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# ARGYLL AND BUTE COUNCIL

## COMMUNITY SERVICES: EDUCATION

LOCAL NEGOTIATING COMMITTEE FOR TEACHERS 7 OCTOBER 2022

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### **Video Conferencing (VC) Protocol to support Virtual Learning in the Commonality of Senior Phase Timetable**

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Safeguarding guidance must be agreed (in line with this LNCT Agreement) and shared with staff before any member of staff is asked or decides to deliver livestreaming lessons.

Further advice on the delivery of teaching and learning online can be found here:  
[education.gov.scot/improvement/learning-resources/delivering-learning-and-teaching-online/](https://education.gov.scot/improvement/learning-resources/delivering-learning-and-teaching-online/)

#### **1.0 Rationale**

1.1 Develop a commonality of timetable within the Senior Phase curriculum to ensure equity of a “Senior Phase Offer” to our young people. Such a Senior Phase Offer will provide increased personalisation and choice by providing young people with more subject / level options including an enhanced College offer.

1.2 Develop a common timetable for the senior Phase that enables both the synchronous and asynchronous delivery of lessons via virtual platforms to ensure access and choice regardless of location.

1.3 Providing more bespoke choices, will in turn have a positive impact on attainment and achievement, providing better outcomes and increased opportunities for post school positive and sustainable destinations.

#### **2.0 HT and SLT Responsibilities**

2.1 Ensure appropriate technology is in place to support successful VC learning and teaching.

2.2 Support staff training activities around practice relating to the use of VC technology equipment.

2.3 Support pupil training activities around practice relating to the use of VC technology equipment and school expectations for pupil best use.

2.4 Provide on-site technical (on call) support during VC timetabled classes.

2.5 Where possible, cap number of pupils in a VC class to reduce additional workload associated with teaching pupils from another school.

2.6 Where possible, provide VC teacher with additional non-contact time to support additional workload associated with teaching pupils from another school.

2.7 Consider benefit of providing time for an initial meeting session with pupils from other school to support promoting the development of positive working relationships.

2.8 Ensure arrangements have been agreed for staff to access support if positive behaviour is not maintained.

2.9 Overview of consideration of the appropriateness of networked learning for each individual young person.

2.9.1 Ensure networked classes will involve a manageable number of pupils in line with SNCT agreements on class sizing maxima.

2.9.2 Overview of consideration of which courses will be included in VC options. It is acknowledged that some aspects of practical subjects are not suitable for VC learning.

### **3.0 VC Class Teacher/Lecturer Responsibilities**

3.1 Attend and engage with practice relating to the use of VC technology equipment training.

3.2 Ensure pupils from other schools have camera on and are visible to you during lessons.

3.3 Communicate in advance with base school link teacher regarding any resources required to support learning in VC classes.

3.4 Track, assess and report on pupils in VC class from other schools in line with provision to pupils taught face to face.

3.5 Ensure integrity of assessment is upheld by developing robust procedures with base school link teacher.

3.6 Plan and adapt pedagogy to support VC lesson format.

3.7 Link with base school link teacher regarding the requirement of parental contact to ensure base school practices are upheld.

3.8 Ensure attendance, late coming, learning engagement issues are flagged on a weekly basis to base school link teacher.

3.9 Ensure robust consideration of the appropriateness of networked learning for each individual young person selected.

3.9.1 Teacher must follow GTCS Guidance on online learning and be aware that nothing shared online is private.

3.9.2 Be aware of ASN information regarding learners prior to the beginning of the course.

### **4.0 VC Class – Argyll College/Argyll College Lecturer responsibilities**

4.1 Provide all necessary information and resource requirements to all schools prior to teaching of networked course commencing.

4.2 Ensure teaching staff have been trained in networked delivery, how to use google classroom/google meet (or whichever delivery platform is agreed) and have access to the required school systems.

4.3 At the first teaching session the Argyll College lecturer will check all students have all necessary equipment and know how to use it.

4.4 Ensure all students have their camera on and are visible during all class sessions.

4.5 Report any issues/concerns regarding student attendance, engagement with using the technology to the Argyll College schools liaison officer, who will engage with the appropriate school.

4.6 Ensure the integrity of assessment is upheld by developing robust procedures with each school/Argyll & Bute Council.

## **5.0 Base School Link Teacher Responsibilities (A link teacher identified by the base school).**

5.1 Regularly check in with pupils receiving VC classes from another school or partner to enable early intervention of any issues identified.

5.2 Regularly check in with class teacher/lecturer of VC classes to enable early intervention of any learning and teaching, technological, attendance, pastoral care, pupil progress issues or concerns. Ensure VC teacher/lecturer knows how to raise concerns if required. (School referral /pupil support system).

5.3 Provide VC teacher/lecturer with appropriate ASN information regarding learners prior to the beginning of the course.

5.4 Agree format and regularity of contact with VC teacher/lecturer as appropriate.

## **6.0 Local Authority Responsibilities**

6.1 Provide suitable technological equipment and VC resources to enable VC learning and teaching between schools and partners.

6.2 As appropriate agree times of shared teaching columns with HT's prior to the beginning of school course choice processes.

6.3 Coordinate VC subject / level courses on offer which make up Commonality of Senior Phase Timetable authority wide Curriculum Offer.

6.4 Link with school leaders to support implementation of VC course offer.

6.5 Link with partners to support implementation of VC course offer.

6.6 Work with school staff and partners to problem solve unforeseen issues / difficulties.

## **7.0 Learner Responsibilities**

7.1 Learners have the same responsibilities to engage with learning in VC lessons as they do in face-to-face lessons.

7.2 Have necessary IT equipment prior to the beginning of the lesson.

7.3 Agree to attend all lessons on time and for the duration of the time allocated.

7.4 Keep cameras on and remain visible throughout each lesson.

7.5 Keep mic muted until invited to contribute to the lesson verbally by the class teacher / lecturer.

7.6 Agree to comment box use –

a) C means I wish to comment please.

b) Q means I would like to ask a question please.

7.7 Know who to contact to access support with any technology issues interrupting learning.

7.8 Know who to contact in their school if they are experiencing any issues with VC classes (eg: Base Teacher or Guidance/Pupil Support Teacher).