Magna Academy
Live Session Expectations Agreement - subject tutorials and pastoral contact

Student	Parent/Carer	Academy
What we expect of our students	**What we ask of our parents/carers**	**What you can expect from us**
▪ Prepare an appropriate work space that is quiet, calm and comfortable. ▪ Log-in on time, be appropriately dressed and be ready to learn. Not attempt to join the google meet before the member of staff. ▪ Be organised with equipment, resources and any other items you may need prior to the lesson. ▪ Use all IT equipment appropriately and follow simple instructions given by each member of staff. ▪ Demonstrate engagement in all lessons by actively listening, thinking deeply, and sharing ideas and by showing a spirit of adventure. ▪ Show the confidence to take action by asking questions when you do not fully understand. ▪ Remain organised by following your normal timetable, completing Google Classroom work on time and to the highest standard. ▪ Appreciate and respect the excellent opportunity that remote learning gives you. ▪ Your behaviour must meet our high expectations at all times. ▪ Derogatory comments, bullying, comments intentionally made to cause offense or create a distraction, will result in you being muted and prevented from joining in, or you may find yourself being removed from the session. ▪ Under no circumstances are students allowed to record or take photos of the sessions.	▪ Help create an appropriate work space that is quiet, calm and comfortable. ▪ Promote good organisation by ensuring your child logs in to all live lessons on time, is appropriately dressed and ready to learn. ▪ Ensure that all IT is used correctly and communicate with the Academy if additional IT support is needed. ▪ Support the work of all staff at the Academy and appreciate the rationale of decisions made. ▪ Actively encourage your child to aspire to be the best they can, by taking advantage of all opportunities available through live lessons and remote learning via Google Classroom. ▪ Make contact with the Academy to raise any concerns or for clarification using the Head of Year enquiry email address found on the Academy website. ▪ Promote the importance of learning outside of the academy including the completion of all google classroom work and also emphasising the importance of meeting deadlines. ▪ Recognise and praise your child's positive attitude and excellent conduct with all aspects of home learning. ▪ Ensure your child appreciates and understands how fortunate they are to have access to live lessons and remote learning activities via Google Classroom. ▪ Please can families refrain from joining in the sessions with their child. This can be off putting for the teachers involved and it is inappropriate for parents to be viewing the other students in the group.	▪ Fully trained staff with updated CPD on teaching and learning and safeguarding procedures suitable for live streaming. ▪ A safe, secure and happy environment through a live setting. All sessions will be recorded. ▪ Adhere to professional standards of dress when in front of the camera. ▪ Always be 5 minutes early in logging on to the session. ▪ Ensure they end the session for all participants, ensuring learners are not left alone and unsupervised in a session the teacher has left. ▪ Well-planned and purposeful sessions that allow students to receive feedback and fully understand the expectations of any future work to be completed. ▪ A broad and well-balanced curriculum provision delivered by passionate subject specialist teachers who will provide engaging remote learning and live lessons that stimulate intellectual curiosity. ▪ Encouragement to develop your creativity and independence, in order to become confident and well-informed individuals. ▪ Relevant and meaningful resources ensuring students have the necessary support to complete all work independently. ▪ Recognition of student engagement and achievement, rewarding those that meet our high standards. ▪ Targeted support and interventions where necessary. ▪ Effective and timely communication both academically and pastorally.

Magna Academy

Live Session Expectations Agreement - subject tutorials and pastoral contact

It is 'in the interests of all parties' that we record all live sessions for safeguarding purposes. The recordings will not be used for any other purpose or shared after the session on Google Classroom pages. This is to safeguard both staff and students and ensure we are consistent with our live delivery.

If you do not agree with these expectations and our rationale of recording the live sessions as outlined in this agreement, please complete the 'opt out' Google Form found here, including your reasons why. Students who opt out of live sessions will not be able to access these sessions and will need to continue to complete work on Google Classroom.

All students will be invited to attend 'Live subject tutorials' w/b Monday 25th January (timetable week 2) for Key Stage 4 with Key Stage 3 starting w/b Monday 1st February (timetable week 1). All students will receive a live pastoral session with their tutor w/b Monday 25th January.

Google Classroom lessons and resources will continue to be uploaded, including guided lesson support when appropriate. Students who are unable to access live sessions can use these resources to complete work set through Google Classroom. In addition, students will have the opportunity to meet with their tutor, pastorally during the live pastoral session once per week.

Students who fail to meet expectations of live sessions may be removed from the virtual setting immediately, parents/carers will be contacted and may have this provision removed if they are unable to correct their behaviour.

Live streaming sanction ladder:

Step 1: Students who fail to adhere to the live streaming expectations or do not meet the academy's high behaviour expectations in live sessions will be issued with a warning. The teacher will explain why the warning has been issued and record this on Progresso.

Step 2: If a student receives a second warning they will be removed from the live session. Students who are removed from sessions should never attempt to re-enter the same live session. The member of staff leading the session will contact parents/carers by the end of the day and will record on progresso.

Step 3: If in the following session the student's behaviour/attitude has not been corrected, they will be removed from all live learning opportunities in that subject. The teacher will inform the HOY/SLT of any removals and HOY/SLT will contact parents/carers.