

We ask that you please discuss the following guidance and expectations with your child to ensure that staff and students can make the most of the fantastic technology available to us, in the safest possible way. All behaviour and conduct expectations remain exactly the same for students who are learning remotely, just as they would if they were learning within school.

- Students should be fully dressed, wearing appropriate daytime clothing which is suitable for a live learning environment. Please ensure that your son/daughter is aware that nightwear, or being partially dressed, is not acceptable attire for participating in live lessons.
- No 1:1 live lessons should take place between staff and students. Live lessons will be delivered as group lessons only and students should not request individual 1:1 live lessons with members of staff.
- Language used must be professional and appropriate, including that of any family members in the background who may be overheard.
- Students should register for live lesson software (e.g. Teams) using only their school email account and not a personal email account.
- Live lessons will only be held during a planned teaching time outlined by the individual member of staff. These will always be held at times which fall between the normal school opening hours of 8:45am-3:00pm.
- Students should familiarise themselves with how to use the camera/microphone controls within the programme, so that they have the ability to turn them on/off as they wish. Staff can assist with explaining how to do this during a live lesson setup.
- Live lessons must not be recorded by students.
- Students should ensure that their account/profile name appears as their own first name and surname and that no alternative names/nicknames are used. When using a family device/account, ensure that the account/profile name is edited to appear as the students' name only.

In addition to the live lesson guidance above, we would also like to take this opportunity to emphasise the importance of general online e-safety and staying safe online. Further information can be found on the NSPCC website by following the link:

<https://www.nspcc.org.uk/keeping-children-safe/online-safety/>