



Code of Conduct for 1:1 and Small Group Virtual Learning Sessions

January 2021 (Lockdown)

Before the session

- ✓ The teacher will agree a mutual time for the session with the parent/carer at least 24 hours in advance of the session, over the phone
- ✓ Before the first session for any child, this Code of Conduct will be shared with the parent/carer
- ✓ The teacher will send an electronic TEAMS invitation (via the TEAMS calendar) at least 24 hours in advance of the session
- ✓ The teacher will copy the Headteacher and Deputy Headteacher into the invitation for sessions so they are aware they are taking place
- ✓ In agreeing a suitable time for the session, the parent/carer and pupil will make sure they have access to a quiet room (never a bedroom) and that there are no obvious distractions
- ✓ All participants (and accompanying adults) must wear appropriate clothing for the duration of the session
- ✓ The school will arrange for the provision of a laptop and/or internet access where this is required

During the session

- ✓ The session must be recorded by the teacher and must not commence until it is recording (For 1:1 sessions, the Virtual Learning Logbook needs to be signed by the teacher to confirm the recording has begun and the time this started, before the teaching begins)
- ✓ A parent/carer must accompany the child and be present for the duration of the session
- ✓ In 1:1 sessions, if an accompanying parent/carer is unable to remain in the room, the call must end immediately
- ✓ Each 1:1 session should not last more than 20 minutes, or small group session 30 minutes
- ✓ The child and their parent/carer must be situated in a suitable 'public' living area within the home with an appropriate background
- ✓ The use of appropriate language is essential– this includes other people in the household not directly involved in the session
- ✓ All participants must maintain the standard of behaviour expected in school
- ✓ The Headteacher or Deputy Headteacher may, from time to time, drop into sessions to monitor the quality of the teaching and/or the upholding of the code of conduct
- ✓ Participants must only use the electronic equipment and learning platform in the way intended.

After the session

- ✓ Teaching staff will not share the recorded video with anyone, or download it onto a local device
- ✓ Teachers will complete the 1:1 Virtual Learning Logbook, documenting the start and end time of the session and the name of the adult present at home