CRIGGLESTONE ST. JAMES CE PRIMARY ACADEMY 

Providing remot - education information to parents: template for schools

[Year]

**Remote learning agreement for live sessions**

St James CE Primary Academy understand that maintaining contact with their class teacher and peers is important for children’s wellbeing. To support this, the school will be offering 2 live Meet and Greet sessions a week during this third lockdown. Children will be able to see their class teacher, but, for safeguarding purposes, all children will need to have the cameras on their home devices turned off. If children do turn on their cameras, they will be asked to turn them off. However, if the children turn them on again, the teacher will use the remove function on Teams to remove them from the live session. Children will be able to hear their friends and can use their microphones to speak with teachers/their class mates.

In order to attend the Meet and Greet sessions, parents should read, sign and return this remote learning agreement, which outlines our expectations of children whilst attending live sessions.

**To take part in live sessions, I agree that my child will:**

* Make sure the camera on their device is turned off.
* Make sure that they are in an appropriate environment, with distractions (TV, family members, pets etc.) minimised as much as possible.
* Ensure their microphone is turned off, unless they want to make a contribution.
* Use the ‘Raise Hand’ function to let teachers know that they want to say something. If teachers don’t see this, they will ask politely to share their contribution.
* Not record any live sessions on any device
* Wherever possible, use a laptop, desktop computer or tablet to facilitate the lesson. The screens on Smartphones are fine but may be a little too small. Make sure that they are using a power supply or that everything is charged up!
* Follow instructions from their teacher in the same way that they would do normally
* Speak clearly so teachers and other children can hear them.
* Not make comments on social media.
* Report any incidents to their class teacher as soon as possible. This could include problems with technology, or behaviour incidents.

**The school will:**

* Ensure that parents/carers sign and return the Remote Learning Agreement before they are allowed to join live sessions.
* Ensure that any pupils who breach the code of conduct will be dealt with promptly, in line with the school’s Behaviour Policy.
* Ensure staff only use school owned devices for live sessions, wherever possible.
* Ensure staff keep a log of what happens during live online lessons, e.g. behavioural issues or technical glitches, and ensure it is properly documented and passed on the SLT.
* Only conduct live online lessons through Teams
* Remind children to adhere to the school’s Behaviour Policy at all times during live online lessons, as they would during a normal school day.
* Ensure that any pupils who breach the code of conduct will be disciplined in line with the school’s Behaviour Policy.

Please read this to your child to make sure they understand the expectations and complete the information below.

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**Child’s name: Child’s class: Date:**

**Parent/Carer’s name:**

**I agree to the expectations above Yes / No**

**I give consent for my child to attend live Meet and Greet sessions Yes / No**

**I have read the agreement to my child and explained the expectations to them Yes / No**