



Home–School Agreement for Virtual Learning Sessions (Microsoft Teams)

This agreement sets out expectations for all virtual learning sessions delivered via Microsoft Teams to ensure a safe, respectful, and productive learning environment.

School Responsibilities

- To provide high-quality, engaging virtual sessions suited to the pupil's learning needs.
- To ensure all sessions are appropriately staffed and safeguarded.
- To communicate session times and any required resources in advance.

Parent/Carer Responsibilities

- **Adult Supervision:** An adult **must be present for the entire duration** of the session. The session will not proceed if no supervising adult is available.
- **Resources:** Any printed resources or materials provided by school should be **prepared and ready before the session begins**.
- **Environment:** Please ensure your child participates from a **quiet, appropriate area** free from distractions.

Pupil Responsibilities

- **Respect:** All pupils are expected to use kind and respectful language at all times.
 - Any swearing, inappropriate, or abusive language or behaviour will result in the session being immediately terminated.
- **Camera:** The **camera must remain on** for the duration of the session to support engagement and safeguarding.
- **Microphone:** Please **keep microphones muted** unless asked to unmute by the teacher.

Online Safety and Safeguarding

- Sessions will only take place using the school's authorised Microsoft Teams accounts.
- Pupils and parents should not record or share screenshots or videos from sessions.
- If any safeguarding concerns arise, staff will follow the school's safeguarding procedures immediately.

Agreement

By joining a virtual session, parents/carers and pupils agree to follow the expectations set out in this document. Failure to adhere to these guidelines may result in the session being ended and further sessions reviewed.

Signature

Parent/Carer Name: _____

Pupil Name: _____

Signature: _____

Date: _____