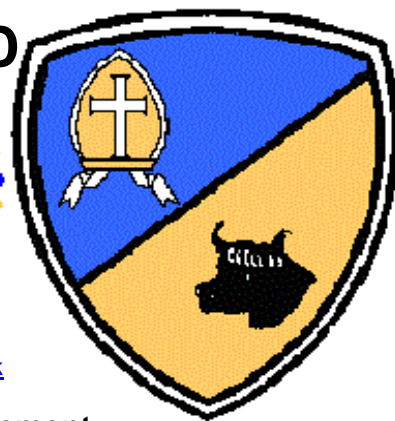


# ST. LUKE'S CHURCH OF ENGLAND PRIMARY SCHOOL



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## Parent and Carer Distance Learning Agreement

Parents and Carers are required to give permission before their child can participate in interactive teaching and learning with teachers to support the delivery of live video and non-video lessons online. This document partners, and should be read in conjunction with, our Distance Learning Policy, GDPR Policy and GDPR Videos and Images permission form. It outlines the rules, expectations and parameters all pupils and parents are expected to comply with in order to engage safely in interactive and live learning online with each other and teachers. This is not our main method of home learning but part of a digital blended learning pack.

### By signing this agreement parents confirm that:

1. They have read and understood both the Distance Learning Policy and GDPR Policies.
2. Have signed and returned their child's GDPR permission form.
3. Accept and will comply with the principles outlined below and agree that their child will comply with the Distance Learning Policy.

We will continue to deliver our usual high standards of education remotely, but our partnership with you as parents and carers is paramount to ensure pupils make the most of the different modes of delivery and learning materials provided.

I/we understand and accept that I/we will:

- Establish a tidy, suitably resourced working desk or table at home, with access to a computer or other suitable device and free from unnecessary distractions.
- Check Office 365 and Microsoft Teams daily for work, including live scheduled/pre-recorded videos or written work and support my child to complete this work to the best of their ability.
- Ensure my child and any adults present are dressed appropriately for any face-to-face learning (no pyjamas; clothing that is appropriate for interaction with teachers and peers must be worn).
- Speak to my child about appropriate behaviour in a remote lesson. For example, treating other pupils with respect and waiting to be invited to speak so that the same standards are maintained remotely as would be in a real classroom .
- Support my child's learning and check their completed work each day.
- Refrain from screenshotting, copying, storing or distributing any information, messages or posts to share on social media or any other platform outside of the Class Dojo or Office 365 Teams apps.
- Continue to contact my child's class teacher during normal teaching hours (08:00-17:00) through the Class Dojo app if they require support of any kind, and understand that the teacher may not be able to respond immediately.
- Talk to my child regularly about the benefits and risks of the online world and give them space to ask questions and talk about anything that worries them.

- Be mindful of my child's and my own mental well-being and encourage my child to take regular breaks, play games, get fresh air and relax.
- Ensure that the messaging service is used appropriately and for school purposes only.
- Ensure that chosen devices settings are safe and secure.
- Ensure my child only accesses the material shared by the teacher and they must ask for parental permission to use technology for anything beyond that.
- Encourage my child to read daily, either independently or with an adult.
- Encourage my child to tell an adult if anything worries them whilst working online.
- Never share any personal information with others online, including addresses, phone numbers, login information or passwords.
- Be responsible for my child's login and password details.
- Be responsible for and maintain my own filters and security settings on the devices being used by my child.

### **Live Lessons through Office 365 Microsoft Teams**

I/we understand and accept that:

- Staff and pupils will only use their school-registered accounts to access Microsoft Teams – never personal ones.
- Staff and pupils should be in a neutral area that is safe and appropriate. Under no circumstances should lessons be accessed from a bedroom. There should be no inappropriate objects or information visible.
- Teachers streaming a live lesson will always have another member of staff 'in the room'. Lessons will never start without another member of staff being present.
- Teachers will keep a log of any live lessons, recording what it was about, when it took place, the pupils and staff that were present and any issues that arose.
- Where possible, teachers will try to adapt/differentiate the lesson to suit the needs of different learners, however this may not always be possible.
- All online sessions will be recorded by staff for safeguarding and professional development purposes and stored securely using only the school's approved cloud or official school server. Children or parents/carers are not permitted to record or screen shot any part of the live lesson.
- Children will not be able to contact each other when staff are not present in the online lesson.
- Children will be given clear rules at the start of each session and will be given opportunities to respond appropriately. If there is any inappropriate or disruptive behaviour, the teacher will ask the child to leave the session.
- Children must always be civil and respectful to teachers and fellow students, as they would be in a classroom lesson.
- Pupils must 'hang up' at the end of the lesson once instructed to do so by the teacher. The teacher must be the last person in the meeting to 'hang up'.
- Live lessons will only take place if teachers feel it is necessary or if it will enhance learning.
- No eating is permitted by children/staff during the live lesson.
- Appropriate clothing should be worn by staff, children and parents at all times.
- A parent or carer must be present and visible on the screen with the child at all times during the lesson.
- Teachers will try to make contact with pupils at least twice a week in the event of a lockdown.
- The quality of online teaching and learning will only be judged by the school's senior leadership team and not by parents or carers.

Parent/Carer of: \_\_\_\_\_

Signed: \_\_\_\_\_

We understand that domestic dynamics (including having several children or limited IT access) may present challenges and we appreciate any support you are able to give your children. Likewise, we ask parents to be mindful of the fact that staff will be facing similar domestic challenges, but will nonetheless seek to maintain the school's expectation that parental or pupil contact is acknowledged and/or replied to within two working days. Replies from staff to this contact will normally be made during school hours (08:00-17:00).

- We trust that all pupils will make the most of this opportunity to explore a new way of learning. Rewards systems continue as usual as teachers are able to award DOJO points. Should any misbehaviour occur, you will be contacted directly by your child's teacher or a member of the senior leadership team. Any form of cyberbullying, directed at any member of the community, including staff, will still be dealt with as a Serious Offence.
- Finally, please be aware that, as part of this agreement, parents may not record, share, or comment on public forums in regard to any interactive learning provided by the school or in regard to any individual teachers.
- By signing this agreement, you give permission for your child to attend interactive learning sessions with St Luke's school staff, with full understanding and acceptance of the expectations outlined above and in the Distance Learning, GDPR Policies. You also acknowledge that you have shared and discussed this document and the expectations around interactive and remote learning with your child, and that your child has also agreed to follow the rules.
- The information submitted on this form is being collected in accordance with St Luke's Church of England Primary School's GDPR Policy. A copy of this policy can be found on the school website <http://www.saintlukes.wigan.sch.uk/page/general-data-protection-regulations-gdpr/44438>



SCHOOL MEMBER

