



Carleton House Preparatory School

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Live Lessons Acceptable Use Agreement

Purpose

The provision of high-quality teaching and learning is at the core of everything we do at Carleton House Preparatory School. In order to support pupils in the event of whole class bubbles required to isolate or whole school closure due to COVID 19, Carleton House will provide live interaction with pupils in a range of methods, including live lessons, whole class meets and small group meets.

This document sets out the procedures that must be adopted by parents/carers of Carleton House and pupils, when participating in Live Lessons with Carleton House staff.

In accepting an invitation and logging on to a live lesson you are agreeing to the procedures set out within this agreement.

Should any of the following procedures not be complied with by either party, live lessons will be suspended and a Senior Leader will investigate.

Communication between Carleton House Preparatory School and the parent

- Live meets will be scheduled using the Microsoft Office Teams App. For ease it is advised that parents download the Microsoft Office Teams App.
- An invitation link will be sent the day prior to the registered parents account for the live meet.
- Communication between the class teacher and parent should be via the seesaw app.
- Emails can be sent to the school office which can be forwarded to the class teacher.

Adult Supervision

- An adult should be present in the pupil's home while 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 & Duration

- Live meets will only take place between 09:00 - 15:30, Monday-Friday.
- Live meet duration will differ depending on the age of the pupils.
- 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, i.e. 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 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.
- Only the child should be visible on the screen and not accompanied by other siblings or adults.
- **Pupils should not use headphones.**

Appropriate Dress

- Pupils should be dressed for lessons and not in pyjamas. They are not required to wear school uniform, however, we ask that it is appropriate for an educational environment, for example what they might wear for a non-uniform day at school.

Recording and Observation of Lessons

- Under no circumstances should you or your child record/video, photograph or screen shot the lesson. This is to ensure the safeguarding and privacy of your family, class members and our staff members. Carleton House School staff are also not permitted to record/video or screen shot lessons.
- Lessons may be joined by another Carleton House School staff member.
- The chat facility can be viewed by the teacher and all pupils and must only be used when asked or for educational reasons.

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 for the pupils learning at home.

Equipment and platforms

- Live lessons will be undertaken using the Microsoft Office Teams app/web based resource.

Bubble Closure or Self Isolation

- Should a bubble have to close due to a positive case, or if a teacher is self isolating, **they will not deliver** live lessons from their home.
- If a teacher remains well, they will revert to working from home by prerecording instructional videos to be shared on seesaw, accompanied by tasks, links, work.
- If a teacher is ill, school will endeavour to provide remote education for this period to the best of our ability based on current staff capacity in this ever changing and challenging situation.
- 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 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 expectations for remote learning with pupils and discussed how to participate in lessons.
- Agree to the procedures and information within this Acceptable Use Agreement.
- Are aware of how your child will access the online lesson (i.e. the Microsoft Teams link) and on what device.
- 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 Carleton House Preparatory School Privacy Statement, which can be found on the school website.