



YSGOL CEFN SAESON

A learning community where success is expected and celebrated

#RESPECT #RESPONSIBILITY #PRIDE

Distance Learning Pupil and Parent Agreement

Overview

As Wales finds itself again in a situation of national lockdown and periods of school closure and/or year group isolation is it **more important than ever that you participate in distance learning**. Remote learning is no longer optional – it is a compulsory part of school that must be completed daily.

Form Sessions

The day will begin with online Teams registration with your form tutor at **8.30 - 8.45am**. The daily invite will be sent to you by your form tutor. Once attendance has been recorded your form tutor will explain how the session will run. You will be asked to contribute to the session in different ways depending on the content of the session. E.g. Teams Chat

Lessons

Lessons will follow your normal timetable schedule - **Lesson 1 will begin at 8.45-9.30am** to allow for the registration period. The rest of the day timings remain the same and will follow your timetable. Invites to registration and lessons can be found in your child's Teams calendar which can be accessed through their Hwb account. The easiest way to access Teams is via the free 'app' although you can access it from a Hwb office 365 account. Lessons will include either an independent learning task, a pre-recorded video introduction and explanation of what is expected in the task(s) or will be live partial lessons via Teams conference that your teacher will invite you to. Invitation to live sessions will be sent to you 24 hours prior to the live session. If for any reason you are not able to access the live session e.g. because of ICT issues, you must message your teacher to explain. **All live lessons will be recorded and uploaded onto 'Teams' for pupils to view if they have missed the session or if they want to watch back to support learning.**

You may communicate with your teachers via Teams chat during live sessions or email. Your teacher will reply to you during school working hours (8.30am – 2.45pm).

Pupil Lockdown Advice

- Get up and dressed by 8.30 at the latest so that you're ready for the 'school day' and wellbeing sessions.
- Arrive on time for your daily registration session at 8.30 - 8.45am. You can check in with your form tutor and Head of year to ask any questions. *Please read the protocols for wellbeing sessions.

Headteacher: Mr. D.L.R. Cole

Deputy Headteachers: Mr. S. Moyse, Mrs. R. Reed

Assistant Headteachers: Mrs V. Anderson, Miss C. Bell,
Mr J. Griffiths, Mrs S. Humphries, Mrs B. Marks

Business Manager: Mrs. A. Powis

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- Organise a suitable, quiet area to work where there are minimal distractions (e.g. no television)
- Check Teams first thing to organise tasks for the day – check if you have any live lesson invitations.
- Remember to follow your normal timetable and complete the activities set by your teacher. You must upload the finished task to your teacher by the deadline.
- Please feel free to contact your teacher either through Teams or email if you have an issue with your work. Teachers will only reply to you during school hours 8.30am-2.45pm.

Distance Learning Pupil and Parent Agreement

1. **Attend & be punctual for all sessions.** A team invitation for registration will be shared to your form group by the form tutor. Invitation for live lessons sessions will be sent 24 hour prior to the timetabled session by your teacher. If for some reason you are unable to make the registration session or live learning session, you must contact your teacher through email or team chat to let them know. A register will be taken for each live session.
2. **Dress appropriately.** You do not have to wear school uniform to the session, but you should be properly dressed in appropriate clothing.
3. **Behave appropriately.** Expectations of behaviour are exactly the same as in the school classroom. Poor behaviour could lead to you being removed from the session.
4. **Lessons should take place in a suitable location.** You should ensure that you are in a suitable location with an appropriate background and background noise for a school situation.
5. **Be prepared** for every session, ensuring that you have all necessary books, notes, resources and materials to hand. You should also make sure that you have sufficient battery charge, power leads, etc.
6. **Have your camera turned off and Mic muted.** You should always join the session with your camera turned off and the microphone muted.
7. **Only the pupils within the Team are permitted to contribute to the lesson.** The sessions are prepared for specific learners and should not be shared or viewed by anyone else beyond the designated year group of Cefn Saeson Comprehensive School. Parents are not permitted to contribute to the session.

Consent to record live-stream sessions

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Following Welsh Government guidance, Microsoft Teams sessions will be recorded by the teacher. These recordings are the property of the school and will not be shared with any other body unless there is a safeguarding concern.

Live-stream sessions will be treated in the same way as all other personal data and in accordance with the school's data protection policies and GDPR.

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