

As a Parent I...

- Will ensure my child is logged on to Microsoft Teams for registration at 8:30
- Understand that my child's camera needs to be turned on during the daily registration session and at the start of any live lesson, for safeguarding purposes
- Will provide a quiet space for my child to work
- Will ensure that my child engages with the information from their teacher and completes their home learning
- Will ensure that my child sends back identified pieces of work
- Will ensure my child uses their school Teams account responsibly and for home learning only
- Will contact the school office, if I have any questions about my child's learning
- Understand that if my child does not follow the behaviour expectations during live sessions then they will be removed from the video call and any abuse of home learning tools by my child will result in parents/carers being informed and potentially access removed
- Understand that any messages sent to teachers will only be monitored during normal school opening hours

As a Pupil I...

- Will log on to Microsoft Teams for registration at 8:30
- Will have my camera turned on during the registration session and at the start of any live lesson
- Will check my home learning tasks and will complete them to the best of my ability
- Will return my completed home learning when requested by my teacher
- Will attend the live lessons via Microsoft Teams
- Will message my teacher (using Microsoft Teams), if I am unsure of what to do and need help
- Will be responsible for my online safety, as I have been taught at school, by following the guidance on the e-safety charter
- Will not take screen shots or share any videos that school share with me
- Understand that if I do not follow the behaviour expectations during live sessions then I will be removed from the video call and my parents/carers will be informed
- Will only email use Teams messaging for learning reasons

As a Teacher I...

- Will register children in my class at 8:30
- Will provide home learning tasks which will be delivered to pupils via Microsoft Teams
- Will maintain a broad and balanced curriculum
- Will deliver at least one daily live lesson, alongside the class teaching assistant, which may incorporate opportunities for feedback on work submitted or an opportunity for general class discussions
- Will aim to respond to Microsoft Teams messaging from children during the usual hours of the school day (and always within 24 hours)
- Will provide a high-quality curriculum to support home learning
- Will provide clear instructions for the returning of pupils work and mark it accordingly providing feedback to improve learning
- Will ensure that all pupils in my class feel confident in using Westacre's remote learning systems
- Will ensure that pupils are aware of high-expectations of behaviour and will be 'removed' from live sessions if not met

