



Live Session Etiquette

In participating in live class meets, we ask pupils and families to read and agree to the following:

- **An adult must be present in the house while the session takes place.** They must confirm their presence at the start of the video call before leaving their child to engage in the video meet.
- **Your child should be appropriately dressed for the video call** as should anyone else in the household.
- **Language must be appropriate**, including any family members who may be in the background.
- **It is not permitted to make any recordings or take photos during the meet.** This is the responsibility of both parents and children. However, the video call will be recorded by the teacher in line with our safeguarding policy. Recordings will be retained for 30 days.
- **The video call must take place in appropriate environment** which safeguards the child's privacy, for example in the kitchen, lounge or dining room. Please double check what can be seen in the background. A quiet space will help the children to concentrate.
- **The door to the room where your child is carrying out the video call must be left open** for the duration of the meet (or an adult should remain present in the room with the child but not on screen).
- Your child may attend the meet **via audio only** should they not wish to have their camera on.
- **The meets are optional** allowing the children to opt out if they would prefer not to take part.

These video meets are designed to be an opportunity for your child to interact with their peers and the teacher. Adults are reminded that it is not an opportunity to engage on the video call and speak to the teacher. If you need to speak to the teacher, you should send a message via Tapestry or by contacting the school office.