**Appendix 1**: **Agreement for Remote Learning and Teaching**

**The teacher will:**

* discuss roles and responsibilities with pupils at the outset of delivery;
* be punctual at the beginning and end of each lesson;
* set up a protocol for labelling of files for pupils;
* ensure that they keep themselves up to date with all relevant policies and procedures, including Child Protection;
* end the remote teaching experience immediately if they are feeling uncomfortable about any aspect of the experience. Follow-up with their line manager.

Pupils will have already signed ‘An Acceptable Use of ICT Agreement’ at the beginning of their school year and this agreement still stands in the virtual leaning environment.

**Pupil Expectations:**

* only use their Glow email address for class communication;
* be punctual for all lessons;
* where required, access the files for each lesson on Glow in advance and have the materials to hand;
* make sure they have all power adaptors, laptops, screen connections ready before the lesson begins;
* submit all assignments on time in accordance to the agreed protocols;
* show respect for everyone in the online classroom;
* dress appropriately for all classes, thinking about modesty and respect for others;
* ensure the location they log in from is appropriate i.e. give consideration to background, camera angle, privacy etc.;
* seek to contribute to the class in a positive manner and not be disruptive at any time;
* leave the Google Meet / Teams VC if they are feeling uncomfortable;
* understand that no part of the ‘live virtual lesson’ will be recorded;
* understand and agree that no documentation stored for learning, whether it be assignments or materials shall be duplicated, copied or shared with anyone other than the pupil or school;
* **Do not** record or take pictures of any part of a livestream / video-conference lesson.

**Appendix 2**: **Parent/ Carer permission to deliver remote teaching into the home.**

Please note that lessons are not recorded.  Children’s Services requests that no attempt is made to record any online teaching by pupils or adults alike.

Pupils have already signed ‘An Acceptable Use of ICT Agreement’ at the beginning of their school year; this agreement still stands in the virtual leaning environment.

**Pupil’s name**

**School**

**Class**

I understand that no part of remote teaching and instrumental instruction can be recorded.

I understand and agree that no documentation stored for learning, whether it be assignments or materials shall be duplicated, can be copied or shared with anyone other than my child and his/her school.

I have read and will follow the Pupil Expectations

I give my consent to participate in livestreamed lessons, as part of online learning.

**Name of Parent/Guardian**

**Signed Date**

**Name of Pupil**

**Signature of Pupil**