



## **Tudor Grange Academies Trust Live Sessions**

Below is important information that you need to be aware of about live learning sessions. It forms the basis of your consent to online learning. Please take the time to read this thoroughly so that you are able to continue to give consent to your child being involved in online learning.

### **Joining the virtual session**

1. Your child will receive an invite via his or her school email address to join what is called a 'Team' on Microsoft Teams. This is where the live sessions happen. Please could you ensure that your child is online promptly so that we can start the session on time.
2. On the day of the lesson, your child will receive a notification on Microsoft Teams that they are being invited to a conference call which is how we will be running the session. All they need to do is answer the call on your their (ideally a laptop or a tablet) and then they should be able to see the other members of the Team who are taking part in the session, alongside your teachers. They can also join the lesson via the Calendar where the lesson will show with a 'Join' button.
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, your child must be dressed appropriately. Whilst we do not ask students to dress in school uniform, you must make sure that they are fully dressed in sensible, appropriate clothing.

You will also need to make sure that they have blurred your background or set a picture as background so no one in the session can see the inside of your home.

As in a typical session at school, your child must ensure that they behave respectfully and appropriately towards their teachers and peers. Whilst staff are talking your child 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 outside of planned sessions with a member of staff. All meetings will be organised by school staff. Please do not accept invitations that do not come from school staff members.

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

### **Recording**

By giving 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.

**[Important note: As we develop our online learning provision, we are constantly reviewing our practises. These changes are reflected in this detailed guidance to our live learning sessions. We will continue to keep you updated of all changes that we make so that you are able to continue to give informed consent. Last updated January 2021]**