

## Parent Remote Learning Agreement

Date	March 2020 - (Version 1-0-0)
	October 2020 -(Version 1-0-1)

### Purpose

The purpose of this agreement is to ensure that parents and carers are aware of your and your children's responsibilities around remote learning, including the use of ICT. Other policies that refer to the use of ICT in and out of school are the ICT Acceptable Use Policy, the Anti-Bullying policy and the Child Protection (Safeguarding) Policy and Guidance.

### Scope and Definitions

This agreement applies to all parents and carers responsible for pupils who use or access information, resources or teaching either using the school's equipment or a device that is not the property of the school. It is applicable to the teaching and learning that is taking place during the coronavirus pandemic and to the measures necessary to retain some continuity of education during this unprecedented time.

### Rules of the Agreement

In addition to the rules for accessing remote learning that have been sent to pupils to give guidance on their use of ICT and online behaviour we would ask that parents and carers should offer their support by

- Providing a workspace for the child that is, as far as possible, quiet, safe and free from distractions with an adult nearby if needed. The use of a bedroom should be avoided wherever possible. Please note that your child may be offered the opportunity to take part in communications with their teacher and classmates who may be in school or also accessing the lesson remotely. These calls may be with either audio or video capability for the teacher, and may be with the whole class, a small group or on a one to one basis. When this is on a one to one basis, for example an instrumental music lesson, there should be an adult nearby. The school reserves the right to record the calls for safeguarding purposes. Pupils should generally only use audio capability to join these sessions and should only enable their video capability if this is specifically requested by the teacher.
- Your child should be suitably dressed to take part in any call. The Head of School will contact you if your child does not follow this or any of the other guidelines for behaviour during face to face communication.
- Face to face communication will form part of the teaching available to pupils. Parents should contact staff through the normal email channels.
- To make sure the school is compliant with data protection laws, parents should not record, share or comment on public forums about any audio or video communication from individual teachers.

### Safeguarding Support

The school regularly updates its Child Protection and Safeguarding Policy and has added a section on keeping children safe when they are being educated remotely. Parents should maintain their usual awareness and monitoring of their children's online activities and promote safe internet use at home. Mrs Chapman (Designated Safeguarding Lead), Mrs Wright (Deputy DSL), Mrs Lawrence (Junior school DSL) and the Heads of School, Miss Smith, Mr Dove, Mrs Wright, Mrs Hammons and Mrs Trevis can be contacted by email should you have any concerns or if you would like further information on issues such as e-safety or cyberbullying.

## Accessing School-Based Lessons from home

The school will inform parents when this extraordinary measure (due to the coronavirus pandemic) will be available to pupils. Pupils accessing school-based lessons from home will be expected to adhere to the above guidance at all times, including appropriate use of video capability.

When this facility is available, parents should notify the school that their child will be accessing lessons remotely, if they are self-isolating and well enough to access learning from home following their normal timetable as far as possible. It should be noted that pupils working remotely may not be able to access all activities during a live lesson, although teachers will endeavour to assist pupils with their questions promptly.

Pupils will be expected to leave the remote session at the end of the lesson or as instructed by the teacher. Pupils will normally be asked to submit their work electronically.

Parents are reminded that no recordings should be made (or images taken) by yourself or the pupil of any part of a lesson to preserve the privacy of the other pupils in the classroom or taking part in a remote lesson.

Date	Change History
March 2020	Agreement written
Sept 2020	Section added for pupils accessing school-based lessons from home