

JS Parent Remote Working Agreement

Given the current circumstances, whilst the College is suspended, learning and teaching will be delivered and supported remotely. This will include teaching videos, tasks, question and answer streams, the uploading of work and receipt of feedback.

Parents are required to give permission before a pupil may participate in interactive teaching and learning with teachers to support the delivery of lessons online. Alongside the [Acceptable Use Agreement](#), we have attached the following information which provides additional rules and guidelines. This document outlines the parameters all pupils and parents are expected to adhere to, in order to engage safely in interactive and live learning online with each other and teachers.

Parents and pupils are expected to read and discuss this documentation together, and then to follow the expectations outlined below. Any concerns or queries can be discussed with the relevant Form Teacher or Head of Section.

To facilitate interactive learning during a school suspension, parents should support by:

1. Providing children with a workspace that is quiet, safe, and free from distractions. We advise against this being the child's bedroom.
2. Enabling a normal timetabled working routine for children at home, using the daily welcome and timetable added to Firefly as guidance.
3. Ensuring your child is dressed properly and appropriately. School uniform is not required, but no pyjamas, or inappropriate clothing should be worn – they are engaged in a working interaction that is an extension of the classroom, not a social one.
4. Ensuring that support is given to Prep pupils to access live Microsoft Teams sessions at the allocated time as much as possible. In Pre-Prep, parents should use the appropriate time slot available for you, as parents, to ask questions relating to that particular subject. Parent presence and involvement in the interactive learning is required for Pre-Prep pupils.
5. Directing any concerns or queries (which would not be appropriate to a communal interactive session) towards teachers, as necessary, via email in the usual manner, cc'ing a Section Head as appropriate.
6. Avoiding emailing questions relating directly to the lesson to teachers, trying to adhere to the Microsoft Teams schedule as much as is possible. Where questions are irrelevant to the group and may relate to the individual circumstance relating to your child, the Form Teacher should be emailed directly.
7. Assisting pupils to upload their tasks onto Firefly in a way that is suitable to the family circumstance e.g. photograph, recording, typed document.

- Contacting the Form Teacher if they are unable to assist pupils with accessing learning and completing tasks in time for the due date indicated. A teacher is required to contact the parent if no work has been submitted/live sessions attended on Microsoft Teams after three days of no contact/incomplete tasks. The parent should respond to this email and if no response is received, the parent should understand that a Section Head will get in touch following five days of non-attendance during interactive sessions/incomplete task submission.

For points 1 and 2 above, we appreciate that particular domestic dynamics (including having several children) may present challenges, and we are grateful to you for treating the daily timetable as a flexible set of lessons/resources that you should endeavour, as much as is possible, to schedule into your day. Likewise, we ask parents to be mindful of the fact that staff will be facing similar domestic challenges, but will nonetheless seek to maintain the College's expectation that parental contact is acknowledged and/or replied to within two working days.

In addition to the points outlined above, parents:

- May not record, share, or comment on public forums in regard to any interactive learning provided by the College or in regard to any individual teachers.
- Should be respectful that a teacher is not required to begin providing feedback for a task prior to the official due date indicated and that they have 48 hours to give feedback for the task following the due date. If work is submitted earlier, parents should not expect feedback to be completed earlier than was indicated.

By completing the linked form, you give permission for your child to attend interactive learning sessions with St Dunstan's College staff, with full understanding and acceptance of the expectations outlined above. You also acknowledge that you have shared and discussed this document and the expectations around interactive and remote learning with your child, and that your child has also agreed to follow the rules.

The information submitted on this form is being collected in accordance with the St Dunstan's College Policy for Data Privacy. A copy of this policy can be found [here](#).

Useful Email Addresses:

jsict@sdmail.org.uk

JS Parent Remote Working Agreement			
Author/s:	Andrew Coley Alex Murphy	Date Reviewed:	Lent 2020
Date Ratified:	Lent 2020	Next Review Date:	Lent 2021
Committee:	N/A	Clerk to the Governors Signature:	N/A