**Parent/Carer Consent Form and Student Code of Conduct for Live Curriculum Support**

I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (full name) consent/do not consent (please delete as appropriate) to my child\_\_\_\_\_\_\_\_\_\_\_\_ (full name) participating in online live curriculum support alongside their peers and led by subject specialists, to further support and enhance remote learning.

I have discussed this code of conduct with my child and they agree to adhere to the expectations detailed below, to ensure a positive and safe learning experience for all concerned

**School responsibility**

* Online live curriculum support will only be timetabled during normal school hours.
* Sessions will be delivered by subject specialists
* The recording of each live curriculum support session will be stored for up to one year, for GDPR and safeguarding purposes and shared only with the members of staff involved in the live curriculum support session, the Teaching and Learning Lead, Safeguarding Lead and GDPR Lead.

**Student Code of Conduct**

These protocols focus on:

1. Using comments in Google Classroom

2. Students participating in live curriculum support tutorials, via Google Meet

1. Using Comments in Google Classroom

Google comments are an essential way for students to ask their teacher for help and address any misconceptions. It is essential that every student follows the Google Comments guidelines:

* Students should use Standard English in comments to their teachers
* Students must not communicate with other students using Google Comments. They should only comment on the work, reply to questions posed by their teachers, contribute to a conversation started by the teacher or write a question/questions they would like to ask.
* Any inappropriate comments will be recorded in a screenshot and sent to the Head of Year, who will communicate with parents.
* Where there are behaviour concerns, the incident will be recorded by the member of staff and reported to the Head of Year. Parents/carers will also be notified.
* If students are not following this protocol, they may be ‘muted’ in Google Meet, by their teacher, so they can no longer make comments.

2. Live online curriculum support sessions via Google Meet

Live lessons via Google Meet can be a really useful way of allowing students to ask questions about their work and talk to their teachers directly. It is essential that all students follow this protocol.

* Students must log onto the live curriculum support session through their school e-mail. This ensures that the setting’s filtering and monitoring software is enabled.
* Students must not share the meeting link with any other individuals
* Students should be in an appropriate place for the curriculum support session and be suitably dressed.
* Students will not be able to share their image on screen
* Students must not record the discussion.
* All students will be muted on entry to the session. Students can signal they have a question by writing ‘question’ in the comment box.
* Students must speak in a respectful manner and must stay on the topic of the work.
* If students are not following the protocol:

they will be ‘muted’ by their teachers and they may be removed from the classroom and future timetabled sessions. If this happens, the Head of Year will be made aware, the incident will be recorded and parents/carers will be notified.

* Students / parents / carers can report any behaviour which is concerning to them by email to [news@gps.hlt.academy](mailto:news@gps.hlt.academy)

**Signed parent/carer\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signed pupil\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**