**Live Lesson Code of Conduct:**

* Our lessons will be delivered via Microsoft teams, this is accessed through your child’s school email address. If you are accessing lessons through a ipad/tablet or mobile phone you will need to download the Teams app and enter your child’s school email address and password.
* Classroom rules apply during live lessons as much as they do at school. Please listen carefully to one another and be fully involved in the lesson.
* Whilst the teacher is teaching please mute your microphone and use the hand symbol to ask questions.
* Children will be invited to the sessions via their school email address.
* When you join the session please ***pin*** *(click on the circle of the teachers initials in****)*** the teacher’s video so that it becomes the main screen. On a mobile phone – tap and hold on the teachers icon and select pin. On a laptop, right click on the icon and pin.
* Please ensure your child has appropriate equipment ready for the lesson (paper, pencil, pen).
* Please ensure you have switched your camera off, during the lessons.
* Children must sit in a communal area, not in their bedrooms please.
* We would ask that parents are present for the lessons so you can support your child as necessary and ask any questions.
* Parents must not record these lessons or use them for any other purpose than learning e.g. the sharing of these lessons on social media is prohibited.
* Parents/children should not under any circumstances capture or use video of school staff.
* If a **member of staff** has any safeguarding concerns they will report these to the school’s Designated Safeguarding Lead/ Deputy Designated Leads.
* If a **parent** has any safeguarding concerns regarding the lessons please contact the school office to speak to our Designated Safeguarding Lead/ Deputy Designated Leads.