

Jack & Jill Family of Schools Home Learning Agreement

'Live' Lessons

The Family of Schools will run 'live' online lessons during the period of school closure which began in January 2021.

We will be holding live discussions and live assemblies for girls in Reception and above and some specialist lessons which are pre-recorded. The times of these lessons and assemblies are published on class timetables.

For Nursery children who are self-isolating or opting for home learning rather than in person learning whilst the Nursery remains open, we will be offering live lessons and pre-recorded lessons as published on the class timetables.

We politely request that all families:

- Select a suitable, quiet room for the live lessons to take place (preferably not a bedroom); whenever possible, siblings should not be in the room.
- Ensure pupils have access to (i) a desktop, laptop or tablet computer with a keyboard and (ii) the home learning packs delivered to you.
- Endeavour to be punctual and organised.
- Ensure that all equipment is ready to be used in advance of the lesson start so that pupils do not miss out on the beginning of the lesson.
- Ensure that an adult is nearby to deal with any problems with the desktop/laptop/tablet and remains in earshot, where possible.
- **Ensure that for 'audio only' lessons, the camera is turned off and the microphone is turned on.** For some lessons, pupils will be informed that the teacher intends to use the camera e.g. a dance lesson; families may choose whether or not to turn your camera on. Please read the document "A Guide For Parents – Camera", for full instructions of how to do this.
- Remind pupils that, just as at school, teachers always expect behaviour and verbal/written communication to be appropriate, in line with the Schools' rules. If the teacher feels this is not the case, they will award a sanction.

On our School website, you will find a copy of the Privacy Notice – Recorded and Live Streamed Lessons. This notice provides information about how we will use pupil's personal data for these lessons.

This privacy notice should be read alongside our updated Pupil and Parent Privacy Notices, also available here - <https://jackandjillschool.org.uk/privacy/>.

We ask for your understanding of the following:

- The lesson can only be started and ended by the teacher. Students will not be able to converse with their peers before the lesson begins.
- The teacher will record attendance each morning and afternoon.
- Parents and carers should not interject/interrupt the lesson once it begins.
- Once the task has been set and misconceptions addressed, the teacher will remain on the call and leave pupils to complete the task. Children can ask the teacher if they have any questions about the task or if they are unsure what to do.
- It is the parents' responsibility to ensure that pupils are using the internet safely and responsibly.
- It is responsibility of parents and pupils not to record or take photos of classmates or teachers during live lessons, nor share recordings of live lessons publicly.

Families should note:

- Teachers will use their discretion about whether to appear on live web cam.
- Teachers will use a combination of audio discussion, screen sharing and pre-recorded videos.
- For safeguarding purposes, our Schools will record the audio and text exchanges of live lessons; these will be retained by our Schools for no longer than one year unless we have a good reason to justify their retention.
- If a pupil is unable to take part in a live lesson, due to technical problems, illness, or any other reason, the teacher will help the pupil catch-up during the next scheduled lesson; teachers cannot repeat lessons later in the day. Depending on the lesson, teachers may record their lesson to enable a child to catch up by watching the recording.
- Before the recording of a live streamed lesson begins, all participants (staff, pupils and parents) will be told the recording is about to take place and have the right to oppose this. If anyone is opposed to the recording, the recording will not take place. Recordings will be retained by our Schools for no longer than one year unless we have a good reason to justify their retention
- Where a technical fault/teacher illness occurs prior to the start of a live lesson, preventing the lesson from being delivered at the agreed time, the lesson will be cancelled. If time allows, parents will be informed of the cancellation by email. We will, of course, do everything we can to avoid cancellations.
- Where a technical fault occurs, which prevents the live lesson from being completed, the teacher will not attempt to restart the teaching but will recommence at the next scheduled time.