- **Think about privacy** - Try to position the camera so other family members won't walk past in the background

Your Role as a Parent

For younger children (Early Years and Year 1):

- We recommend you stay nearby to help with any technical issues
- You can help your child log in and get set up
- Please be available if your child needs support during the lesson

For older children (Year 2-6):

- Help your child get set up, then give them space to learn independently
- Stay nearby in case they need technical help
- Check in after the lesson to see how it went

Important: Please don't appear on camera or interrupt the lesson unless there's an emergency. If you need to speak to the teacher, please contact them after the lesson.

During the Live Lesson

What to Expect

Your child's teacher will:



- Have their camera on so children can see them
- Be in a professional, appropriate location
- Teach engaging content designed for online learning
- Ask questions and encourage participation
- Monitor the chat function
- Take a register of who's attending

Your child should:

- Turn their camera on if possible (this helps the teacher see they're engaged and spot if they need help)
- Keep their microphone muted unless they're speaking (this reduces background noise)
- Listen carefully and follow instructions
- Use the 'raise hand' button if they want to ask a question
- Be kind and respectful in the chat
- Stay focused on the lesson

Behaviour Expectations

We expect the same high standards of behaviour online as we do in school:

- ✓ Be respectful and kind to everyone
- ✓ Listen when others are speaking
- ✓ Follow instructions promptly
- ✓ Use appropriate language
- ✓ Stay focused on learning

If your child's behaviour is inappropriate during a live lesson, the teacher will:

1. Give a clear warning and reminder
2. If the behaviour continues, remove your child from the lesson and contact you
3. Record the incident

Using the Chat Function

- Your child can use the chat to ask questions or respond to the teacher
- All messages should be appropriate and related to the lesson
- Private messaging between pupils is disabled for safety
- The teacher will monitor and save all chat messages

Keeping Your Child Safe Online

Your child's safety is our top priority. Here's how we keep live lessons safe:

What We Do

- ✓ Only share lesson links through Google Classroom (never on social media)
- ✓ Use waiting rooms so the teacher can control who joins
- ✓ Monitor what's visible on pupils' cameras
- ✓ Save chat logs for safeguarding purposes
- ✓ Have clear protocols for reporting concerns
- ✓ Follow our safeguarding and child protection policies at all times

What You Should Do

- ✓ Make sure your child joins from an appropriate location
- ✓ Check what's visible in the background
- ✓ Ensure your child knows how to report concerns to you or their teacher
- ✓ Never record or screenshot the live lesson
- ✓ Don't share lesson links with anyone outside your family
- ✓ Talk to your child about staying safe online

Recording Policy

Important:



- **Live lessons will not normally be recorded**
 - If we need to record a lesson for educational purposes, we'll ask for your permission first
 - **You must not record, screenshot, or share any content from live lessons**
 - This protects all children's privacy and safety
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Technical Tips

Joining a Live Lesson

1. Log into Google Classroom
2. Find the announcement or assignment with the lesson link
3. Click the link at the scheduled time
4. Wait to be admitted by the teacher
5. Check your camera and microphone settings

Troubleshooting Common Issues

"I can't hear the teacher"

- Check your device volume is turned up
- Check you haven't muted the tab or window
- Try leaving and rejoining the lesson

"The teacher can't hear me"

- Check your microphone isn't muted (look for the microphone icon)
- Check your device settings allow Google Meet to access your microphone
- Try using headphones with a microphone

"The video is freezing"

- Check your internet connection
- Close other apps or browser tabs
- Turn off your camera to reduce bandwidth use
- Move closer to your WiFi router

"I can't join the lesson"

- Check you're using the correct link from Google Classroom
- Try refreshing the page
- Try using a different browser
- Contact the school office if the problem continues

Still having problems?

- Don't worry! Contact the school office and we'll help you
 - Your child can catch up using the recorded videos and resources on Google Classroom
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What If My Child Can't Attend?

If your child is unwell:

- Please contact the school office as you would normally
- Your child doesn't need to attend live lessons if they're not well enough
- They can catch up using the recorded content when they're feeling better

If you have technical difficulties:

- Contact the school office and we'll help troubleshoot
- We can arrange alternative ways for your child to access learning
- Don't worry - your child won't miss out on learning

If the timing doesn't work for your family:

- We understand that live lessons might not suit every family's schedule
 - All key teaching content is also available as recorded videos
 - Your child can watch these at a time that works for you
 - Please let us know if timings are consistently difficult
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One-to-One and Small Group Sessions

Sometimes, teachers may arrange individual or small group sessions for extra support. These have additional safeguards:

- We'll always let you know in advance if your child has been invited to a 1:1 or small group session
- Where possible, a second member of staff will join the session
- If a second staff member isn't available, we'll ask you to stay in the room or nearby
- These sessions are kept short (usually 15-20 minutes)
- They're a great opportunity for your child to get personalised support

Frequently Asked Questions

Does my child have to have their camera on? We strongly encourage cameras to be on as it helps teachers see if children are engaged and need support. However, we understand this isn't always possible. If your child's camera is off, the teacher will check in with them via chat or after the lesson.

Can siblings join the same lesson? If you have siblings in the same class, they can share a device and join together. If they're in different classes, they'll need separate devices or will need to join their lessons at different times.

What if I need to speak to the teacher during the lesson? Please don't interrupt the live lesson unless it's an emergency. You can contact the teacher via Google Classroom or email after the lesson.

Can my child eat or drink during the lesson? Your child can have a drink of water, but please encourage them to eat before or after the lesson so they can focus on learning.

What if my child sees or hears something concerning during a live lesson? Please contact the school immediately. You can call the school office or email the Designated Safeguarding Lead. We take all concerns seriously.

Can I observe my child's lesson? We ask that parents don't appear on camera or actively observe lessons as this can be distracting for your child and others. However, you're welcome to be nearby, especially for younger children.

Need Help?

Technical Support

If you're having technical difficulties:

- **Email:** office@woodstreet.surrey.sch.uk or office@worplesdon.surrey.sch.uk
- **Phone:** 01483 235165 (Wood Street) 01483 232126 (Worplesdon)
- **Google Classroom:** Post a question on the class stream

Safeguarding Concerns

If you have any concerns about your child's safety or wellbeing:

- **Designated Safeguarding Lead:** Laura Bassett-Cross (Wood Street) & Radhika Woodruff (Worplesdon)
- **School Office:** 01483 235165 (Wood Street) 01483 232126 (Worplesdon)

General Questions

For questions about remote learning or live lessons:

- **Your child's class teacher:** Via Google Classroom or email
- **School Office:** As above

Quick Checklist for Parents

Before the lesson:

- Device charged and working
- Internet connection tested
- Quiet space prepared
- Appropriate background
- Any resources your child needs
- Child is dressed appropriately

During the lesson:

- Camera on (if possible)
- Microphone muted unless speaking



The Federated Schools of Wood Street Infant School and Worplesdon Primary School



- Child is focused and engaged
- You're nearby if needed (especially for younger children)
- No interruptions unless emergency

After the lesson:

- Check in with your child about what they learned
- Help them complete any follow-up tasks
- Contact the teacher if you have any concerns
- Encourage your child to reflect on their learning

Thank You!

Thank you for supporting your child's learning during this time. We know that remote learning can be challenging for families, and we really appreciate your partnership.

Live lessons are just one part of our remote learning offer. Your child will also have access to recorded videos, activities, and resources on Google Classroom, so please don't worry if live lessons don't always work for your family.

If you have any questions, concerns, or feedback about live lessons, please don't hesitate to get in touch. We're here to support you and your child.

Together, we'll make sure your child continues to thrive, even when learning from home.
