**STAG LANE SATURDAY SCHOOL**

**Dear Parent/Carer,**

In light of the coronavirus pandemic, Stag Lane Saturday School would like to introduce online teaching and we are requesting your permission to do this.

**The Aim**

To continue as much of the supplementary school core provision for children and families as possible while adhering to essential good practice, including:

* data protection
* safeguarding children and adults
* transparency i.e. informing stakeholders as needs and circumstances change

**Teaching Remotely**

As part of this new approach Stag Lane Saturday School will offer:

* on-line resources
* on-line teaching
* advice and guidance
* signposting to helpful and appropriate websites

**We will ensure:**

* parents/carers are fully aware of what the supplementary school intends to provide
* parents/carers give written or recorded consent at the start of the new approach
* there will be opportunities to ask questions at the start and throughout the entire period of lockdown whilst the school is operating remotely
* teachers will not use any personal contact details i.e. no personal e-mail addresses or phone numbers
* emailing will take place between the parent/carer and the teacher only, using our official emails.
* communication will be with pupils, parents/carers and teachers, not between children or families
* no personal data will be emailed between pupils and teachers.

**Holding Live Group Sessions Via The Internet**

**We will:**

* set a time for the meeting so there is a regular routine.
* keep the sessions a reasonable length of time so that the rest of the family can get on with their day
* switch off directly after the webinar is finished
* wear appropriate clothing and tell the children to do so as well. As must any other adult who might inadvertently appear on screen at either home
* be aware of the setting i.e. a teacher will not be speaking to a child in their bedroom if possible or from the teacher’s own bedroom. Think about what is on the wall behind or in the room generally
* make sure all language is appropriate and professional
* model all safe procedures

**I give permission for my child to access online teaching provided by**

**Stag Lane Saturday School.**

**I give consent for photo or footage of my child to be used or**

**promotional purposes.**

**Child’s full name : Class:**

**Parents Name: Date:**

**Please copy and email the above permission to:** [raziya.zarrien@paiwand.com](mailto:raziya.zarrien@paiwand.com)

If you do not wish your child’s photo to be used for promotional purposes please email.



