

Code of Conduct: Online Learning including Live Lesson

- Our lessons will be delivered via Microsoft teams, this is accessed through your child's school email address. If you are accessing lessons through a ipad/tablet or mobile phone you will need to download the Teams app and enter your child's school email address and password.
- Classroom rules apply during live lessons as much as they do at school. Please listen carefully to one another and be fully involved in the lesson.
- Whilst the teacher is teaching please mute your microphone and use the hand symbol to ask questions.
- Children will be invited to the sessions via their school email address.
- When you join the session please **pin** (*click on the circle with the teacher's initials in*) the teacher's video so that it becomes the main screen. On a mobile phone – tap and hold on the teacher's icon and select pin. On a laptop, right click on the icon and pin.
- Please ensure your child has appropriate equipment ready for the lesson (paper, pencil, pen).
- Please ensure you have switched your camera off, during the lessons.
- Children must sit in a communal area, not in their bedrooms please.
- We would ask that parents are present for the lessons so you can support your child as necessary and ask any questions.
- Parents must not record these lessons or use them for any other purpose than learning e.g. the sharing of these lessons on social media is prohibited.
- Parents/children should not under any circumstances capture or use video of school staff.
- If a **member of staff** has any safeguarding concerns they will report these to the school's Designated Safeguarding Lead/ Deputy Designated Leads.
- If a **parent** has any safeguarding concerns regarding the lessons please contact the school office to speak to our Designated Safeguarding Lead/ Deputy Designated Leads.