Appendix 1

Home-school agreement: addendum for live-streamed lessons   **December 2020**

Live lessons can be an important part of lesson delivery to supplement other types of learning when pupils, students or staff cannot be in school. In order to ensure all are safeguarded it is important that clear and robust guidance is in place for remote learning. By logging in to a live streamed lesson or session, parents, carers, pupils, students and staff agree to the conditions below.

Staff will:

- Record all sessions for monitoring purposes when delivering a lesson in school. By logging in to the lesson, parents and carers agree to their child being recorded. All recordings will be held securely following the school's GDPR policy and deleted after 30 days.
- Follow the school's safeguarding policy at all times, and adhere to 'Keeping Children Safe in Education' guidelines.
- Keep all pupils and students as 'attendees' and mute video and audio, unless they are asking a direct question to a pupil.
- Schedule live lessons in advance on Teams and in ClassCharts to enable families to prepare the necessary IT.
- Disconnect any pupil or student who shows disrespectful or unsafe behaviour or who disrupts the learning of others.
- Disconnect the lesson once it has finished to prevent pupils or students being in a chat room situation unsupervised.

Pupils and students will:

- Be punctual for lessons; because lessons may also be streamed live from classrooms that have other pupils or students present, no admittance is possible after the first five minutes.
- Be prepared with PREPP and an electronic device suitably charged, ready for learning.
- Seek to contribute to the lesson or session in a positive manner and not disrupt the learning of others.
- Actively engage where possible through the hands up or chat function.
- Not record or share any images from the lesson.

Parents and carers will:

- Provide a quiet space and appropriate IT as far as is possible, or request support from school if the relevant IT is not available.
- Ensure pupils and students are engaged and ready for learning.
- Feedback any safeguarding concerns immediately to the school's DSL or Principal.