

Live Online Lessons / Assemblies Acceptable Use Agreement for Parents, Carers and Pupils

Purpose

The provision of high-quality teaching and learning is at the core of everything we do at Childwall Valley Primary School. In order to support pupils in the event of whole class bubble isolations or periods of national lockdown due to COVID 19, Childwall Valley Primary is implementing a programme of home learning, including some lessons and weekly class assemblies that will be 'live'.

This document sets out the procedures that must be adopted by parents, carers and pupils aged 11 and under at Childwall Valley Primary School, when participating in either a live lesson or assembly at Childwall Valley Primary School with staff.

Should any of these procedures not be complied with by either party, live lessons or weekly assemblies will be suspended and a Senior Leader will investigate. If this is not possible, the online activity will not be able to continue.

Communication between Childwall Valley Primary and the Parent/Carer

- Communication will be between a Childwall Valley staff member using the Class Dojo / Tapestry (for EYFS) account.
- Some lessons will be scheduled using the Google Classroom App and assemblies using the Google Meet App. For ease it is advised that parents download the Google Meet App as notifications will be sent direct to this.
- 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.

Adult Supervision

- An adult should be present in pupil's home whilst the activity 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.

Time of Lesson / Assembly & Duration

- Activity will only be take place when they are clearly scheduled, along with your commitment to adhere to this Acceptable Use Agreement.
- Lessons will only take place between 8:45am – 3:00pm, Monday - Friday. The start time of a scheduled lesson or assembly will be sent by the class teacher via Class Dojo / Meet the on the morning of the lesson.
- The exact duration of any live activity will be set in the invite and will differ depending on the age of the pupils. The activity will be for no longer than 1 hour per lesson.
- Your child should be ready for it to start promptly at the agreed time along with any resources or equipment they will need. If the session is late starting, the duration of it may be reduced.

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Learning Environment

- It requires a space and time free from distraction. This should be a place where the pupil can stand or sit comfortably.
- It is preferred that learning online or participation in a class assembly takes place in a communal area in the home (ie: a dining / living space; lessons should NOT take place in the pupil's 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 lesson, not necessarily in the same room but in the same building, with the door to the teaching room left open.
- Pupils should not use headphones.

Appropriate Dress

- Pupils and staff may dress informally for the lessons / assembly, 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 or staff which does not meet this expectation is not acceptable and the online activity will be suspended if this is not adhered to.

Recording and Observation of Lessons / Assemblies

- Under no circumstances should you or your child record / video or screen shot the lesson. This is to ensure the safeguarding and privacy of your family and our staff member. Childwall Valley staff are also not permitted to record / video or screen shot lessons.
- Lessons may be observed by another Childwall Valley staff member. This will either be a senior leader, to observe the lesson for quality purposes, or a member of the Safeguarding team to ensure safeguarding procedures are being adhered to or another colleague from within that year group team.

Lesson or Assembly Content

- Content 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.
- Assemblies will be an opportunity to bring the whole class together – whether they are in school or at home.
- Children's mental health and wellbeing will be at the heart of assemblies (ROAR).

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- Rewards, praise and celebrations will also be a key part of the assembly.
- Parents/carers are encouraged to join the start and end of each lesson or assembly, so you are clear about what that activity is about and understand any home practise to be undertaken by your child before the next one.

Equipment and platforms

- Lessons should only be conducted on a communal family or a parent/carer's personal device.
- Live lessons should be undertaken using the Google Classroom app / web-based access.
- Once lesson or assembly dates and times have been arranged, invites will be sent to your child's account, including the relevant link to access the online session.
- Childwall Valley staff will disable various features within the Google Classroom/Meet application.

Cancellation & Absence

- Should our staff member be unable to take the agreed lesson or assembly, you will be contacted with as much notice as possible to inform you of the cancellation and where possible to rearrange it.
- If your child cannot participate in their lesson due to sickness please notify the school office, as soon as possible in advance of the agreed day and time.

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

- Have talked through how any live online sessions will work with your child to ensure they are happy to participate.
- Discussed the above learning environment and appropriate dress aspects for how to participate properly in lessons.
- Contact the Admin Office on enquiries@childwallvalley.org if you do NOT give permission for your child / children to take part in live online activities with the Childwall Valley Primary School staff team.
- Agree to the procedures and information within this Acceptable Use Agreement.
- Are aware of the date, time and teacher of each online lesson or assembly.
- Are aware of how your child will access the online session (i.e. the Google Classroom/ Meet link) and on what device (eg: a communal or parent / carer laptop, smartphone, tablet).
- Can ensure your child can access a suitable learning environment to participate in their live activity.

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Privacy Statement

The collection, storage, management, processing and protection of any data relating to pupils and parents/carers will be in accordance with Childwall Valley Primary School Safeguarding and GDPR Policies, which can be found on the school website.

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

Mr Davey, Executive Headteacher, Childwall Valley Primary School at
enquiries@childwallvalley.org

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