

**British Council Hungary**

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# **Online classes for Learning Time with Timmy**

Semester 1 2020

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# Virtual Lessons

Dear families,

At the British Council we take the safety, well-being and protection of children and adolescents very seriously, both in our classroom and when delivering online classes.

Please read this document in conjunction with the Child Protection Policy. You can find it here; <https://www.britishcouncil.hu/en/child-protection-policy> .

For any doubt or clarification, or if you observe any action that seems inappropriate by an adult or another child, please contact us at the following email: [information@britishcouncil.hu](mailto:information@britishcouncil.hu)

Virtual lessons are designed to cover the same skills and provide the same progress as regular classes. We also try to ensure, as far as possible, that they are with the same teacher, at the same time as the normal class and with the same group of students.

## House Rules

- **There should always be an adult** present and available before your child joins an online class session.
- **Parents play a dual role**, on one hand by facilitating and supporting the use of technology at home and on the other of participating in your child's learning, facilitating a relaxed learning environment.
- **Participate** - in the **sessions** only when requested by the teacher. The class is for your child.
- **We encourage** you to greet the teacher online before the class begins. However, remember, that this space is intended for students and **parent meetings must be requested following the established channels** (just ask the teacher for a meeting through the Students Portal).
- As occurs in the usual classroom, **the teacher will be the one to manage and respond to inappropriate behaviour**, if we need your assistance then we will contact you.
- In the case of us needing to request an **individual meeting with you to talk about your child's performance or behaviour**, an additional member of the staff may join the meeting if we consider it necessary.
- If your child gets upset or angry during the session then please turn off the camera, reassure them, and reconnect. In the usual environment, the Teaching Assistant would normally talk to them away from other children so that they have some private space.

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- There is a technique referred to as “**the right to be silent**” which encourages us to respect a student who does not wish to speak. Don't force them to talk, the teacher will support them when they are ready to do so.
  - Keep the space protected when your child is in an online British Council class and **avoid** there being other things that will distract your child.
  - **Avoid noise or background conversations** as much as possible, especially remember that they can be heard by other children online.
  - During these online classes **we will use the camera**, so that children can have direct interaction with their teachers and their classmates. Children frequently use nonverbal communication like gestures. If for any reason your child doesn't want to, use the camera or your device has no camera liaise with the teacher after the class to discuss as it is important for the teacher to be able to see your child
  - **The use of mobiles or any other electronic devices** beyond those required for classes will not be allowed. To create a relaxed and positive learning environment, please disconnect your mobile phones during the class.
  - Please **enable the camera before the class starts**. The teacher will ask you also to leave the session before he/she ends the session. . He/she will then close the session down. Once the session is ended it cannot be restarted. This is very important since it prevents anyone else from outside our organization from entering the session and helps us keep your child safe online. You will need to wait in what the systems calls “the lobby” and the teacher will confirm you have the right to access the session once he/she has confirmed your identity. This is to keep us all safe.
  - Once the class has finished, you should check that your **camera has been disabled and covered**. This is a safety measure that we teach all our students.
  - Do not ask the teacher to have more classes with your child other than the ones planned by the Teaching Centre.
  - **Recordings or images taken during virtual classes are not allowed**. Failure to strictly comply with this could lead to us having to use our code of conduct and may lead to sanctions or even, depending on the severity of the situation, legal action by the British Council.

To offer support and to ensure the safe delivery of sessions other professionals from the British Council may participate in the classes.

And remember if you have any concerns a complaint or suspicion of abuse or a student being at risk you should report it immediately to: [information@britishcouncil.hu](mailto:information@britishcouncil.hu)

**The wellbeing of our youngest students is of the utmost importance to us!**