



## Live Lessons Acceptable Use Policy for Parents/Carers

### Purpose

The provision of high-quality teaching and learning is at the core of everything we do at Herrick Primary School. In order to support pupils with their learning at home, Herrick Primary is implementing a new programme of Live Lessons.

This document sets out the procedures that must be adopted by parents/carers of Herrick Primary and pupils aged 11 and under, when participating in Live Lessons with Herrick staff. to give consent to the school prior to Live Lessons commencing. Should any of these procedures not be complied with by either party, Live Lessons will be suspended and a Senior Leader will investigate. If this is not possible, the online activity will not be able to continue.

If you have more than one child, you will need to access their individual classes to give consent.

### Communication between Herrick Primary School and the Parent/Carer

- Communication will be between a Herrick member of staff and the pupils school account.
- Under no circumstances will we contact your child directly or accept contact from them without your knowledge.
- Under no circumstances should a pupil's personal contacts be shared.

### Adult Supervision

- An adult should be present in pupil's home whilst 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

- Activity will only be scheduled when we receive your commitment to adhere to this Acceptable Use Agreement.
- Lessons will only take place between 9:00-15:00, Monday-Friday.
- Exact lesson duration will differ depending on the age of the pupils. The lesson will be for no longer than 1 hour per lesson.
- 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/carers 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.



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### Appropriate Dress

- Pupils and staff may dress informally for the lessons, however, we ask that it is appropriate for an educational environment, for example what they might wear for a non-uniform day at school.
- Clothing worn by a pupil or staff which does not meet this expectation is not acceptable and lessons will be suspended if not adhered to.

### Recording and Observation of Lessons

- Under no circumstances should you or your child record / video or screen shot the lesson. This is to ensure the safeguarding and privacy of your family and our staff member. Herrick Primary staff are also not permitted to record / video or screen shot lessons.
- Lessons may be observed by another Herrick Primary staff member. This will either be a senior leader, to observe the lesson for quality purposes, or a member of the Safeguarding team to ensure safeguarding procedures are being adhered to.

### 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.
- Parents/carers of younger children are encouraged to join the start and end of each lesson, so you are clear of the goals and objectives for that lesson and understand any home practise to be undertaken by your child before the next lesson.

### Equipment and platforms

- Lessons should only be conducted on a communal family or a parent/carer's personal device.
- Live lessons should be undertaken using the Microsoft Office Teams app/web-based resource.
- Once lesson dates and times have been arranged, invites will be sent to the pupils in the weeks before half-term.
- Herrick staff will disable various features within the Microsoft Teams application.

### Cancellation & Absence

- Should our staff member be unable to take the agreed lesson, you will be contacted with as much notice as possible to inform you of the cancellation and where possible to rearrange the lesson.
- 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/carer, 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 guide with pupils and discussed how to participate in lessons.
- Agree to the procedures and information within this Acceptable Use Agreement.
- Are aware of the date, time and teacher of each online lesson.
- Are aware of how your child will access the online lesson (i.e. the Microsoft Teams link) and on what device (e.g. a communal or parent/carer laptop, smartphone, tablet).



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- Can ensure your child can access a suitable learning environment to participate in their Live Lessons.

These procedures are provided as an appendix to the Herrick Primary School Safeguarding Policy. Parents/carers are asked to agree to these procedures using the following link –

Nursery am (Miss Richards) <a href="https://forms.office.com/Pages/ResponsePage.aspx?id=x40NiAGO30WPYjgHWIBzJ4PqKV9eBJBPr13cFhobL2hUMIYzWU1TUkg2T1FPWEpBWUVMQ0RNUVpYViQIQCN0PWcu">https://forms.office.com/Pages/ResponsePage.aspx?id=x40NiAGO30WPYjgHWIBzJ4PqKV9eBJBPr13cFhobL2hUMIYzWU1TUkg2T1FPWEpBWUVMQ0RNUVpYViQIQCN0PWcu</a>
Nursery pm (Miss Richards) <a href="https://forms.office.com/Pages/ResponsePage.aspx?id=x40NiAGO30WPYjgHWIBzJ4PqKV9eBJBPr13cFhobL2hUM1U2VEc4MVY3VzVOMDMYVUQwR05JT1JHOCQIQCN0PWcu">https://forms.office.com/Pages/ResponsePage.aspx?id=x40NiAGO30WPYjgHWIBzJ4PqKV9eBJBPr13cFhobL2hUM1U2VEc4MVY3VzVOMDMYVUQwR05JT1JHOCQIQCN0PWcu</a>
Reception (Miss Jones) <a href="https://forms.office.com/Pages/ResponsePage.aspx?id=x40NiAGO30WPYjgHWIBzJyiA9DFogF5lhgEemK1X0ZpUM0pWSjk2U0xFODBUOVdUSzhZOERDUVnkOCQIQCN0PWcu">https://forms.office.com/Pages/ResponsePage.aspx?id=x40NiAGO30WPYjgHWIBzJyiA9DFogF5lhgEemK1X0ZpUM0pWSjk2U0xFODBUOVdUSzhZOERDUVnkOCQIQCN0PWcu</a>
Reception (Miss Lewis) <a href="https://forms.office.com/Pages/ResponsePage.aspx?id=x40NiAGO30WPYjgHWIBzJ0MXFkJuzrpMtoKdEXZP5JFUNKpBSTNSVDdMS1I3VFJSQjIzUkY2R01OUiQIQCN0PWcu">https://forms.office.com/Pages/ResponsePage.aspx?id=x40NiAGO30WPYjgHWIBzJ0MXFkJuzrpMtoKdEXZP5JFUNKpBSTNSVDdMS1I3VFJSQjIzUkY2R01OUiQIQCN0PWcu</a>
Year 1 (Miss Kaur) <a href="https://forms.office.com/Pages/ResponsePage.aspx?id=x40NiAGO30WPYjgHWIBzJ9YxNr-stI5GjiSso-8riQRUM1kyRDBMN0hZRk40RERXrkVaVzIURjNMMSQIQCN0PWcu">https://forms.office.com/Pages/ResponsePage.aspx?id=x40NiAGO30WPYjgHWIBzJ9YxNr-stI5GjiSso-8riQRUM1kyRDBMN0hZRk40RERXrkVaVzIURjNMMSQIQCN0PWcu</a>
Year 1 (Mrs Smith) <a href="https://forms.office.com/Pages/ResponsePage.aspx?id=x40NiAGO30WPYjgHWIBzJxf2KBH6XylFsvrnOsi2XcZUOVNQT1FDTloySk03SEJVMIAzQjQzS0xDNCQIQCN0PWcu">https://forms.office.com/Pages/ResponsePage.aspx?id=x40NiAGO30WPYjgHWIBzJxf2KBH6XylFsvrnOsi2XcZUOVNQT1FDTloySk03SEJVMIAzQjQzS0xDNCQIQCN0PWcu</a>
Year 2 (Miss Conlon) <a href="https://forms.office.com/Pages/ResponsePage.aspx?id=x40NiAGO30WPYjgHWIBzJ1T6-V19yX9JsoOZmG_4CwdUNVBJVzUxTUFKtjIUQ01QSjZOOTJQS0ZXRYQIQCN0PWcu">https://forms.office.com/Pages/ResponsePage.aspx?id=x40NiAGO30WPYjgHWIBzJ1T6-V19yX9JsoOZmG_4CwdUNVBJVzUxTUFKtjIUQ01QSjZOOTJQS0ZXRYQIQCN0PWcu</a>
Year 2 (Mrs Ismail) <a href="https://forms.office.com/Pages/ResponsePage.aspx?id=x40NiAGO30WPYjgHWIBzJ6sGDdhAB2ZLhJwWt2Zkoh1UQU00RUU0UU1OWkZVVlpIWjgyNEJFU0VPUyQIQCN0PWcu">https://forms.office.com/Pages/ResponsePage.aspx?id=x40NiAGO30WPYjgHWIBzJ6sGDdhAB2ZLhJwWt2Zkoh1UQU00RUU0UU1OWkZVVlpIWjgyNEJFU0VPUyQIQCN0PWcu</a>
Year 3 (Mrs Mankoo) <a href="https://forms.office.com/Pages/ResponsePage.aspx?id=x40NiAGO30WPYjgHWIBzJ8rAHEap5rNLukFqBVkFRhIUENRRzdHSEE4OEVQCQ1VJN0VOU0REU0ZYNSQIQCN0PWcu">https://forms.office.com/Pages/ResponsePage.aspx?id=x40NiAGO30WPYjgHWIBzJ8rAHEap5rNLukFqBVkFRhIUENRRzdHSEE4OEVQCQ1VJN0VOU0REU0ZYNSQIQCN0PWcu</a>



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Year 3 (Miss Mehta)

<https://forms.office.com/Pages/ResponsePage.aspx?id=x40NiAGO30WPYjgHWIBzJ02nEmVyCOPJrxRJS Ghd2CIUNTJMODEyQ1RWQ1ZIU1Y5N1NWMUVGTFMwUSQIQCN0PWcu>

Year 4 (Miss Patel)

<https://forms.office.com/Pages/ResponsePage.aspx?id=x40NiAGO30WPYjgHWIBzJ1WKDBN5QhJGhAvI Uiw7AAAdUOVZPQTJWOE9ZWfJYREJVSjdFNDUwSDRKQIQIQCN0PWcu>

Year 4 (Mrs Shukla)

<https://forms.office.com/Pages/ResponsePage.aspx?id=x40NiAGO30WPYjgHWIBzJ6RtbfHTLqBDrY6hS2 3RjsVURUE1RkZMSFRLWkNVWkZUEFRQjZaN0pQSiQIQCN0PWcu>

Year 5 (Mrs Patel)

<https://forms.office.com/Pages/ResponsePage.aspx?id=x40NiAGO30WPYjgHWIBzJ2hgT485r8xLq1ykyP oCtHFUODgWQjRCMUJTMzE1WE1LUzZNT0s4RDISQSQIQCN0PWcu>

Year 5 (Mr Maille)

<https://forms.office.com/Pages/ResponsePage.aspx?id=x40NiAGO30WPYjgHWIBzJ4Rer6EtLKBAI5- MAS -dINURjAwWDNGWjVIM0pBVjQzM09FRkiWREk5RiQIQCN0PWcu>

Year 6 (Miss Broadhead)

<https://forms.office.com/Pages/ResponsePage.aspx?id=x40NiAGO30WPYjgHWIBzJ2GSUvMM IIMsqrLy E2IFUN0JRWUVPRDI4NIZVQkVJNzZKTEhXTIVPMiQIQCN0PWcu>

Year 6 (Mr Punchard)

<https://forms.office.com/Pages/ResponsePage.aspx?id=x40NiAGO30WPYjgHWIBzJ2vR5- OZP1BLivYDhGI3DExUOVVUIVTVVE04WTRTMUJXMFQxQzNEUjQ2TCQIQCN0PWcu>

### Privacy Statement

The collection, storage, management, processing and protection of any data relating to pupils and parents/carers will be in accordance with the Herrick Primary Privacy Statement, which can be found on the school website.

If you have any concerns or questions in relation to this agreement please contact the school.

January 2021