



Live Session Policy

To support us in continuing to build trust and collective responsibility within our community, Parents and Guardians are required to sign that they have read and understood this policy. Where families have not signed to confirm reading and understanding the policy, but continue to access the resources, automatically agree to these terms.

For parents:

- Ensure that children are in an appropriate location, where they can be supervised e.g. at the dining table or in the living room. However, remain out of screen shot as the children are the focus for the session
- Ensure that children are given the space to share their thoughts and ideas
- Be mindful of the fact that this provision has been created for the children and they should be the focus
- Ensure that the environment in which the child will attend the session is quiet so that they can clearly hear what is being discussed
- Ensure that children are appropriately dressed in everyday clothing
- Remind children not to eat during sessions
- Parent/Guardians are not permitted to take any recordings of sessions. The sessions are intended to be live and the video and audio must not be misused in any way
- Parents/Guardians are not permitted to share or show the resources to anyone. The intended use of the videos is to be viewed by children who attend our school only
- Be mindful of inappropriate content / personal information being visible on screen
- Ensure that your child is punctual for each session
- In the instance that the display name is unfamiliar, school staff will request that the camera is on. If the camera is not turned on or there is no confirmation of the participant's identity, teachers reserve the right to remove participants from the live sessions
- Parents must not interrupt the session for any reason
- Should recorded lessons be deemed inappropriate by the school for any reason, the upload of the resource will be delayed due to editing

For pupils:

- Microphones must be turned off until the adult leading the session asks you to turn them on
- Chat should only be used to write messages that are relevant to the session and support the learning of the group, when asked to use this by the adults leading the session
- Language and behaviour must be respectful (the expectations as described in the school's behaviour policy continue to apply to online sessions)
- To respond quickly to the schools emergency shut down signal 'Traffic Light, Traffic Light Traffic Light' by exiting the live teaching session immediately
- To be appropriately dressed

What you can expect from us:

You can expect staff to adhere to the policy

Sessions will never go on for longer than an hour

In the event that a child or parent does not adhere to this policy:

- One warning will be given orally and in the chat.
- Should the unwanted behaviour persist, the child will be removed from the session
- Should a teacher witness something that raises a safeguarding concern during a session, the pupil will be removed from the session and this will be reported to the school's DSL for further investigation