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I give consent for \_\_\_\_\_ Ruby Hoy \_\_\_\_\_ to take part in Online face to face teaching session with a Literacy Service member of staff. I agree to the following Code of Conduct.

Pupil's Name

- o Pupils should be appropriately dressed and should not wear pyjamas/sleep wear during the session.
- o Pupils should endeavour to locate their electronic devices in a quiet, safe and public place without distractions e.g. televisions, siblings. **This should not be a bedroom.**
- o The EA Literacy Service teacher will arrange teaching sessions and passwords and only share these with parents and the pupil involved.
- o Pupils/parents/carers must agree not to share a lesson password with anyone else.
- o Pupils/parents/carers must agree to be on time for lessons.
- o If a pupil is unwell or will not be able to take part in a planned lesson the EA Literacy Service Teacher should be notified as soon as possible via their email.
- o Pupils should be in the company of an adult while involved in video conferencing with an EA Literacy Service teacher (as outlined on the consent form).
- o Lessons must not be recorded by parents/carers or EA Literacy Service teachers. If a teacher believes a lesson is being recorded, they will end the lesson and revise the codes of conduct with parents/carers.
- o Remote learning is an extension of the of the school environment. EA Literacy Service teachers will expect the same standards of behaviour from pupils and parents/carers as they would in school.
- o A disclosure or concern over any online forum will be followed up in line with the Pupil's school Child Protection Policy.
- o Online sessions should be time limited for the benefit of both children and teachers. No lesson should extend beyond 30 minutes in order to keep lessons well-paced and focused.
- o Online sessions will only take place during normal school hours.

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### How Parents Can Raise an Issue or Express Concern

We welcome parents asking for advice and help if they have concerns about their child's well-being or safety. Contact details are shared between teachers and parents. All parental concerns will be responded appropriately. Where necessary, an issue should be brought to the attention of the school's safeguarding team and a decision made about how best to provide help.

I understand that failure to comply with any of the Code of Conduct will result in the online teaching sessions being suspended. A review will be carried out by the EA literacy Teacher, in consultation with their Line Manager, to determine if online teaching can be resumed.

Parent/Carer Signature: \_\_\_\_\_ Helen Hoy \_\_\_\_\_ Date: \_\_\_\_\_ 31/01/2021 \_\_\_\_\_

EA Literacy Service Teacher: \_\_\_\_\_ Date: \_\_\_\_\_

#### **Education Authority Privacy Statement**

*The Education Authority collects and processes personal information in order to fulfil its public service duties. In this case, any personal information is collected and processed to enable the delivery of Literacy Service Support to your school. The personal data collected on this form is not used for any other purpose and is held securely in line with EA retention and disposal policies*