

Remote Learning Policy



Person Responsible for Policy:
Claire McKinney (Head Teacher)

Date of Adoption by Governing Body:
Summer 2024

Date of next review:
Summer 2027

Statement of Intent

At Richard Avenue Primary, we understand the need to continually deliver high quality education, including during periods of remote working – whether for an individual pupil or many. We recognise the importance of maintaining high expectations in all areas of school life and ensuring that all pupils have access to the learning resources and support they need to succeed.

Through the implementation of this policy, we aim to address the key concerns associated with remote working, such as online safety, access to educational resources, data protection, and safeguarding.

This policy aims to:

- Minimise the disruption to pupils' education and the delivery of the curriculum.
- Ensure provision is in place so that all pupils have access to high quality learning resources.
- Protect pupils from the risks associated with using devices connected to the internet.

- Ensure staff, parent, and pupil data remains secure and is not lost or misused.
- Ensure robust safeguarding measures continue to be in effect during the period of remote learning.
- Ensure all pupils have the provision they need to complete their work to the best of their ability, and to remain happy, healthy, and supported during periods of remote learning.

1. Legal Framework

1.1. This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- Equality Act 2010
- Education Act 2004
- The General Data Protection Regulation (GDPR)
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013
- Data Protection Act 2018

1.2. This policy has due regard to national guidance including, but not limited to, the following:

- DfE (2023) 'Keeping children safe in education'
- DfE (2022) 'Working Together to Improve Attendance'
- DfE (2020) 'Special educational needs and disability code of practice: 0 to 25 years'
- DfE (2018) 'Health and safety: responsibilities and duties for schools'
- DfE (2018) 'Health and safety for school children'
- DfE (2016) 'Children missing education'
- DfE (2022) 'Safeguarding and remote education during coronavirus (COVID-19)'

1.3. This policy operates in conjunction with the following school policies:

- Computing Policy
- Information Governance Policy

- Special Educational Needs and Disabilities (SEND) Policy
- Pastoral Care and Discipline Policy
- Child protection and Online Policy
- Health and Safety Policy
- Staff Code of Conduct
- Data Breach Policy

2. Roles and responsibilities

2.1. The governing board is responsible for:

- Ensuring that the school has robust risk management procedures in place.
- Ensuring that the school has a business continuity plan in place, where required.
- Evaluating the effectiveness of the school's remote learning arrangements.

2.2. The head teacher is responsible for:

- Ensuring that staff, parents and pupils adhere to the relevant policies at all times.
- Ensuring that there are arrangements in place for identifying, evaluating, and managing the risks associated with remote learning.
- Ensuring that there are arrangements in place for monitoring incidents associated with remote learning.
- Overseeing that the school has the resources necessary to action the procedures in this policy.
- Reviewing the effectiveness of this policy on a regular basis and communicating any changes to staff, parents, and pupils.
- Arranging any additional training staff may require to support pupils during the period of remote learning.
- Attending and arranging, where necessary, any safeguarding meetings that occur during the remote learning period.

- Conducting reviews on a weekly basis of the remote learning arrangements to ensure pupils' education does not suffer.
- Identifying vulnerable pupils who may be at risk if they are learning remotely.
- Ensuring that child protection plans are enforced while the pupil is learning remotely, and liaising with other organisations to make alternate arrangements for pupils who are at a high risk, where required.
- Identifying the level of support or intervention required while pupils learn remotely and ensuring appropriate measures are in place.
- Liaising with relevant individuals to ensure vulnerable pupils receive the support required during the period of remote working Ensuring all safeguarding incidents are adequately recorded and reported.

2.3. The School Business Manager is responsible for:

- Ensuring that the relevant health and safety risk assessments are carried out within the agreed timeframes, in collaboration with the head teacher.
- Putting procedures and safe systems of learning into practice, which are designed to eliminate or reduce the risks associated with remote learning.
- Ensuring that pupils identified as being at risk are provided with necessary information and instruction, as required.
- Managing the effectiveness of health and safety measures through a robust system of reporting, investigating, and recording incidents.
- Arranging the procurement of any equipment or technology required for staff to teach remotely and for pupils to learn from home.
- Ensuring value for money when arranging the procurement of equipment or technology.
- Ensuring that the school has adequate insurance to cover all remote working arrangements.

2.4. The DPO is responsible for:

- Ensuring all staff, parents, and pupils are aware of the data protection principles outlined in the GDPR.
- Ensuring that all computer programs used for remote learning are compliant with the GDPR and the Data Protection Act 2018.
- Overseeing that any IT equipment used for remote learning is resilient and can efficiently recover lost data.

2.5. The SENDCO is responsible for:

- Liaising with the IT technician to ensure that the technology used for remote learning is accessible to all pupils and that reasonable adjustments are made where required.
- Ensuring that pupils with EHC plans continue to have their needs met while learning remotely, and liaising with the head teacher and other organisations to make any alternate arrangements for pupils with EHC plans and IHPs.
- Identifying the level of support or intervention that is required while pupils with SEND learn remotely.
- Ensuring that the provision put in place for pupils with SEND is monitored for effectiveness throughout the duration of the remote learning period.

2.6. The IT technician is responsible for:

- Overseeing that all school-owned electronic devices used for remote learning have adequate anti-virus software and malware protection.
- Ensuring that all school-owned devices used for remote learning have suitable anti-virus software installed, have a secure connection, can recover lost work, and allow for audio and visual material to be recorded, where required.
- Ensuring that any programs or networks used for remote learning can effectively support a large number of users at one time, where required, e.g. undertaking 'stress' testing.

- Working with the SENDCO to ensure that the equipment and technology used for learning remotely is accessible to all pupils and staff.

2.7. Staff members are responsible for:

- Adhering to this policy at all times during periods of remote learning.
- Reporting any health and safety incidents to the School Business Manager and asking for guidance as appropriate.
- Reporting any safeguarding incidents to the Head teacher and asking for guidance as appropriate.
- Taking part in any training conducted to meet the requirements of this policy, including training on how to use the necessary electronic equipment and software.
- Reporting any dangers or potential dangers they identify, as well as any concerns they may have about remote learning, to the head teacher.

2.8. Parents are responsible for:

- Adhering to this policy at all times during periods of remote learning.
- Ensuring their child is available to learn remotely and complete all school work given in the relevant timescale, and that the schoolwork set is completed to the best of their child's ability.
- Reporting any technical issues to the school as soon as possible.
- Ensuring their child uses the equipment and technology used for remote learning as intended.

2.9. Pupils are responsible for:

- Adhering to this policy at all times during periods of remote learning.
- Ensuring that their schoolwork is completed on time and to the best of their ability.
- Reporting any technical issues to their teacher as soon as possible.

- Ensuring they have access to remote learning material and notifying a responsible adult if they do not have access.
- Notifying a responsible adult if they are feeling unwell or are unable to complete the schoolwork they have been set.
- Ensuring they use any equipment and technology for remote learning as intended.

3. Resources

Learning materials

- 3.1. For the purpose of providing remote learning, each class teacher will design and upload work to Google Classroom.
- 3.2. Reasonable adjustments will be made to ensure that all pupils have access to the resources needed for effective remote learning. If a pupil is unable to access the internet or unable to work effectively then a paper pack may be provided at the teacher's discretion.
- 3.3. Lesson plans will be adapted to ensure that the curriculum remains fully accessible via remote learning, where practical – where this is not practical, the school will ensure pupils can catch up on these areas of the curriculum when they return to school.
- 3.4. Teaching staff will liaise with the SENDCO and other relevant members of staff to ensure all pupils remain fully supported for the duration of the remote learning period.
- 3.5. Any defects or issues with remote learning resources will be reported as soon as possible to the relevant member of staff.
- 3.6. Pupils will be required to use their own or family-owned equipment to access remote learning resources, unless the school agrees to provide or loan equipment, e.g. laptops.

- 3.7. Pupils and parents will be required to maintain the upkeep of any equipment they use to access remote learning resources.
- 3.8. Teaching staff will oversee academic progression for the duration of the remote learning period and will mark and provide feedback.
- 3.9. The IT technician is not responsible for providing technical support for equipment that is not owned by the school.
- 3.10. Reception and Year One access a weekly overview via the school website. This provides them with links and resources to daily phonics, English, mathematics and foundation subjects.
- 3.11. Year 2 receive pre-recorded videos shared on Google Classroom to provide input for English lesson linked to the task on Google Classroom.
- 3.12. Reception to Year 6 children have White Rose Maths Hub video links shared via Google Classroom linked to the mathematics lesson.
- 3.13. Children will be able to access live lessons from home where the Google Slides of the lesson would be shared with the children via Google Meet Link. Children will be able to 'raise a hand' to ask for parts of the lesson to be explained further, and they will be directed when to complete the Google Slides tasks that they have access to at home. See Appendix 2 for the 'How to Join Your Remote Classroom' guidance.

4. Online Safety

- 4.1. This section of the policy will be enacted in conjunction with the school's Child protection and Online Policy.

- 4.2. Where possible, all interactions will be textual and public.
- 4.3. All staff and pupils using education programs to communicate must:
- Communicate in groups where possible – one-to-one sessions are not permitted.
 - Use appropriate language – this includes others in their household.
 - Maintain the standard of behaviour expected in school.
 - Use the necessary equipment and computer programs as intended.
 - Not record, store, or distribute audio material without permission.
 - Ensure they have a stable connection to avoid disruption to lessons.
 - Always remain aware that they can be heard.
- 4.4. The school will consider whether one-to-one sessions are appropriate in some circumstances, e.g. to provide support for pupils with SEND. This will be decided and approved by the Head teacher, in collaboration with the SENDCO.
- 4.5. The school will risk assess the technology used for remote learning prior to use and ensure that there are no privacy issues or scope for inappropriate use.
- 4.6. The school will communicate to parents via website about any precautionary measures that need to be put in place if their child is learning remotely using their own/family-owned equipment and technology, e.g. ensuring that their internet connection is secure.
- 4.7. During the period of remote learning, the school will maintain regular contact with parents to:
- Reinforce the importance of children staying safe online.

- Ensure parents are aware of what their children are being asked to do, e.g. sites they have been asked to use and staff they will interact with.
 - Encourage them to set age-appropriate parental controls on devices and internet filters to block malicious websites.
 - Direct parents to useful resources to help them keep their children safe online.
- 4.8. The school will not be responsible for providing access to the internet off the school premises and will not be responsible for providing online safety software, e.g. anti-virus software, on devices not owned by the school.
- 4.9. Children and parents will be given the ‘Code of Conduct for Online Learning’ prior to the live lessons so that they can agree to follow the guidance to keep children safe at home. The Code of Conduct will be in conjunction with a Google Meet guide for children, where setting up and safe practice is encouraged.
- 4.10. Google Meet link will be used for live lessons. The Meet Link for the lesson will be generated and started by the teacher. This will be posted on the Google Classrooms as part of Richard Avenue Primary School’s Classrooms. The children need their individual passwords to access the Google Classroom and therefore see the Meet Link.

5. Safeguarding

- 5.1. This section of the policy will be enacted in conjunction with the school’s Child Protection and Safeguarding Policy, which has been updated to include safeguarding procedures in relation to remote working.
- 5.2. The head teacher will identify ‘vulnerable’ pupils (pupils who are deemed to be vulnerable or are at risk of harm) via risk assessment prior to the period of remote learning.

- 5.3. Regular contact to be made with all pupils during the period of remote learning.
- 5.4. Phone calls made to all pupils will be made using school phones where possible or ensuring caller number is not shown.
- 5.5. The Head teacher will keep in contact with vulnerable pupils' social workers or other care professionals during the period of remote working, as required.
- 5.6. All home visits must:
 - Have at least one suitably trained individual present.
 - Be suitably recorded on paper and the records stored so that the head teacher has access to them.
 - Actively involve the pupil.
- 5.7. The Head teacher will discuss remotely with the relevant members of staff when required to discuss new and current safeguarding arrangements for vulnerable pupils learning remotely.
- 5.8. All members of staff will report any safeguarding concerns to the Head teacher immediately.
- 5.9. Pupils and their parents will be encouraged to contact the Head teacher if they wish to report safeguarding concerns, e.g. regarding harmful or upsetting content or incidents of online bullying. The school will also signpost families to the practical support that is available for reporting these concerns.
- 5.10. Google Meet link will be used for live lessons. The Meet Link for the lesson will be generated and started by the teacher - allowing host features. The children will then not be able to share their screen or send chat messages within the live lessons. The settings also ensure anyone joining, once the meeting has started, will need permission to enter. The children will all then leave the meeting and the link will be closed to stop the children from staying on

the Meet Link. The settings for Google Meet allow the children to join a generated meeting, but they cannot create their own Meet Link.

- 5.11. Children and parents will be given the 'Code of Conduct for Online Learning' prior to the live lessons so that they can agree to follow the guidance to keep children safe at home. This guidance also states that the children, when joining the meeting, will mute their microphones and, once the teacher has seen them arrive, will mute their camera. This reduces any possible interaction whilst the lesson is taking place. However, the children can use the 'raise hand' function to communicate with the teacher. See Appendix 1 for the code of conduct
- 5.12. Live lessons will be taught by the teacher in school with the children that are currently in school (not at home for isolation or at home due to a national lockdown). The lesson screen (Google Slides) will be presented and used for the children at home - children will be encouraged to change their settings so that this is full screen. The teacher will be able to view the children's cameras (on or blank if muted) on the computer monitor that is separate to the main interactive white board.
- 5.13. Whilst carrying out live lessons, staff will follow their safeguarding obligations. Staff will report any safeguarding incidents or potential concerns according to the school policy. Pupils can contact within the school for help or support.
- 5.14. A teacher/TA will be allocated to each of the live lessons when there are national or local restrictions in place requiring pupils to remain at home. Their main responsibility would be to monitor the online children accessing the Google Meet Link. See 5.13

6. Data Protection

- 6.1. This section of the policy will be enacted in conjunction with the school's Information Governance Policy.
- 6.2. Staff members will be responsible for adhering to the GDPR when teaching remotely and will ensure the confidentiality and integrity of their devices at all times.
- 6.3. Sensitive data will only be transferred between devices if it is necessary to do so for the purpose of remote learning and teaching.
- 6.4. Any data that is transferred between devices will be suitably encrypted or have other data protection measures in place so that if the data is lost, stolen, or subject to unauthorised access, it remains safe until recovered.
- 6.5. Parents' and pupils' up-to-date contact details will be collected prior to the period of remote learning.
- 6.6. All contact details will be stored securely and returned to school for destruction at such time as remote learning is no longer in use.
- 6.7. Pupils are not permitted to let their family members or friends use any school-owned equipment which contains personal data.
- 6.8. Any breach of confidentiality will be dealt with in accordance with the school's Data Breach Policy.

7. Marking and Feedback

- 7.1. All schoolwork set through remote learning must be:
 - Complete when returned to the relevant member of teaching staff.

- Returned before the deadline set by the relevant member of teaching staff.
 - Completed to the best of the pupil's ability.
 - The pupil's own work.
 - Returned to the pupil, once marked, by an agreed date.
- 7.2. The school expects pupils and staff to maintain a good work ethic and a high quality of work during the period of remote learning.
- 7.3. Pupils are accountable for the completion of their own schoolwork – teaching staff will contact parents via telephone if their child is not completing their schoolwork or their standard of work has noticeably decreased.
- 7.4. Work that cannot be completed for genuine reasons will be completed when the pupil returns to school or should be discussed with the teacher.
- 7.5. Teaching staff will monitor the academic progress of pupils with and without access to the online learning resources and discuss additional support or provision with the head teacher as soon as possible.
- 7.6. Teaching staff will monitor the academic progress of pupils with SEND and discuss additional support or provision with the SENDCO as soon as possible.

8. Health and Safety

- 8.1. This section of the policy will be enacted in conjunction with the school's Health and Safety Policy.
- 8.2. Teaching staff and IT technician will ensure pupils are shown how to use the necessary equipment and technology safely and correctly prior to the period of remote learning.

- 8.3. If using electronic devices during remote learning, pupils will be encouraged to take a five-minute screen break every two hours.
- 8.4. Screen break frequency will be adjusted to five minutes every hour for younger pupils or pupils with medical conditions who require more frequent screen breaks.

9. School Day and Absence

- 9.1. Pupils will be present for remote learning each day and will ensure that all work set is completed in a to timescale and to the best of their ability.
- 9.2. Breaks of five minutes are encouraged every two hours.
- 9.3. Pupils with SEND or additional medical conditions who require more regular breaks, e.g. sensory breaks, are not expected to do schoolwork during their breaks.
- 9.4. Pupils who are unwell are not expected to be present for remote working until they are well enough to do so.
- 9.5. Parents will inform their child's teacher if their child is unwell by telephoning the office, or message using Arbor, SeeSaw or via Google classroom.

10. Communication

- 10.1. The school will ensure adequate channels of communication are arranged in the event of an emergency.
- 10.2. The school will communicate with parents via letter and the school website about remote learning arrangements as soon as possible.

- 10.3. The head teacher will communicate with staff as soon as possible via email about any remote learning arrangements.
- 10.4. Members of staff involved in remote teaching will ensure they have a working mobile device that is available to take phone calls during their agreed working hours.
- 10.5. The school understands that pupils learning remotely have the right to privacy out-of-hours and should be able to separate their school and home lives – communication is only permitted during school hours.
- 10.6. As much as possible, all communication with pupils and their parents will take place within the school hours.
- 10.7. Pupils will have verbal contact with a member of teaching staff at least once per week via phone call in nursery, reception and Year 1. Year 2 - Year 6 pupils will receive communication via Google Classroom (teacher comments) daily when work is submitted and through posts made on Google Classroom. Children not completing online work will be called once a fortnight/weekly dependent on the level of support needed for the child.
- 10.8. Pupils can comment using the comment function on Google Classroom. This is closely monitored by the teachers in the year group.
- 10.9. Children cannot post work, videos, images, etc. onto the Google Classroom stream. Work can be shared by adding content to the relevant piece of work that has been set by the teacher.
- 10.10. Google Meet is to be used for live lesson in Year 4 - 6. The children will be given access to join the Google Meet via a link. This will be removed after the lesson and therefore should only be used as part of the teaching of curriculum. As a school we have chosen to disable the chat function

and the 'share screen' function as the children work in the lesson and are able to raise their virtual hands to ask questions and answer questions in the lesson.

- 10.11. Teachers and pupils do not have access to Google Chat. They can use the comment function to gain support for work that has been set on Google Classroom.
- 10.12. Parents and pupils will inform the relevant member of staff as soon as possible if schoolwork cannot be completed.
- 10.13. Issues with remote learning or data protection will be communicated to the pupils' teacher as soon as possible so they can investigate and resolve the issue.
- 10.14. The pupils' teacher will keep parents and pupils informed of any changes to the remote learning arrangements or the schoolwork set.
- 10.15. The head teacher will review the effectiveness of communication on a weekly basis and ensure measures are put in place to address gaps or weaknesses in communication.

11. Monitoring and Reviewing

- 11.1. This policy will be reviewed on an annual basis by the head teacher.
- 11.2. Any changes to this policy will be communicated to all members of staff and other stakeholders.

Appendix 1:

Remote Learning Code of Conduct for Parents and Children.

As a child I will:

Online:

- Use technology safely and sensibly, the same as I would at school.
- Use websites that I have been directed towards by my teacher or ones which my parents / carers have agreed are acceptable for me to use.
- Not go on a website or download anything without permission from my parents.
- Inform an adult if I see something that upsets me.
- Not give out any of my personal information online.
- Treat others as I would treat them in school. I will be nice and kind.

Home Learning:

- Be ready to learn between the hours of 9.00am and 3.00pm.
- Complete my work as though I was in school. I will complete it to the best of my ability.
- Ask for help or guidance if I need it.
- Have fun, enjoy my learning and stay safe.

Live Lessons:

- Behave as you would do if you were in school. Our behaviour policy within school still stands regardless of whether you are in school learning or remote learning.
- Join: Join the scheduled Google Meeting on time using the link that will be on the Google Classroom stream. When you enter the meeting, make sure you are in a quiet environment without distractions (TV/siblings) and that an adult is nearby.
- Mute: Please make sure you join the meeting with your microphone muted. When instructed to by a member of staff, you may unmute yourself to speak and then mute yourself again when asked. Make sure your camera is turned on at the start of the lesson and then turned off when the lesson begins.

- Be prepared: Come to any lessons/meetings prepared. You will need your book/pencil handy and you will need the Google task (Slides/Docs) ready to use - open in a tab. Ensure you pay attention during the session so you're aware of the task you will need to complete.
- Questions: If you have any questions during the lesson, raise your hand by pressing the hand icon and the member of staff will know that you wish to speak. Make sure any questions are related to the learning. The staff member may invite you to comment in the live feed but you should only ever do this when you have been instructed to.

Time	At Home
8:55	Children will need to set up: <ul style="list-style-type: none"> ● The lesson's Google Slides for English ready ● The Year 5 Google Classroom on another tab ready to join the Google Meet at 9:15 ● Check previous lesson's work/Read Theory
9:15	English Lesson
10:15	<ul style="list-style-type: none"> ● End of lesson ● Complete any work not yet finished following instructions in the lesson. ● Submit work
10:30	Break
10:45	Children will need to set up: <ul style="list-style-type: none"> ● The lesson's Google Slides for mathematics ready ● The Year 5 Google Classroom on another tab ready to join the Google Meet at 11:00 ● Check previous lesson's work/TTRockstars
11:00	Mathematics Lesson
12:00	<ul style="list-style-type: none"> ● End of lesson ● Complete any work not yet finished. ● Submit work
12:15	Lunch
PM	<ul style="list-style-type: none"> ● Complete any outstanding English and mathematics tasks from the morning. ● Check previous foundation tasks (art, history, science). ● Complete today's foundation task. ● Submit work.

As a parent I will:

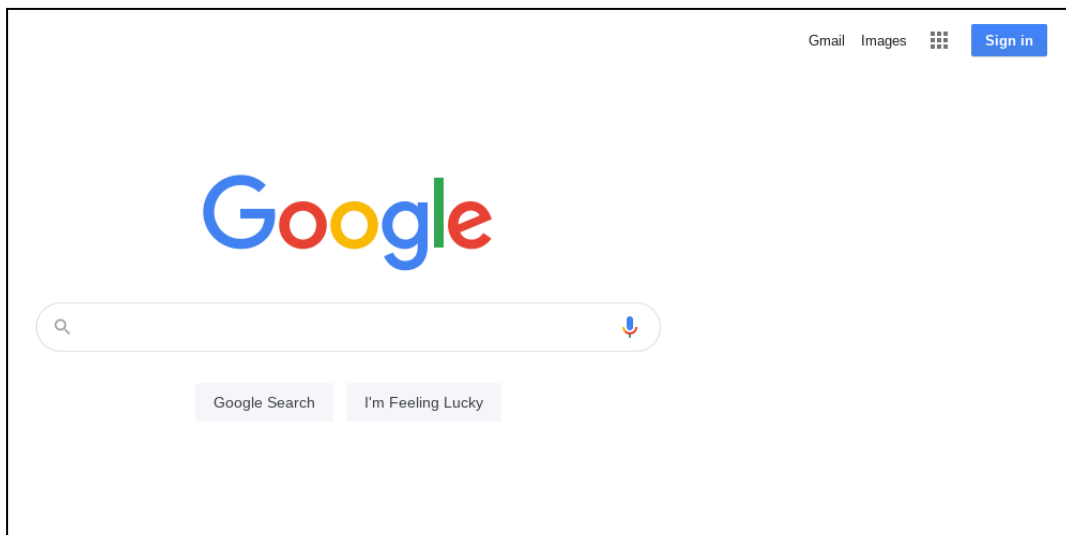
- Monitor my child's internet use and check that they are using technology safely.
- Check my online protection systems to ensure their time online is as safe as possible.
- Make sure that my child is ready to learn between the hours of 9.00am and 3.00pm.
- Contact the school by phone or message using Arbor, SeeSaw or Google Classroom between 9.15am and 9.45am if my child is unwell and unable to attend/complete remote learning.
- Make sure that my child is sitting comfortably and in the correct position to learn.
- Ensure that they have a suitable amount of time away from the computer screen during the day.
- Check that they understand the task they have been set. If not, I will give help and support where required or seek help from my child's class teacher by contacting the school using the email address.
- Discuss their work with them after they have completed it.

Appendix 2

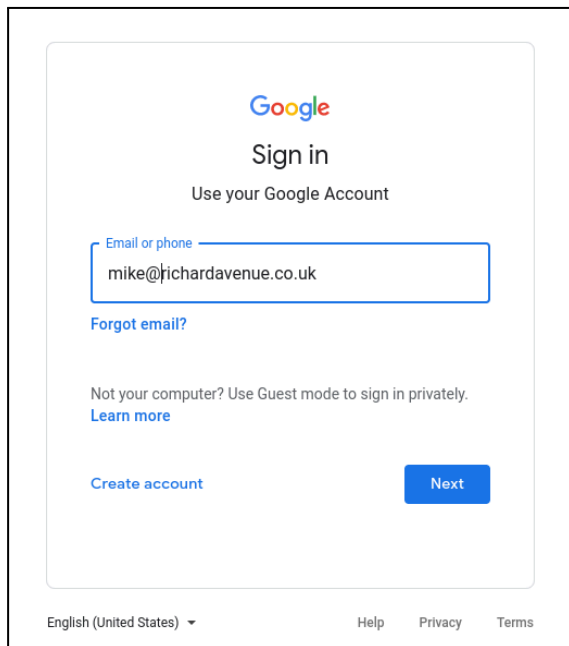
How to Join Your Remote Classroom Lesson

All of your remote live classroom lessons will be held using Google Meet. You can access this meeting via your Google Classroom. Please follow the instructions below:

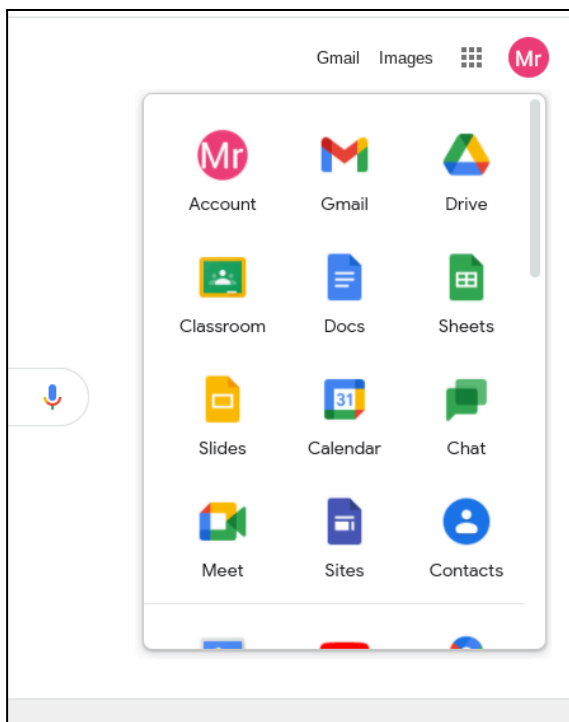
1. If you have a Chromebook login to it using your @richardavenue.co.uk login. You will have these credentials in your home pack, open Google Chrome, then move to step 5
2. If you are accessing Google Classroom another way, for example using a desktop, laptop or tablet, then open your web browser and navigate to www.google.com
3. At the top right you will see a sign in button in blue. Click on it.



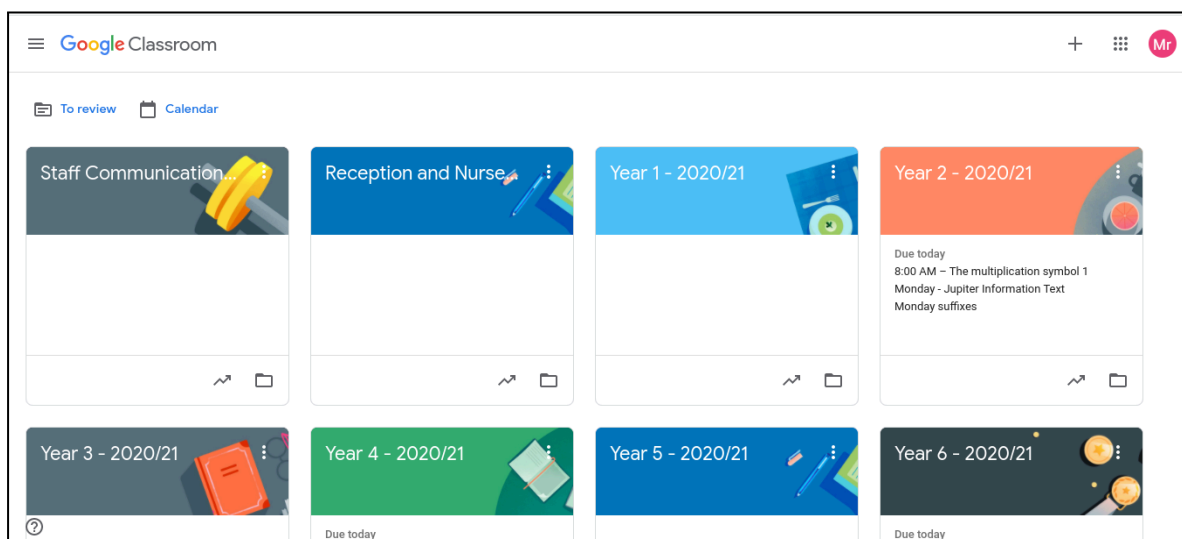
4. You will be presented with the following screen where you should enter your @richardavenue.co.uk login then click next and then enter your password and click next.



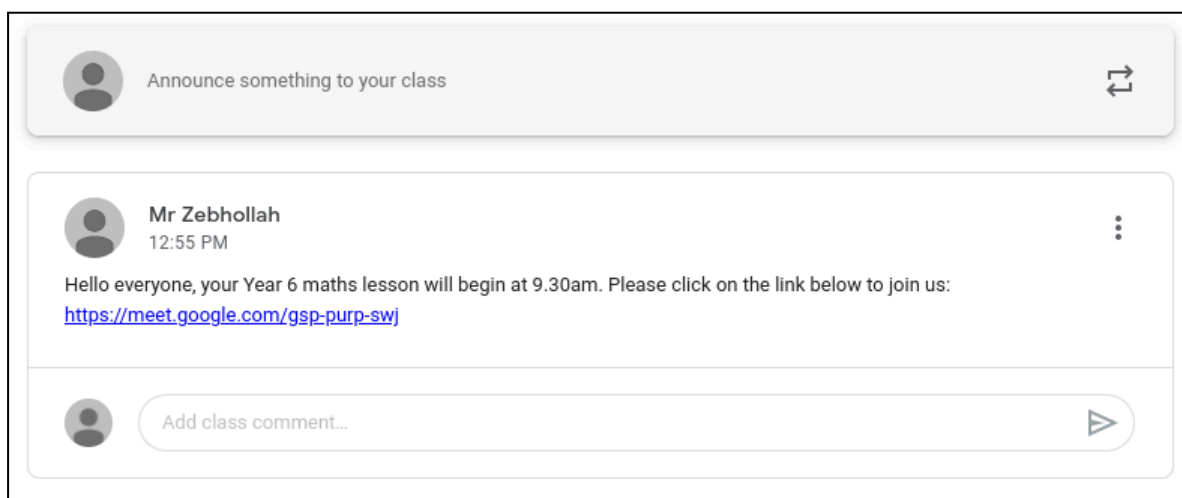
5. If your credentials are correct you will again see the google home screen, but now at the top right of the screen you will see a letter/letters in a circle indicating that you are logged in and next to that will be an icon that is nine dots making up a square. If you click on this icon you will be presented with the Google Apps we use at school. Click on the Classroom icon



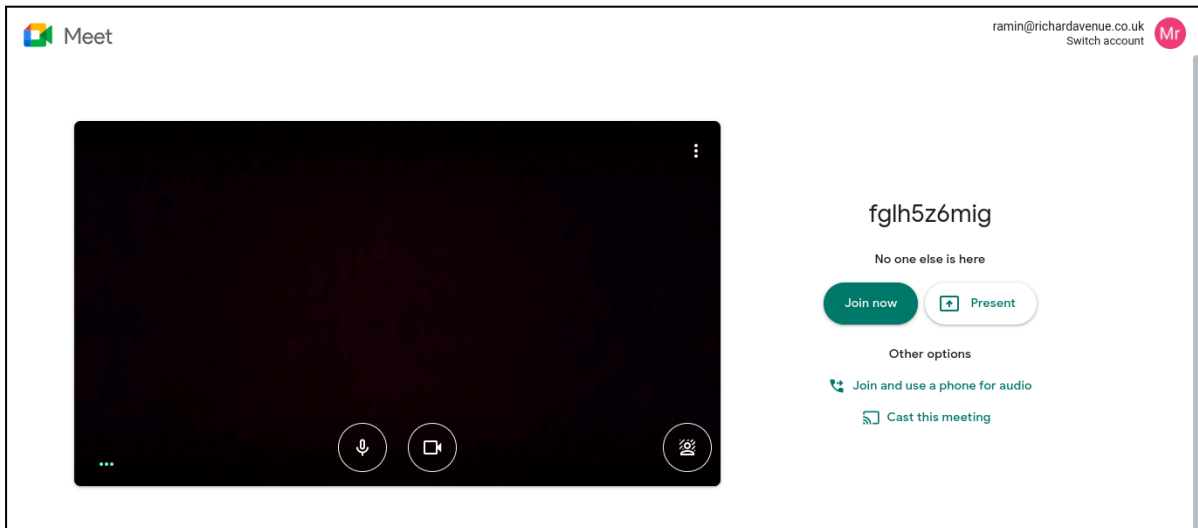
- This will take you into the main Google Classroom overview page where you will be presented with all the classrooms that you are a member of.



- Click on the classroom you want to enter. On the day of the online lesson your teacher will post a new update into your classroom with the Google Meet link for you to click on.



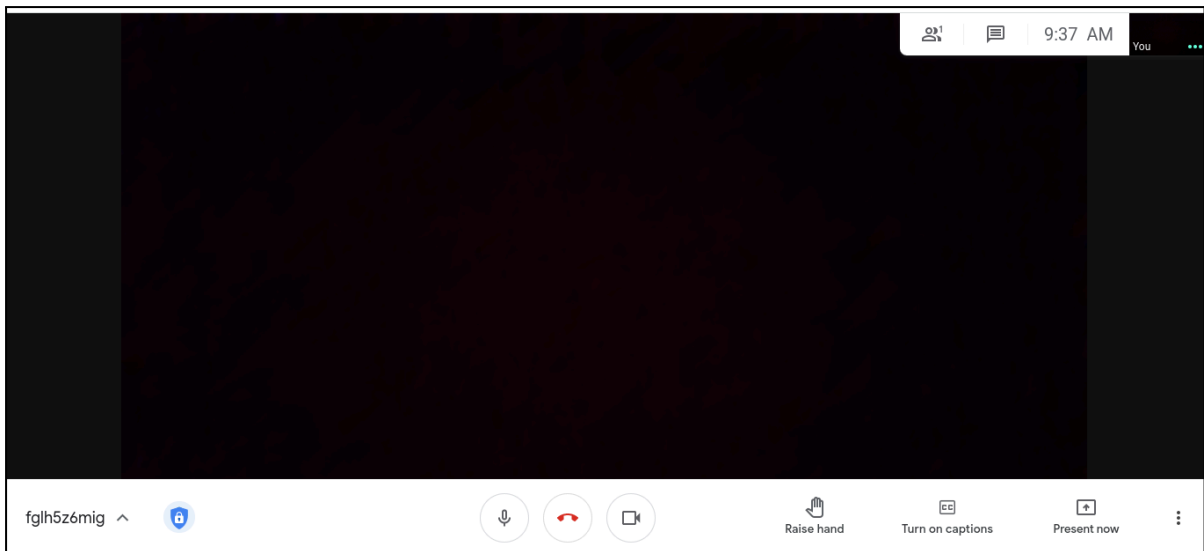
- When we do live video lessons that you have to join, you should click on this link at the required time of the day the lesson is due to start. This will take you into Google Meet and you will be presented with the following page:



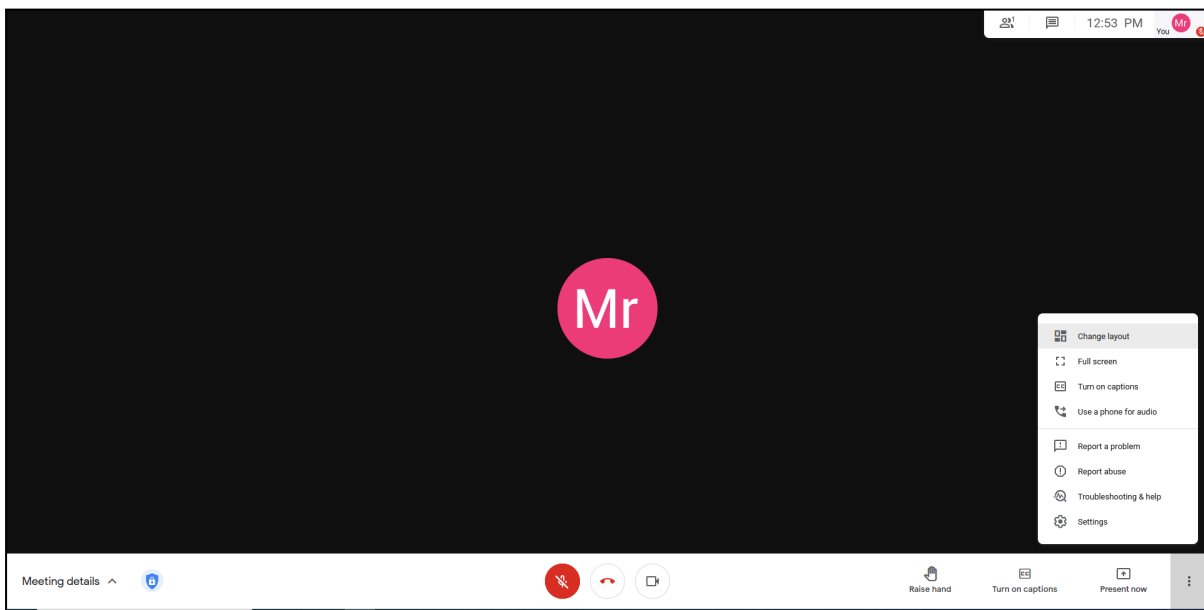
9. If you have a webcam and microphone you may be presented with a pop up asking you to allow them. Please click on the allow button. Please click the Join now button and you will join the live class ready to watch the lesson.

Please note, your device must have speakers in order to hear the lesson. If your device does not have a webcam or microphone don't worry. you can still join the lesson and watch and listen, it just means the teacher won't be able to see or hear you, but they will still be notified that you are part of the lesson. You will be able to hear your teacher and see their screen, but won't be able to see them.

10. The Google Meet video screen is shown below. After quickly saying hello to your teacher, everyone should then turn off their camera and mute their audio by clicking on the Turn off your camera and Turn off your Microphone buttons accordingly. If you need to say something, you can press the raise hand button and your teacher will be notified that you have raised your hand. If they then instruct you to do so, unmute your audio and say what you need. When finished talking please mute your audio again.



11. When you are in the meeting you can change your viewing options. To do this click on the 3 horizontal dots on the bottom right of the screen and select Change layout



On the pop up that appears select Spotlight to see the teachers screen entirely on your screen, then click the x on the pop up.

