

Meriden CE Primary School



Remote Learning Home/School Agreement

Teachers will –

- respond to requests from pupils for their login credentials for Microsoft Teams, TT Rockstars and Bug Club;
- provide home learning activities within the first two days of being notified that a pupil is isolating. Home learning should be set using Microsoft Teams;
- where appropriate, mark work and give feedback on tasks completed online;
- inform parents if their child is not completing their work and offer support to remove barriers to online learning;
- only use approved school channels to communicate with pupils and parents;
- never use their own personal email or social media accounts;
- check camera angles before any broadcast. Carefully consider what can be seen in the camera background: sit against a neutral background or blur the background;
- avoid recording in bedrooms where possible (if that's not possible, use a neutral or blurred background) ;
- dress like they would for school as should anyone else in the household at the time of broadcast/recording;
- warn others in their household that they are recording/broadcasting ;
- double check that any other tabs they have open in their browser would be appropriate for a child to see, if screen sharing;
- use professional language when communicating online;
- report anything that might indicate a safeguarding concern to the Designated Safeguarding Lead as soon as possible
- keep live broadcasts and classes to a reasonable length of time, respecting the pupils' family circumstances
- teachers may record lessons to be accessed at a later time by families and are kept for a limited time
- ensure that if they are making use of the breakout rooms that they are monitored by a member of staff.

Pupils will –

- take part in live lessons from a shared space in their house, rather than in their bedroom or have their camera switched off;
- only access computing equipment when a trusted adult has given permission and is present;
- always use their own username and password to access the school platforms such as Microsoft Teams;
- use all communication tools such as email and blogs carefully and will notify an adult immediately if they notice that someone who isn't approved by the teacher is messaging;
- always dress appropriately for live lessons and behave sensibly, just like they are expected to in the classroom. They will understand that, if they behave negatively

whilst using technology, their parents/carers will be informed and appropriate actions taken;

- not deliberately look for, save or send anything that could make others upset and will immediately inform an adult if they see something that worries them, or know is inappropriate;
- keep their usernames and passwords secure; this includes not sharing it with others;
- understand what personal information is and will never share their own or others' personal information such as phone numbers, home addresses and names;
- think before they share, post or reply to anything online;
- not record the lessons/meetings unless pre-arranged and agreed by the school and
- not download recordings of lessons that have taken place from the Teams channel

Parents will –

- support their children in keeping their routine as close as possible to the normal school day;
- ensure they are working in an appropriate working environment, for example at a desk, and without distractions;
- remind them of the terms that pupils agree to in this document;
- be mindful of their conduct at all times during live lessons with full awareness that other children might see or hear them and anything in the background;
- discuss the work their child has been set and that it has been completed to the best of their ability;
- encourage their child to take an independent and proactive approach to their work;
- contact the class teacher if they are having problems in accessing remote education;
- not record the lessons/meetings unless pre-arranged and agreed by the school and
- not download recordings of lessons that have taken place from the Teams channel.

The school will –

- train staff in the use of specified learning platforms;
- be aware of and support families where access to online platforms is limited for any reason and provide printed resources, such as textbooks and workbooks, for pupils who do not have suitable online access;
- support teachers to find the most suitable way to support pupils' specific individual needs, including SEND, when learning remotely;
- ensure there is extra communication for parents of SEND pupils;
- ensure staff knowledge on keeping children safe online is up to date. The statutory guidance keeping children safe in education provides schools and colleges with information on what they should be doing to protect their pupils online;
- audit the remote education plan regularly to ensure that the school's remote education provision does not increase teacher and school leader workload and working time and
- share school assemblies and other community events and celebrations, where possible, with pupils working from home.