

Agreement between practitioners, parents and learners

The following is our agreement between practitioners, parents and learners when using video conferencing and/or live-streaming.

Practitioners agree to:

- discuss roles and responsibilities with learners at the outset of all lessons/sessions.
- notify the school or setting's senior management team, learners and parents/carers of any scheduled lessons/sessions, cancelled lessons/sessions or changes in arrangements.
- ensure that they keep themselves up-to-date with all relevant policies and procedures, including online safety, safeguarding and data protection policies.
- prevent a one-to-one situation at the end of an online class by disconnecting all participants at the close of the lesson/session.

Learners agree to:

- be punctual for all video-conferencing lessons/sessions.
- have a pen / pencil and paper to hand.
- access the relevant files for each lesson/session in advance and have the materials to hand.
- make sure they have all power adaptors and laptops ready before the lesson/session begins and are logged into the lesson/session.
- show respect for everyone in the online classroom.
- dress appropriately for all lessons/sessions, thinking about respect for others. (no nightwear)
- ensure the location they log in from is appropriate and change their 'background' setting as agreed with the practitioner.
- seek to contribute to the lesson/session in a positive manner and not be disruptive at any time
- not record or share images of the session or lesson.

Parents / carers agree to:

- ensure that your child is ready and punctual.
- ensure that your child is seated appropriately.
- keep the device on mute until asked to participate.
- keep the camera on at all times unless directed by the practitioner.
- remember that this is a face to face for the pupil and not an opportunity to engage with the member of staff.
- during the session sit out of sight of the camera and screen which will allow your child to engage with the class teacher.