



## Iver Village Junior School

### Remote Education Home-School Agreement

Dear Parent/ Carer,

We recognise that during COVID-19 restrictions, school-absence and remote education can be challenging and present a range of difficulties for families across our community. Iver Village Junior School provides a range of educational resources to ensure all children have access to education. This can take the form of:

- 'Live remote education sessions' - online face-to-face education via Microsoft Teams.
- Assignments being set via Microsoft Teams
- Educational materials being provided on paper via previous agreement with our SENDCO

This Home-School agreement is designed to make sure students, parents and staff are fully aware of their roles and responsibilities.

The statements below outline what students, teachers and parent/carers should do when engaging in remote, face-to-face, online-education:

#### Students will:

- be available for registration by 9:30am each weekday morning
- be dressed appropriately for the session to participate in the lesson;
- blur their backgrounds using the tool on Microsoft Teams (if using the App) especially if they have to work in their bedrooms
- behave appropriately, responsibly and sensibly, in line with the school's behaviour policy;
- not record or take photos/screenshots of classmates or teachers during a live session for safeguarding reasons;
- have available paper and pen/pencil (books can be collected from school);

#### School Staff will:

- register children each morning;
- maintain professional standards at all times, following the school's remote education policy;
- set assignments and provide feedback to students online via Microsoft Teams or email;
- will provide 'live education support' sessions via Microsoft Teams in line with your child's timetable. This would be an opportunity for your child to receive live, video guidance and support on the work provided on Microsoft Teams;
- will direct your child to any further support they may need from the school.

Parent/carers will:

- ensure that they register their child by 9:30am each weekday morning
- support their child to access online education;
- supervise their child's internet use and online education
- not record or take photos/screenshots of classmates or teachers during a live session for safeguarding reasons;
- be aware that school staff may call from withheld number and to answer the phone to school staff or return calls, messages or emails
- make sure that other members of the household are aware the remote education is happening
- use language that is professional and appropriate, including any family members in the background

Guidelines for using 'live remote education sessions' via Microsoft Teams:

When using Microsoft Teams, students and parents should remember that this is an extension of the classroom and students should behave appropriately, responsibly and sensibly, in line with the school's behaviour policy, as they would in a real classroom. This includes:

- Working in a place that is quiet, safe and free from distractions and being dressed appropriately for learning;
- Remaining attentive and alert during sessions.
- Interacting patiently and respectfully with teachers and peers.
- Providing feedback to teachers about their experiences and any relevant suggestions.
- Making sure that they leave the session as soon as the teacher indicates that they should do so.
- Making sure that other members of the household are aware the remote education is happening, use appropriate language and wear suitable clothing

1:1 Video Conversations with Parents or Child on Microsoft Teams:

- Staff will only ever video call a pupil with prior agreement with parents and the head teacher or deputy.
- This will be at a pre-arranged time and day.
- The staff member will speak first with the parent or carer to check they are aware of the call. The parent or carer must stay in the room.