



Halsford Park Primary School

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Halsford Park **Remote Learning Pupil User Agreement**

As you may be aware, we are required to provide remote learning for children in the event of a local lockdown, school closure, bubble closure or if your child needs to self-isolate.

'Where a pupil, class, group or small number of pupils need to self-isolate, or there is a local lockdown requiring pupils to remain at home, DfE expects schools to be able to immediately offer them access to remote education.' (www.gov.uk)

The purpose of our Google Classroom is to provide a safe and secure place to receive and share learning, and a place where we will be able to connect with school staff and classmates. In Google Classroom, school staff can assign work to the learners digitally, without paper. Google Classroom is accessible from any digital device with internet access and a web browser. Parents/Carers can login and view the assignments that their children have been set, whether their child has completed and submitted them, and view feedback that they may have received.

Early Years will continue to use Tapestry to share and submit their learning however, any live interactions will take place via Google Classroom.

This agreement outlines what we expect of pupils and Parents/Carers during remote learning and what can be expected from us as a school. A more detailed outline of what we are able to offer will be sent via email in the event of a closure, and will be dependent upon the staff that we have available.

Much of this echoes our Core Values when in school and all of it is designed to help pupils benefit the most from remote learning and keep our whole community safe.

We ask that Parents/Carers read the following information and then complete the form below to confirm they agree to this Remote Learning Agreement. Halsford Park will not be held responsible for any incidents that occur if the agreement has not been followed and will not permit any child to join any 'interactive' lessons if the agreement has not been signed by parents/carers.

Responsibility of all

- Myself and my parents/carers will check my Google Classroom or Tapestry account regularly to keep track of online sessions and learning – please note younger children may require some support with this.
- I understand that my teacher will only be available in usual schools hours between 9:00am and 3:30pm
- I will only use Google Meet as directed by the teacher and will only upload material that is related to my learning
- I understand that my parent/carer is responsible for Google Classroom login details and keeping these safe and that these are not to be shared with anyone.
- I will not use my Google Classroom login details to communicate with anyone other than a member of staff and ONLY when directed to do so by them.
- I will not take photos of my screen or record online interactions in any way
- I will complete the work provided to the best of my ability.
- I will submit my work by using the 'Turn In' button in Google Classroom or send this in to the Class email address and send my work via Tapestry (Early Years).
- I will make sure that my communication in the online learning is always supportive of my own learning and the learning and wellbeing of others and shows the Core Values.

As a school, we will offer further support if a child is having any difficulty.

If taking part in a live interaction I will make sure that:

- My parent/carer is present in the room or in the next room with the door open so they can see and hear everything that is happening during the live sessions
- It is only me that is visible on screen – no parents/carers/siblings should be visible
- My environment is quiet and free from distractions
- The background (and foreground) is appropriate and as neutral as possible (please be mindful of what is visible behind you/in front of you)
- I am appropriately dressed (e.g no pyjamas)
- I remain attentive
- I communicate in a courteous way showing the Core Values at all times to both teachers and fellow pupils

Safety

- I understand that the school will monitor my Google account to ensure everyone is kept safe.
- I will speak to an adult immediately if anything I see or hear when I am using Google Classroom makes me feel worried.

Parents and carers:

- Monitor my child's internet use and check that they are using technology safely and report any concerns to the school immediately via the class email
- Check my online protection systems to ensure their time online is as safe as possible
- Check that they understand the task they have been set. If not, I will give help and support as I am able to and speak to the school via the class email for further support as necessary

- Make sure my child is sitting comfortably and in the correct position to learn
- Ensure that they have a suitable amount of time away from the screen during the day
- Discuss their work with them after they have completed it and any feedback they may have received as I am able to.

As a Parent/Carer:

I understand that I need to send any questions regarding the learning during a live interaction to the class email address rather than at the time of the lesson/meeting.

I understand that some lessons may be recorded and shared on Google Classroom for others that may not be able to attend live interactions.

I understand that lessons will be tailored to the age and stage of the children and may vary in length depending on the content.

Reporting concerns:

If you have any concerns regarding the wellbeing or safety of a pupil whilst your child is accessing remote learning, these should be raised immediately with the Designated Safeguarding Lead by telephoning the school office.