



# Code of Conduct for 1:1 Virtual Learning Sessions

January 2021 (Lockdown)

## Before the session

- ✓ The teacher will agree a mutual time for the session with the parent/carer at least 24 hours in advance of the session.
- ✓ The teacher will send an electronic invitation or web link to the parent at least 24 hours in advance of the session.
- ✓ The teacher will copy the Executive Team into the invitation
- ✓ In agreeing a suitable time for the session, the parent/carer and student will make sure they have access to a quiet room (never a bedroom) and that there are no obvious distractions.
- ✓ All participants (and accompanying adults) must wear appropriate clothing for the duration of the session – appropriate clothing means clothing that would usually be worn to the Academy – for students this does not have to be Academy uniform.
- ✓ The Academy will arrange for the provision of a laptop and/or internet access where this is required.

## During the session

- ✓ The session must be recorded by the teacher and must not commence until then (the Virtual Learning Logbook needs to be signed by the teacher to confirm the recording has begun and the time this started, before the teaching begins).
- ✓ Allow participants to make themselves known at the start of the session and indicate if for any reason they need to leave.
- ✓ A parent/carer must accompany the child and be present for the duration of the session.
- ✓ If an accompanying parent/carer is unable to remain in the room, the call must end immediately.
- ✓ Each session should not last more than 20 minutes.
- ✓ The child and their parent/carer must be situated in a suitable 'public' living area within the home with an appropriate background.
- ✓ The use of appropriate language is essential– this includes other people in the household not directly involved in the session.
- ✓ All participants must maintain the standard of behaviour expected in the Academy.
- ✓ The Executive Team may, from time to time, drop into sessions to monitor the quality of the teaching and/or the upholding of the code of conduct.
- ✓ Participants must only use the electronic equipment and learning platform in the way intended (see SNMAT ICT Policy).

## After the session

- ✓ Teaching staff will not share the recorded video with anyone or download it onto a local device.
- ✓ Teachers will complete the 1:1 Virtual Learning Logbook, documenting the start and end time of the session and the name of the adult present at home.

