



**Malpas Court Primary School**

Ysgol Gynradd Llys Malpas

*"Where children learn to live  
and live to learn in an ever changing world"*

**January 2021**

## **Video-conferencing (Live lessons) Agreement**

Dear Parents / Carers,

This week, as part of our Blended Learning (home learning) provision, teachers will organise 'live' learning sessions which will allow interaction and provide pupils with the opportunity to ask questions about their learning tasks.

In order to safeguard learners, we ask that parents/carers read the information below and confirm that they agree to their child taking part in the sessions.

### **Practitioners (teachers and LSAs) 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.
- Ensure that there are two members of school staff online at any one time.

### **Learners agree to:**

- be punctual for all video-conferencing lessons/sessions
- 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
- 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 share images or recordings of the session or lesson.