

HOW OUR ONLINE SESSIONS WORK.

Thank you for your interest in our digital school sessions for students in KS1 to KS5.

Sessions are free for UK schools and available to book Monday to Friday, starting between 10am and 3pm during school term. Bookings must be made direct by the school office and not third parties. All digital sessions are delivered on the video conferencing platform Zoom.

This guidance should be followed in conjunction with the Wallace Collection Online Safeguarding Policy, which sets out the responsibilities and safeguarding measures to be taken by Wallace Collection staff and freelancers, as well as teachers, group leaders and carers participating with children and adults at risk online.

WHAT DO I NEED TO TAKE PART IN AN ONLINE SESSION?

- A device with internet connection and the ability to join a Zoom meeting.
- We recommend you connect your device to a Smartboard, large screen or projector for your students to see the live session clearly.
- Connected Speakers will enable your students to hear the live session clearly.
- A connected webcam for the Wallace Collection team to see your students is preferable.
- A connected microphone for the Wallace Collection team to hear your students is preferable.

HOW DO I BOOK?

- Please complete [this booking form](#).
- Your booking will be confirmed by email; the confirmation email will contain instructions on how to set up your Zoom session and how to join on the day.
- You will need to read and agree to our Online Safeguarding Policy before your session.

WHAT HAPPENS BEFORE MY ONLINE SESSION?

- You will receive Teacher's Notes for your booked session. This document will give you more information about the content covered in the session, as well as suggestions for pre- and post-session activities.
- You may need to print some materials in advance and should let us know if this is an issue during the booking process.

- We suggest you test that your tech is working in advance of the session. You can join a test meeting on Zoom at www.zoom.us/test or alternatively, you can schedule a 5-minute test directly with us.

WHAT HAPPENS ON THE DAY OF MY ONLINE SESSION?

- You will enter a locked room on the video conferencing platform Zoom – www.zoom.us.
- Educators from the Wallace Collection will host and co-host the session.
- You and your class will be the only participants; at least one responsible adult will need to stay with the class at all times in order to fulfil our Online Safeguarding Policy.
- Each session will last 45-60 minutes, dependent upon the session you have booked.
- We have designed our online sessions to be dynamic and interactive, with activities to capture your students' attention. Success will also depend on the level of student and teacher participation.

IS THERE ANY FOLLOW-UP TO MY ONLINE SESSION?

- You will receive a link by email to complete a short evaluation questionnaire about the session. We are extremely grateful if you can take the time to do this – your feedback helps us to continually improve our programme.

ONLINE SAFETY – USEFUL RESOURCES

- Safety and privacy policies of our online platform provider, Zoom
www.zoom.us/privacy-and-security.
- NSPCC guidelines for online safety
<https://www.nspcc.org.uk/keeping-children-safe/online-safety/>
- Thinkuknow
Education programme from NCA-CEOP, a UK organisation which protects children both online and offline. The website includes films, animations, websites, presentations and lesson plans to enable professionals to explore difficult and sensitive issues safely with children and young people.
<https://www.thinkuknow.co.uk/>

FURTHER QUESTIONS?

If you have any other questions, please contact us at schools@wallacecollection.org.