



# Shortlanesend School

Head of School: Mr C Wilson

## Agreement for use with live-stream lessons

Dear Parent / Carer,

As part of the school's provision for online learning, we will be holding online video meetings between the school and children who are at home. This may mean that your child's classroom (and children) are included in such live video meetings.

We are pleased to have such opportunities to stay connected as a school community, though we would also like to make everyone involved aware of the conditions under which we will be running such sessions.

The School will:

- Discuss roles and responsibilities with learners at the outset of meetings.
- Ensure that staff are 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 from Teams or Meet at the close of a session.
- Teachers will be joined by another member of staff when possible; when this is not possible the school may choose to record meetings as part of our safeguarding procedures

Children will need to:

- Join meetings punctually so that they can proceed without interruption
- Access any relevant materials for sessions in advance and have them to hand
- Make sure all power adaptors and devices are ready before a meeting begins
- Respectfully listen and speak with everyone in the online classroom - appropriate sharing of speaking time is a key part of online meeting
- Ensure the location they log in from is appropriate to uphold privacy
- Seek to contribute to the class in a positive manner
- Be very clear that it is not appropriate to share images or recordings of such meetings on any channels, including social media

T: 01872 276372

E: [hello@shortlanesend.org.uk](mailto:hello@shortlanesend.org.uk)

W: [www.shortlanesend.org.uk](http://www.shortlanesend.org.uk)

Shortlanesend School, Northey Close, Truro, Cornwall TR4 9DA

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Registered Office: Aspire Academy Trust, Unit 20, St Austell Business Park, St Austell, Cornwall PL25 4FD





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If school staff are made aware of any divergence from the above terms, children may be removed from meetings directly and / or matters followed up with families in due course.

If you have any questions or concerns regarding our use of online meetings, please contact the head of school through the usual process. We are keen to reassure families that we are placing safeguarding at the centre of our approach with such sessions and hope that we will hear lots of positive stories of interactions in our school community at this difficult time.

You will receive information directly from teachers with regards timings for scheduled meetings.

Regards

Mr Wilson

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