



## Sonning Church of England Primary School

### Remote Learning Usage Agreement

Sonning Church of England Primary School is keen to foster genuine partnerships between children, teachers and Parents/Carers.

Our school vision is to Build Strong Foundations for the Years Ahead and to achieve this is committed to providing the highest quality remote learning for children when it is required.

When we are required to, the school will provide remote learning for all children.

#### Our school will:

- Provide a highest quality virtual teaching and associated learning resources, via Microsoft Teams, that are in line with curriculum plans and meet the needs of our children
- Provide children with a daily routine, care and support
- Continue to nurture your child through daily contact to ensure that they are happy, safe and confident with remote learning routines
- Provide feedback on learning activities completed and clear guidance for learning points
- Endeavour to support with any technical difficulties that you may be experiencing
- Respond to any concerns you may have in a timely manner, within school hours.

#### Parents and Carers will:

- Keep my child's access details to Microsoft Teams confidential.
- Encourage my child to engage with daily learning activities, care and support provided.
- Ensure my child joins live calls with their microphone muted and camera on
- Ensure that my learning takes place in a quiet shared family space
- Ensure my child is dressed appropriately.
- Ensure my child follows the school's behaviour policy during learning sessions.
- Not record video calls.
- Not engage in conversation with the teacher during the session (questions can be emailed at a separate time).
- Ensure my child is on time and ready to learn for the beginning of the session.
- Ensure that my child will complete all tasks to the best of their ability and work is uploaded in the manner required.
- Support my child to access documents uploaded by the teacher
- Ensure that any queries I have regarding my child's academic tasks are directed to the class teacher within school hours via [spsadmin@sonning.wokingham.sch.uk](mailto:spsadmin@sonning.wokingham.sch.uk)
- Ensure that any queries I may have regarding Microsoft Teams are directed to the email address [spsadmin@sonning.wokingham.sch.uk](mailto:spsadmin@sonning.wokingham.sch.uk)
- Be supportive of class teachers

**Pupils will:**

- Keep my microphone muted during a live class sessions and my camera on
- Raise my hand, if I want to talk to the teacher or ask a question
- Dress appropriately for my lesson – uniform not necessary.
- I will not record or share any part of the lessons
- During the virtual lessons, I will behave as I would in school.
- I will complete all given tasks to the best of my ability and hand them in as requested
- Engage with my teachers daily so that they know I am happy, safe and coping well
- Behave in line with school expectations and our online safety policy

**Possible sanction for failure to comply with this agreement:**

- Removal of access to Microsoft Teams for your child/children

**Teacher:** \_\_\_\_\_

**Parent:** \_\_\_\_\_

**Pupil:** \_\_\_\_\_