



Live Lessons/Inputs Acceptable Use Agreement for Parents/Carers.



**Cronton CE Primary
School**



Live Lessons/Teaching Inputs Acceptable Use Agreement for Parents/Carers

Purpose

The provision of high-quality teaching and learning is at the core of everything we do at Cronton CE Primary School. In order to support pupils in the event of whole class 'PODS' required to isolate or whole school closure due to COVID 19, Cronton CE will be implementing the Home learning Policy. This will include Teacher inputs and remote tasks using seesaw. Teachers will not be delivering live lessons. Instead they will deliver 2 live inputs each day. One in the morning and one in the afternoon. This will guide, help and support children in their independent work for the morning or afternoon session.

This document sets out the procedures that must be adopted by parents/carers of Cronton CE Primary and pupils aged 11 and under, when participating in live inputs with Cronton CE Primary staff.

These procedures are provided as an appendix to the document Cronton CE Primary Safeguarding Policy - September 2020.

Parents/carers are asked to agree to these procedures using Microsoft Forms an agreement questionnaire to give consent to Cronton CE Primary before Live inputs can commence. Should any of these procedures not be complied with by either party, Live inputs will be suspended and a Senior Leader will investigate. If the Microsoft forms agreement questionnaire is not completed by the Parent, then the online activity will not be able to commence

Communication between Cronton CE Primary and the Parent/Carer

- Communication will be between a Cronton CE Primary staff member and the pupils seesaw account / remote learning email address.
- Further inputs will be scheduled using the Microsoft Office Teams App. For ease it is advised that parents download the Microsoft Office Teams App as notifications will be sent direct to this of any new content.
- Under no circumstances will we contact your child directly or accept contact from them without your knowledge.
- Under no circumstances should a pupil's personal contacts be shared.

Time of Lesson & Duration

- Activity will only be scheduled when permission has been received through Microsoft Forms for lessons to take place, along with commitment to adhere to this Acceptable Use Agreement.
- Inputs will only take place between 08:50-15:10, Monday-Friday. The start time of scheduled input will be sent by the class teacher via Teams invite the morning of the input.
- Exact input duration will be set in the invite and will differ depending on the age of the pupils. The input will be no longer than 30 mins per input.
- Your child should be ready for their input to start promptly at the agreed time along with any resources or equipment they will need. If the input is late starting, the duration of the session may be reduced.



Live Lessons/Teaching Inputs Acceptable Use Agreement for Parents/Carers

Adult Supervision

- An adult should be present in the pupil's home while the input is taking place. Adults do not need to be in the same room but must be in the vicinity. If the adult is not at home the activity should not proceed.

Learning Environment

- The input requires a calm, quiet space, free from distraction. This should be a place where the pupil can stand or sit comfortably.
- It is preferred that teaching and learning online takes place in a communal area in the home, i.e. a dining/living space; lessons should **not** take place in the pupils bedroom.
- The area behind the pupil and teacher when they are on camera should be as neutral as possible, and not display any personal items, offensive images or words, or personal information.
- Parents/carers are asked to remain in the vicinity of the input, not necessarily in the same room but in the same building, with the door to the teaching room left open.

Appropriate Dress

- Pupils may dress informally for the teaching inputs, however, we ask that it is appropriate for an educational environment, for example what they might wear for a non-uniform day at school.
- Clothing worn by a pupil which does not meet this expectation is not acceptable and teaching inputs will be suspended if not adhered to.

Recording and Observation of Inputs

- Under no circumstances should you or your child record / video or screen shot the teacher or their input. This is to ensure the safeguarding and privacy of your family and our staff member. Cronton CE Primary staff are also not permitted to record / video or screen shot lessons.
- Teaching inputs may be observed by another Cronton CE Primary staff member. This will either be a senior leader, to observe the input for quality purposes, or a member of the Safeguarding team to ensure safeguarding procedures are being adhered to.

Teaching Input Content

- Teaching Input contents will be tailored to follow the sequence of learning and adapted where possible to allow staff to replicate classroom activity to the best of their ability.
- Parents/carers are encouraged to join the start and end of each input so you are clear of the goals and objectives for the activities, and understand any home practise to be undertaken by your child before the next input.

Equipment and platforms

- Teaching inputs should only be conducted on a communal family or a parent/carer's personal device.
- Live teaching inputs should be undertaken using the Microsoft Office Teams app/web based resource.



Live Lessons/Teaching Inputs Acceptable Use Agreement for Parents/Carers

- Once input days and times have been arranged invites will be sent for the inputs the details to pupil's LDST email address including the relevant link to access the online lesson.
- Cronton CE Primary staff will disable various features within the Microsoft Teams application, including the chat function.

Cancellation & Absence

- Should our staff member be unable to take the agreed input, you will be contacted with as much notice as possible to inform you of the cancellation and where possible to rearrange the input.
- If your child cannot participate in their input due to sickness please notify the school office, as soon as possible in advance of the agreed input day/time.
- Should your child fail to attend more than 3 teaching inputs without advance notice school staff will contact you to discuss this.

As a parent/carer, it is your responsibility to ensure that you:

- Have talked through how the Live teaching inputs will work with your child to ensure they are happy to participate.
- Shared the pupil acceptable use guide with pupils and discussed how to participate in lessons.
- Give consent via questionnaire on Microsoft forms for your child to participate in Live teaching inputs with Cronton CE Primary.
- Agree to the procedures and information within this Acceptable Use Agreement.
- Are aware of the date, time and teacher of each online input.
- Are aware of how your child will access the online input (i.e. the Microsoft Teams link) and on what device (e.g. a communal or parent/carer laptop, smartphone, tablet).
- Can ensure your child can access a suitable learning environment to participate in their Live teaching input.

Privacy Statement

The collection, storage, management, processing and protection of any data relating to pupils and parents/carers will be in accordance with Cronton CE Primary Privacy Statement, which can be found on the school website.

If you have any concerns or questions in relation to this agreement please contact:

Sylvia Thomson Headteacher, Cronton CE Primary (0151 424 3881)

September 2020