

Hayes Meadow Primary School

Live Lessons Acceptable Use Agreement for Parents/ Carers

Purpose

The provision of high quality teaching and learning is at the core of everything we do at Hayes Meadow Primary School. In order to support pupils in the event of whole classes requiring to self-isolate or whole school closure due to COVID-19, Hayes Meadow is implementing a new programme of Live Lessons.

This document sets out the procedures that must be adopted by parents/ carers of Hayes Meadow and pupils in Years R – Y6 when participating in Live Lessons.

Parents/ carers are asked to read and agree by emailing your child's class teacher to give consent for Hayes Meadow before the Live Lessons can start. Should any of these procedures not be complied with by either party, live lessons 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 Hayes Meadow and the Parent/ Carer

- Communication will be between a Hayes Meadow Primary School staff member and the pupils@hayesmeadow.staffs.sch.uk account.
- Further lessons will be scheduled using the Microsoft Office Teams App.
- Under no circumstances should a pupil's personal contacts be shared.

Adult Supervision

- An adult should be present in the 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 and Duration

- Activity will only be scheduled when permission has been received for lessons to take place, along with your commitment to adhere to the Acceptable Use Agreement.
- Lessons will only take place between 8:45 – 15:30, Monday to Friday. The start time of the scheduled lesson will be sent by the class teacher via Teams invite on the morning of the lesson.
- Exact lesson duration will be set in the invite and will differ depending on the age of the pupils. The lesson will be for no longer than 1 hour per lesson.
- Your child should be ready for their lesson to start promptly at the agreed time along with any resources or equipment they will need. If the lesson is late starting, the duration of the lesson may be reduced.

Learning Environment

- The lesson 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, ie. a dining/ living space; lessons should not take place in a 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 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, however we ask that it is appropriate for an educational environment, for example what they might wear on a non-uniform day at school.
- Clothing worn by a pupils or staff which does not meet this expectation is not acceptable and lessons will be suspended if not adhered to.

Recording and Observation of Lessons

- 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. Hayes Meadow staff are also not permitted to record/ video or screen shot 'Live Lessons'.
- Lessons may be observed by another Hayes Meadow staff member. This will be either 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.

Lesson Content

- Lesson 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.
- Parents/ carers are encouraged to join the start and end of each lesson, so you are clear of the goals and objectives for that lesson and understand any home practise to be undertaken by your child before the next lesson.

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 Microsoft Office Teams app/ web based resource.
- Once lesson dates and times have been arranged invites will be sent to the pupils @hayesmeadow.staffs.sch.uk account, including the relevant link to access the online lesson.
- Hayes Meadow staff will disable various features within the Microsoft Teams application.

Cancellation and Absence

- Should our staff member be unable to take the agreed lesson, you will be contacted with as much notice as possible to inform you of the cancellation and where possible rearrange the lesson.

- 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 lesson day/time.

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

- Have talked through how the 'Live Lessons' will work with your child to ensure they are happy to participate.
- Shared the pupil guide with pupils and discussed how to participate in lessons.
- Gave consent for your child to participate in the lessons via emailing the class teacher directly with your written consent.
- Agree to the procedures and information within this Acceptable Use Agreement.
- Are aware of the date, time and teacher of each online lesson.
- Are aware of how your child will access the online lesson (ie. the Microsoft Teams 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 Lessons'.

Privacy Statement

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

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