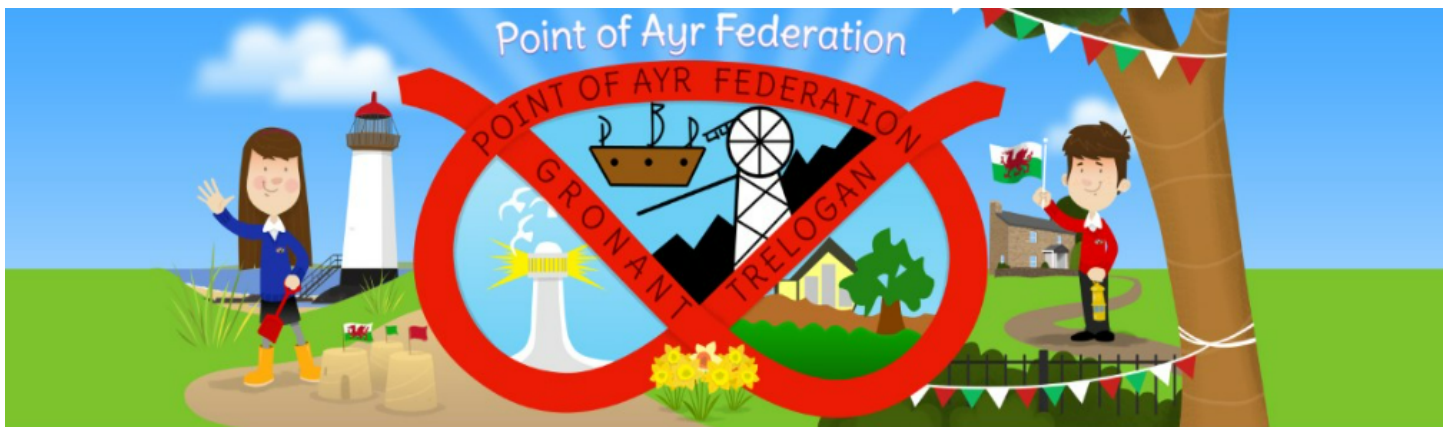




Point of Ayr Federation

Live Lesson, Online Learning Policy November 2022



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POA Blended Learning/Live Streaming Lesson Agreement

Blended-Learning is a style of education in which pupils learn via electronic and online media as well as traditional face-to-face teaching. Remote-Learning is whereby pupils access all their learning through electronic and online media. Please refer to our **Blended Learning Policy** which can be accessed via our school website.

As you are aware, we at The Point of Ayr Federation have embedded the use of Seesaw and the HWB platform, including it's online learning environments such as Microsoft 365 and Google for Education, and other relevant tools and resources, into all aspects of children's learning, both within the classroom during face-to-face teaching, and at home in times of remote teaching.

We continue to develop children's digital literacy skills and expand our use of platforms accordingly as we move towards an ever increasing digital world.

We seek to secure your consent within this blended learning/live lesson online learning agreement, so that we may continue to develop digital literacy for use at school during face to face teaching, and during remote learning when it is appropriate or necessary to do so. From time to time, this may include the use of live streaming via Google Meet or Teams. In order for us to establish live streaming lessons safely and effectively, we must ask our children and families to carefully read, understand and agree to the following agreement.

By signing this POA Blended Learning/Live Lesson Online Learning Agreement, you are agreeing to the terms set out in the document, and recognise that as further learning platforms are developed, we will be making use of these where they are deemed beneficial to our children's learning. In agreeing to these terms, you will be granting permission for your child to access and engage with our blended learning tasks, live lessons and subsequent learning activities from the time that you complete this document, until your child's time at The Point of Ayr Federation comes to an end.

Should we be making use of blended learning at home, or engaging in live lessons, you will be notified in advance via your Seesaw Family Account.

We ask that you kindly read, agree to and complete this agreement to consent to your child taking part in our blended learning tasks, live lessons and subsequent learning activities

Safeguarding during live streaming lessons

Safeguarding is an integral principle of digital learning. Through Hwb, the digital learning platform for Wales, learners and practitioners from maintained schools and settings have access to a range of online learning tools such as Google Meet in G-Suite for Education, and video calls via Teams in Office365.



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Using these applications through Hwb can provide an interactive experience and an opportunity to collaborate and engage in a safe and accessible way.

Etiquette for Parents/Guardians

To ensure that Live Streaming Lessons are safe, effective and useful for all of our learners, it is important that as a parent you agree to and observe the following practices;

I will...

1. Ensure that my child is punctual for all live streaming lessons and that they will be logged into HWB and Google Classroom in advance of the start time, so that they are ready to click on the Google Meet join code for the beginning of the live lesson.

I understand that if my child is late to join the lesson, that they must join in quickly and quietly with the lesson at the point that they join, and turn on their mute button. I understand that the teacher cannot pause the lesson to recap missed information, and that the lesson will not be repeated at a later time.

2. Ensure that my child has all power adapters and laptops/Chromebooks/iPads/tablets/mobile phones ready before the lesson begins and that they are logged into the lesson.

3. Support my child in showing respect for everyone in the online classroom, as they would do during usual face-to-face classroom times, in accordance with the school home/school agreement.

This includes;

- * Applying the mute button as soon as they enter a live lesson and keeping it turned on for the duration of the live lesson, unless asked otherwise.

- * Raising their hand using the Google Meet tool if they have a question.

4. Ensure that my child dresses appropriately for all lessons, thinking about appropriate informal attire and respect for others.

5. Ensure that the location that they log in from is appropriate, and that my child will change their 'background' setting, where possible, as demonstrated by their teacher in the introduction Google Meet session.

(We politely suggest that you are mindful of the environment in which your child accesses their live lesson from, e.g. background images, noise and family language/discussions taking place.



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We politely suggest that your child chooses a calm and quiet place at home, removed from any distractions and background noise. We request that your child access live lessons from a communal area within your home, e.g. living room/dining room, whereby you as a parent/guardian are in the vicinity of your child and are able to overhear the lesson taking place. You do not however need to be sitting with your child and we politely request that your child is the only face and voice which appears in the video conferencing window).

6. Ensure that my child contributes to the lesson in a positive manner, by using the mute button, demonstrating appropriate behaviours and language, and by using the raise hand button where necessary, so as not to be disruptive at any time.

7. Not share images of the lesson by taking photographs or recordings so as to maintain the privacy of others attending the live lesson.

Code of Conduct for children

To ensure that Live Streaming Lessons are safe, effective and useful for all of our learners, it is important that you share and agree to the following rules with your child.

I will...

1. Be punctual for all live streaming lessons by logging into HWB and Google Classroom in advance of the start time, so that I am ready to click on the Google Meet join code at the beginning of the live lesson.

If I am late to join the lesson, I understand that I must join in quickly and quietly with the lesson at the point that I join and turn on my mute button. I understand that the lesson cannot be paused for recap, or repeated at a later time.

2. Make sure that I have all power adapters and laptops/Chromebooks/iPads/tablets/mobile phones ready before the lesson begins and that I am logged into the lesson.

3. Show respect for everyone in the online classroom, as I would do during my usual face-to-face classroom times, in accordance with our school home/school agreement.

This includes;

* Applying the mute button as soon as I enter a live lesson and keeping it turned on for the duration of the live lesson, unless asked otherwise.

* Raising my hand using the Google Meet tool if I have a question.



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4. Dress appropriately for all lessons, thinking about appropriate informal attire and respect for others.

5. Ensure that the location that I log in from is appropriate and where possible, change my 'background' setting as demonstrated by my teacher in my introduction Google Meet session.

(Choose a calm and quiet place at home, removed from any distractions. Access the live lessons from a communal area within your home, e.g. living room/dining room, where your parents/guardians are nearby, and are able to overhear you during the lesson. You do not however need to be sitting with your parents and we politely request that yours is the only face and voice which appears in the video conferencing window).

6. Seek to contribute to the lesson in a positive manner, by using the mute button, demonstrating appropriate behaviours and language, and by using the raise hand button where necessary, so as not to be disruptive at any time.

7. Not share images of the lesson by taking photographs or recordings, so as to maintain the privacy of others attending the live lesson.

Parent and Learner Blended Learning / Live Lesson User Agreements

Ysgol Gronant link to sign **Blended Learning/Live Lesson** user agreements via our [Photographs and Digital Communications](#) online consent form.

Ysgol Trelogan link to sign **Blended Learning/Live Lesson** user agreements via our [Photographs and Digital Communications](#) online consent form.



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