



Tudor Grange Academies Trust Live Sessions

Parents/carers must email school to confirm in writing that both they and their child have read and agreed to the expectations outlined below.

Below is some important information that you need to be aware of before your live session. Please take the time to read this thoroughly.

Joining the virtual session

1. You will receive an invite via your school email address to join what is called a 'Team' on Microsoft Teams. This is where the live session will be happening. Please could you ensure that you are online promptly so that we can start the session on time.
2. On the day, you will receive a notification on Microsoft Teams that you are being invited to a conference call which is how we will be running the session. All you need to do is answer the call on your device (ideally a laptop or a tablet) and then you should be able to see the other members of the Team who are taking part in the session, alongside your teachers.
3. Within Teams, there is a tab called 'Files' which is where we will be sending you any resources needed for the session.

Appropriate attire, setting and behaviour

As this is a school session, you must be dressed appropriately. Whilst we are not going to ask students to dress in school uniform, you must make sure that you are fully dressed in sensible, appropriate clothing.

You will also need to make sure that you have blurred your background so no one in the session can see the inside of your home.

As in a typical session at school, you must ensure that you behave respectfully and appropriately towards your teachers and peers. Whilst staff are talking you should be listening (use the mute button), and vice versa. We will not tolerate any inappropriate language or actions from students or parents/carers. Pupils are not permitted to make conference calls to each other without it being a planned session with a member of staff.

Please note if your clothing, setting or behaviour are deemed inappropriate, this may result in your online interaction being terminated.

Recording

By emailing your consent you are giving Tudor Grange Academies Trust express permission to record the sessions. This recorded session will be saved in the files area of the students Team to allow them to access it should they need to.

Making a recording of this session and distributing such recording is strictly prohibited. Having received parental consent, this live session is being recorded by Tudor Grange Academies Trust and will be saved in the files area of this team to allow students to playback the session for a limited time only. The recording of this session is the sole property of Tudor Grange Academies Trust and distribution is strictly prohibited.

If you have any concerns following the online session, please let a member of school staff know.

We look forward to seeing you soon.