

### Guidance for parents on live streaming sessions:

As part of continuing to develop our remote learning offer, we are pleased to offer live streamed events. These are available in classes, year groups and LKS2 and UKS2 formats. As much notice as possible will be given about the days and times of these and we will endeavour to use separate times for different year groups to support families in sharing devices.

### Technical information:

- All meetings will take place on Google Meet, through Google Classroom, the platform approved by Sigma Trust. Students will only be able to access these through their Google Classroom account.
- Only class/group sessions will be held – no 1:1 sessions. Should only one student access the meeting, it will be rescheduled.
- Another member of staff, in addition to the teacher leading the session, will be present at the meeting. This may be in the room with the teacher in school or accessing the session via Google Meet.
- The live meeting will be recorded so that if any issues were to arise, the video can be reviewed. These records will be kept for 1 calendar month.
- A record of all sessions will be kept, including length, time, date, attendance and any issues.
- Live meetings will be kept to a reasonable length of time, no longer than 1 hour.

### Conduct rules:

- Staff and children must wear suitable clothing, as should anyone else in the household.
- Any computers used should be in appropriate areas, for example, not in bedrooms; and the background should be blurred or a blank wall/sofa.
- Children will be asked to mute their microphone until it is their turn to speak.
- Language and behaviour expectations will be high. Both must be appropriate, as if in school, including any family members in the background.
- Children will be given a warning about any behaviour deemed inappropriate by the teacher leading the session. If this continues, they will be asked to leave the meeting. A follow up phone call to the parent/carer will be made and a decision about their re-attendance to any future sessions will be agreed with the teacher, parent/carer and senior leadership team member.