



'Learn to love and love to learn; in God's love each one will shine'

St. Andrew's Church of England (VC) Primary School

Remote Learning Policy

Our objective is to ensure that all children have access to quality first teaching during times of national emergency (eg national or local lockdown) and that there is a clear means for effective communication between home and school.

The contents of this policy also applies to all children who are absent from school for reasons relating to the Covid 19 pandemic. This includes those who are self-isolating or awaiting test results.

Remote learning may also be appropriate in situations when pupils, in agreement with the school, have a period of absence but are able to work at home, at least to some extent. This may apply in cases such as exclusion from school, or longer term illness.

There is no obligation for the school to provide continuity of education to pupils who do not attend the school, with or without parental permission, in contravention to school or government guidance. This may apply, for example, if parents choose to take pupils on holiday during term time. Similarly, this would apply if parents made the decision, without prior agreement with the school, to absent their children from school 'as a precaution', against official guidance, in the event of an outbreak of an infectious disease. This policy is under review and may be revised as necessary in light of further experience of remote learning and the circumstances around its necessity.

Aim of policy: to

- provide clarity and transparency to pupils and parents or carers about what to expect from remote education if local restrictions require entire cohorts (or bubbles) to remain at home.
- To fulfill the Governments' guidance re remote learning.
- To continue delivering the planned curriculum so that the children continue to make progress.

Our Chosen Online Platform

St Andrew's Church of England Primary School will facilitate remote learning via;

- Class pages on school website (password protected)
- Use of Purplemash/ Mathletics online educational resources (all children/parents have passwords to access their area in these resources)
- EYFS – KS1 will use the online platform School Dojo
- KS2 – will use G-Suite/Google classroom

- Class email addresses which enable parents/carers to ask questions about work set.

The remote curriculum: what is taught to pupils at home

A pupil's first day or two of being educated remotely might look different from our standard approach, while we take all necessary actions to prepare for a longer period of remote teaching.

What should my child expect from immediate remote education in the first day or two of pupils being sent home?

In the initial days we may send work home in packs or workbooks for the children to complete independently in the first instance.

Following the first few days of remote education, will my child be taught broadly the same curriculum as they would if they were in school?

We will aim to teach the same curriculum remotely as we do in school wherever possible and appropriate. However, we may need to make some adaptations in some subjects. For example, if a child is isolating whilst the remainder of the class is in school then the teacher will not be able to provide the same level of input and guidance, the work sent to the child will therefore be adapted to enable their success. Similarly, there will be subjects taught at school which will require particular equipment, which may not be available at home eg DT, Art etc. The teachers will consider appropriate substitute ideas.

In the event of a class bubble closure or in the event of extended school closure

In the event of an extended school closure, the school will provide continuity of education in the following ways:

- Regular direct teaching from teachers, with the ability of pupils to ask questions online (via Zoom, Class Dojo, year group emails and Google Classroom);
- The setting of work for pupils to complete with typed/scanned responses (if relevant) completed electronically;
- Assessment of specific assignments that are submitted to teachers electronically and on which feedback is provided

How long can I expect work set by the school to take my child each day?

We expect that remote education (including remote teaching and independent work) will take pupils broadly at least 3 hours per day for KS1 (less for the younger children) and 4 hours for KS2 children.

However, when providing remote learning, teachers will be available between 8.45am and 3.15pm. An hour's lunch break will be set for all between 12.15pm and 1.15pm. Dedicated PPA and leadership times will remain as scheduled. Teachers who work a part-time contract will be expected to work these hours on their allotted days.

If teachers are unable to work for any reason during this time, for example due to sickness or caring for a dependent, they should report this using the normal absence procedure and phone the Headteacher before 7am on the first day the reason which prevents them from working occurs. The Headteacher should be informed by 2.30pm on the same day of their ability to work on the next working day.

The following elements apply only when faced with a **school closure (or partial closure of specific bubbles)**.

Setting work:

- Work will be provided by class teachers for their own classes daily.
- The work will reflect and continue teaching the curriculum in a sequential manner, covering expected modules of the National Curriculum and EYFS framework.
- Staff will host Zoom meeting lessons in the event of a prolonged closure. If such a closure does occur, a Zoom meeting will be undertaken everyday and each session should have either an English, Maths and topic focus (with all three areas of learning being covered throughout the week). They will run for 15 minutes Nursery – Year 1 and half an hour Year 2 –Year 6
- Parents/carers and staff have been provided with a clear set of protocols with regards to the use of the zoom platform. (see Annex A below). Children will only be added to Zoom meetings when parents have read our protocols and submitted the agreement form. If parents experience any difficulties with signing in to the platform, especially in the case of school closure, they should contact the school office on admin@standrews323.herts.sch.uk
- These live meetings will be timetabled to allow families with more than one child attend all class meets.

Class	Time
8.30-9.00	Year 6
9.00-9.30	Year 5
9.30-9.45	Reception
9.45 - 10.00	Year 1
10.00 - 10.30	Year 2
10.30 - 11.00:	Year 4
11.00 - 11.30	Year 3
11.30 - 11.45	Nursery

- Each day, an English, Maths and other curriculum area will be set on the class website page, Class Dojo, or Google Classroom alongside a reading expectation.
- The reading expectation may consist of a challenge to read for a certain time, or to read a certain number of pages and must involve comprehension activities at least twice per week. This reading expectation will be tailored to the age and stage of the children. For children who are not yet able to read alone, they may be set reading activities that involve children reading books with the adults in their home.
- Where appropriate to their age and ability, children will also be set daily phonics activities.
- Teachers may set work by using powerpoint presentations, video, worksheets, activities on Purplemash, Mathletics etc.
- Teaching blocks may include;
 - Review of prior learning
 - Direct instruction (video, oral/written explanation)
 - Guided practice
 - Independent practice

- Checking of understanding through question
- After the presentation children will be given time for independent work.
- EYFS teachers will need to set age appropriate activities which will allow the children to explore all seven developmental areas. However, there will be a priority on reading and phonics and early number work.
- To ensure continued access for EYFS and KS1 Children to appropriate reading books we are using online Big cats reading scheme where appropriate books are allocated to the children. Hard copies of reading scheme books will also be made available where necessary. (ie if parents/carers cannot access the online resources.)
- EYFS and Year 1 staff will ensure that online videos and practice will help the children consolidate and progress with their phonic knowledge.

Proposed Nursery remote learning timetable

time /day	Monday	Tuesday	Wednesday	Thursday	Friday
9	literacy: phonics /story	literacy: phonics /story	literacy: phonics /story	literacy: phonics /story	literacy: phonics /story
9.30	Fine motor skills / PE	Fine motor skills / PE	Fine motor skills / PE	Fine motor skills / PE	Fine motor skills / PE
10	Child Initiated Learning (CIL) with activities based around topic work	Child Initiated Learning (CIL) with activities based around topic work	Child Initiated Learning (CIL) with activities based around topic work	Child Initiated Learning (CIL) with activities based around topic work	Child Initiated Learning (CIL) with activities based around topic work
11	maths	maths	Maths	maths	maths
11.30	zoom meet	zoom meet	zoom meet	zoom meet	zoom meet

Proposed Reception remote learning timetable

	Monday	Tuesday	Wednesday	Thursday	Friday
9- 9.30	Phonics/PE	Phonics/PE	Phonics/PE	Phonics/PE	Phonics/PE
9.30- 9.45	Zoom meeting	Zoom meeting	Zoom meeting	Zoom meeting	Zoom meeting
9.45- 10.30	Handwriting/fine/ English/ motor skill activities	Handwriting/fine/ English/ motor skill activities	Handwriting/fine/Engli sh/ motor skill activities	Handwriting/fine/En GLISH/ motor skill activities	Handwriting/fine/English/ motor skill activities
11.00	Amazing	Amazing	Amazing number	Amazing number	Amazing number work

- 12.00	number work	number work	work	work	
1.00 – 2.00	CIL opportunities based around topic work	CIL opportunities based around topic work	R.E based activity	CIL opportunities based around topic work	CIL opportunities based around topic work
2.00-2.30	Reading activity	Reading activity	Reading activity	Reading activity	Reading activity

Proposed KS1 remote learning timetable

	Monday Arranged zoom meet Y1 -9.45 - 10.00 Y2 10.00 - 10.30	Tuesday Arranged zoom meet Y1 -9.45 - 10.00 Y2 10.00 - 10.30	Wednesday Arranged zoom meet Y1 -9.45 - 10.00 Y2 10.00 - 10.30	Thursday Arranged zoom meet Y1 -9.45 - 10.00 Y2 10.00 - 10.30	Friday Arranged zoom meet Y1 -9.45 - 10.00 Y2 10.00 - 10.30
9-9.30	Phonics/PE	Phonics/PE	Phonics/PE	Phonics/PE	Phonics/PE
9.30-10.30	English activities	English activities	English activities	English activities	English activities
11.00-12.00	Maths	Maths	Maths	Maths	Maths
1.00 – 2.00	Science	History/R.E	Geography	Computing	Music/Art
2.00-2.30	Reading expectation - comprehension	Reading expectation – challenge pages	Reading expectation – book activity	Reading expectation - comprehension	Reading expectation

Proposed KS2 remote learning timetable

	Monday Arranged zoom meet – time see above	Tuesday Arranged zoom meet – time see above	Wednesday Arranged zoom meet – time see above	Thursday Arranged zoom meet – time see above	Friday Arranged zoom meet – time see above
9-9.30	P.E	P.E	P.E	P.E	P.E
9.30-10.30	English activities	English activities	English activities	English activities	English activities
11.00-12.00	Maths	Maths	Maths	Maths	Maths
1.00 – 2.00	Science	History	Geography	Computing	Music/Art
2.00-2.30	Reading expectation - comprehension	Reading expectation – challenge pages	Reading expectation – book activity	Reading expectation - comprehension	Reading expectation -

- Appendix C provide a list of useful resources and links for staff.
- SLT will monitor the provision of work being set to ensure consistency across the school and email or arrange Teams Meet sessions, in place of staff meetings where a lockdown is in place, to ensure communication between all school staff.
- In the event of a member of staff being unable to work, as detailed above, class teachers may be asked to provide assistance in setting appropriate work for other classes too.

Providing feedback on work:

We recognise that teacher feedback can increase children's involvement and engagement in the work set and is vital to continue the children's progress with their learning. Feedback can take many forms and may not always mean extensive written comments for individual children.

Our teachers will provide feedback through:

- Written comments online in classDojo, Tapestry, google classroom
- whole class feedback during Zoom meetings
- quizzes marked automatically via digital platforms etc.
- Addressed through the setting of subsequent work.

Teachers will generally review the work on the day it has been set and deadlines should be set on daily activities to reflect this.

Supporting SEND Children

We recognise that some pupils, for example some pupils with special educational needs and disabilities (SEND), may not be able to access remote education without support from adults at home. We acknowledge the difficulties this may place on families, and we will work with parents and carers to support those pupils in the following ways:

Vulnerable children or children with an EHCP will be encouraged to attend school, during a lockdown as part of the Key Worker group. Our SENDco and Inco will also regularly keep in touch and support our children with SEND.

Teachers will differentiate materials, as appropriate to support SEND pupils if accessing remote learning.

Supporting Disadvantaged children:

If my child does not have digital or online access at home, how will you support them to access remote education?

We recognise that some pupils may not have suitable online access at home. We take the following approaches to support those pupils to access remote education:

- We will in the first instance provide digital equipment – this may be a laptop, ipad or chrome book.
- We will support parents/carers access internet connection with wireless routers if needed.
- Paper copies may also be supplied, which can be delivered, posted or collected from the school office. These paper copies can be returned to school for the staff member to mark and assess.
- Parents will be held responsible for the school equipment and will be expected to complete the loan agreement. (Please see Appendix C)

Learning Support Assistants

When assisting with remote learning, teaching assistants must be available for work between their normal working hours.

If they're unable to work for any reason during this time, for example due to sickness, they should report this using the normal absence procedure as stated above for teachers.

Examples of their responsibilities could include, but are not limited to:

- Corresponding with the 1:1 children and their parents where necessary and when they are the professional best placed to assist.
- Recording video messages for the class to ensure communication and their relationship with them is maintained.
- Supporting the teaching of the Key Worker/Vulnerable children Group.

Subject leads and SEND support

Alongside their teaching responsibilities, subject leads are responsible for:

- Considering whether any aspects of the subject curriculum need to change to accommodate remote learning.
- Working with teachers teaching their subject remotely to make sure all work set is appropriate and consistent.
- Working with other subject leads and senior leaders to make sure work set remotely across all subjects is appropriate and consistent, and deadlines are being set an appropriate distance away from each other.
- Monitoring the remote work set by teachers in their subject with each year group being given a focussed monitoring week (to be set by the Headteacher).
- Alerting teachers to resources they can use to teach their subject remotely via email.

Senior leaders

The Headteacher- Mrs H.Gillingham is responsible for overseeing the school's remote learning, supported by the SLT.

Alongside any teaching responsibilities, senior leaders are responsible for:

- Co-ordinating the remote learning approach across the school .
- Monitoring the effectiveness of remote learning.
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations.
- Performing the functions of the designated safeguarding lead as detailed in our child protection policy which has been amended in light of our remote learning functions.
- Will contact parents/carers where children are not submitting work.

IT Support

- Parents/Staff with IT support requests should always contact the school office on admin@standrews323.herts.sch.uk.
- InterMIT provides the school with remote support.

Pupils and parents

Assuming that pupils are healthy and well enough to work, they will be expected to participate as fully as possible in the remote learning process, attending relevant live sessions, completing independent work, and submitting assessed tasks promptly and to the best of their ability.

Older pupils will also be expected to read and respond to communication from the school (e.g. messages from teachers) on a regular basis.

Staff can expect pupils learning remotely to:

- Be contactable at some point during the school day
- Complete work to the deadline set by teachers.
- Seek help if they need it, from teachers or support staff.
- Alert teachers if they are not able to complete work.

Staff can expect parents with children learning remotely to:

- Make the school aware if their child is sick or otherwise can't complete work.
- Seek help from the school if they need it.
- Be respectful when making any complaints or concerns known to staff.
- Ensure all Protocols are followed.- See Annex A and Annex B for the Agreed Protocols.

Where children are not engaging with the remote learning the school will;

- In the first instance contact the family to see if digital devices or other support is needed.
- Talk to the child and parent if they are needing reassurance and/or support
- Provide other routes for the learning – eg paper copies
- Provide smaller group support to encourage and engage
- The SLT/Headteacher will contact parents/carers where children are not submitting work to discuss how to encourage and support remote learning.

In the event of a teacher isolating

If a teacher has to isolate but remains well they will be expected to;

- Plan the daily work of the children
- Save the planning on the T-Drive and discuss with the LSA/supply teacher the expectations for the day
- To introduce the main lessons through TEAMS and be available through the day to answer questions and support the learning – eg through providing powerpoints, materials which could be printed and used by the adult in the classroom, considering resources and equipment needed.

In the event of a child isolating for an extended period of time

If the child is well – a pack of materials will be provided for them to do at home.

- There should be enough materials for the period of isolation.
- The materials should cover areas of the missed curriculum

- Purplemash and Mathletic activities will be set.
- The classteacher will contact the family/child each week to check on progress
- Teachers will record the dates and work set on the whole school remote learning overview grid.

Governing Board

The Governing Board is responsible for:

- Monitoring the school's approach to providing remote learning to ensure education remains as high quality as possible.
- Ensuring that staff are certain that remote learning systems are appropriately secure, for both data protection and safeguarding reasons.

Data protection- Processing personal data

Staff members may need to collect and/or share personal data such as email addresses or contact numbers as part of the remote learning system. As long as this processing is necessary for the school's official functions, individuals won't need to give permission for this to happen.

However, staff are reminded to collect and/or share as little personal data as possible online.

Keeping devices secure

All staff members will take appropriate steps to ensure their devices remain secure. This includes, but is not limited to:

- Keeping the device password-protected – strong passwords are at least 8 characters, with a combination of upper and lower-case letters, numbers and special characters (e.g. asterisk or currency symbol)
- Ensuring the hard drive is encrypted – this means if the device is lost or stolen, no one can access the files stored on the hard drive by attaching it to a new device
- Making sure the device locks if left inactive for a period of time.
- Not sharing the device among family or friends.
- Ensuring antivirus and anti-spyware software is installed by Interm.
- Keeping operating systems up to date – always install the latest updates.

Monitoring arrangements

This policy will be reviewed at least yearly but reviews and amendments will be made as necessary to reflect the changing nature of the current outbreak. Any review and subsequent changes will be approved by the Chair of Governors (Dan Berryman).

Links with other policies

This policy should read alongside the responsibilities and requirements of the following policies:

- Planning for Remote learning document
- Behaviour policy – including Covid-19 amendments.
- Child protection policy including our Covid-19 statement

- Data protection policy and privacy notices
- Home-school agreement
- ICT and internet acceptable use policy and Online safety policy

Appendix A: Zoom Meetings Guidance for Staff and Parents/Carers

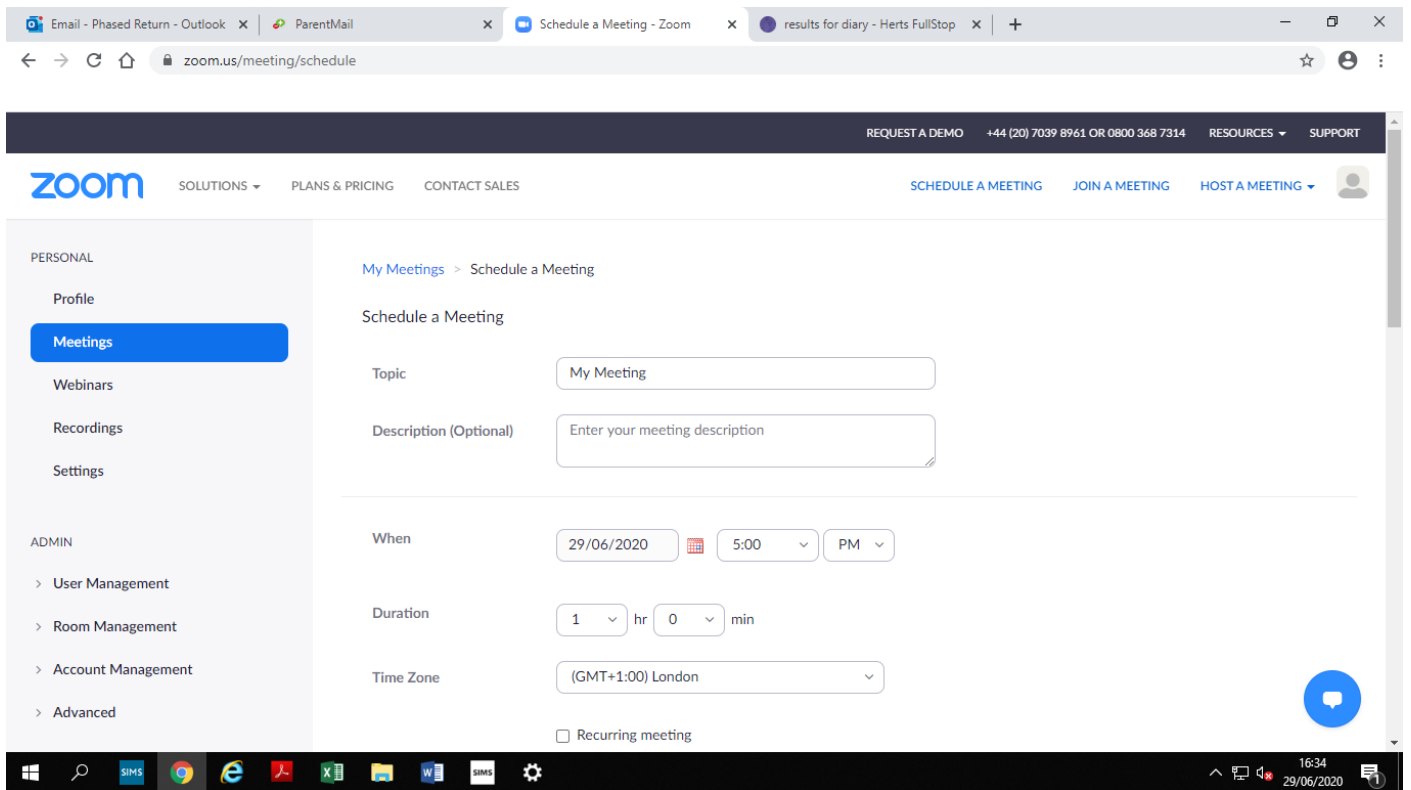
ZOOM MEETINGS **Guidance and Rules for TEACHERS**

The following rules and guidelines must be adhered to:

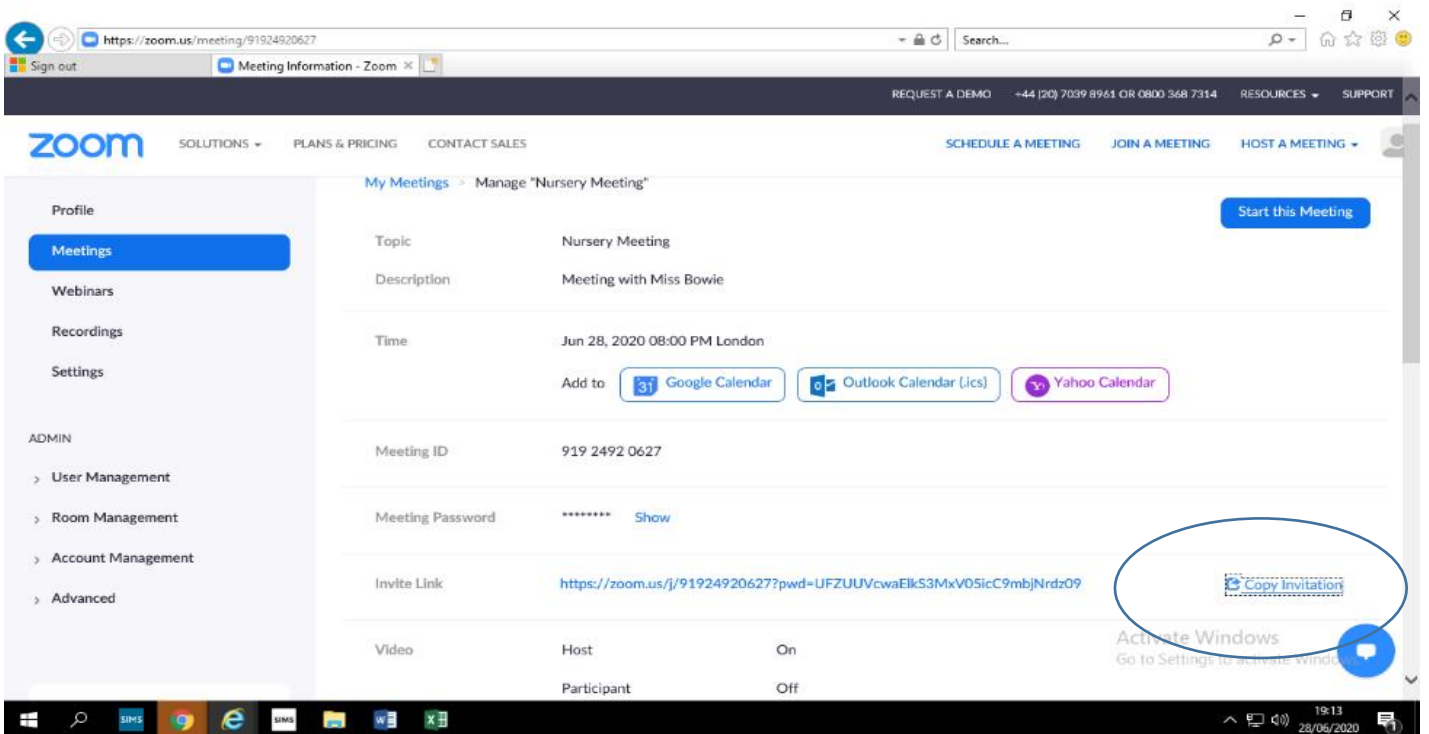
- Only invite children whose parents or carers have completed a consent form and have given their permission – lists available from the Office.
- Wear the same attire as you would on a normal day in school.
- Ensure that the meeting takes place in an appropriate room and that the background is plain or with no personal information or data showing.
- Ensure that you only share the meeting ID and/or password with anyone other than the intended attendees' parents and carers.
- Only email the Meeting ID and password – do not send a link, as this will prevent parents and carers from changing their Zoom name.
- Only allow the names of those invited to join the meeting. Don't allow any that you do not recognise in the waiting room to join.
- Discourage parents or carers from discussing any school related issues with you unless you want to specifically initiate a conversation that is pertinent to the meeting.
- Do not take any screen shots, pictures or voice/video recordings of the meetings or discuss the content of the meetings with anyone on social media.
- Each meeting will be recorded, parents and carers will receive a notification at the beginning of the meeting and will need to give their consent. The recordings will be saved to your N:\ if logged in school or on your school laptop's C:\ drive if at home for safeguarding. You will not be able to access these meetings. If you need to review the meeting, please ask the Office.
- If there is any inappropriate behaviour, terminate the meeting immediately and report to the Head Teacher.

To create a meeting in Zoom

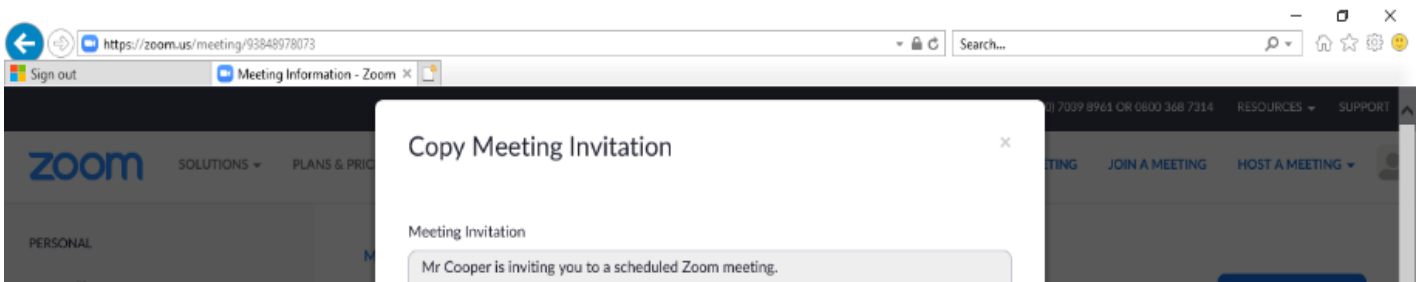
- Click on Schedule a meeting
- Enter the meeting Topic, Description and time and date
- Click on Save



- Click on Copy Invitation



- Highlight the information shown and press ctrl + c (to copy the info)



ZOOM MEETINGS

Guidance and Rules For Parents/Carers

How will the meetings work?

- The class teacher will send an email to parents and carers via ParentMail which will contain the Zoom meeting ID and a unique password.
- Parents and carers will need to download the Zoom app on the device they are using to attend the meeting.
- At the meeting's start time (and not any earlier), parents and carers will need to go in to the Zoom app and click on the 'join' option. Please enter the meeting ID and change the Zoom name to your child's first name and their surname's **initial only** ie Tony D or Mary A. Click on 'join' and you will be prompted to enter the password.
- The teacher will see your child's name in the waiting room and 'allow' your child to join the meeting if their name is listed correctly. Please note, teachers will not be able to allow anyone in to the meeting unless an expected child's name is showing.
- A parent or carer will need to be present in the room with their child throughout the whole of the meeting but not on screen. These meetings are a platform for the children and their teachers only and to ensure that the children get the most out of these interactions, we ask that parents and carers do not take part in any of the communications, unless there is a technical or safeguarding issue.
- During the meeting, all participants will be set to 'mute' whilst the teachers are speaking and the teacher will 'unmute' the children when it is their turn to speak.

- Please be aware that for safeguarding reasons all meetings will be recorded by the class teacher.

- If there is a technical issue that cannot be resolved quickly, parents or carers must leave the meeting and contact the School Office.
- **If there is a safeguarding issue, this should be reported via email: head@standrews323.herts.sch.uk or by calling on 01920 870097 and asking to speak to the DSP.**

Further guidance regarding using Zoom in schools can be found here - it is recommended that parents and carers read this thoroughly. <https://www.saferinternet.org.uk/blog/what-...-zoom-guide-parents-and-carers>

The following rules and guidelines must be adhered to:

Children must:-

- Be ready and dressed for the meeting (children do not need to wear their uniform but nightwear would not be appropriate).

- Behave in the same manner as they do when they are in school, following the school's behaviour policy and the home school agreement.

Parents/Carers must: -

- Not share the meeting ID and/or password with anyone.
- Ensure that the meeting takes place in an appropriate room of the house and that the background is plain or with no personal information or data showing.
- Remain present throughout the whole meeting but not on screen.
- Not take part in the meeting or use it as an opportunity to discuss any school related issues with their child's class teacher, unless the teacher specifically initiates a conversation that is pertinent to the meeting.
- Not take any screen shots, pictures or voice/video recordings of the meetings or discuss the content of the meetings with anyone on social media.
- Leave the meeting when the teacher has indicated that the meeting is finished and not attempt to re-enter the meeting.

Please make sure you have read the above guidance thoroughly and shared the relevant parts with your child/ren. A ParentMail consent form must be completed for any child to take part in these meetings. This form will be sent separately.

Appendix B

St Andrew's School Google Classroom Protocols

Please read these protocols carefully and use the survey provided in the same email to confirm you understand their contents. Teachers will recap these with the children in school but we would appreciate you reading them with them too.

We agree to:

- Only use the Google Classroom platform for the purposes set by our teachers.
- Only use kind words and appropriate language in the Google Classroom.

If we were to face another lockdown situation, the Google Classroom will be used to deliver virtual learning via the 'Meet' facility.

<u>GOOGLE MEET AT HOME EXPECTATIONS IN LOCKDOWN SITUATION</u>
<p>During a Google Meet session please ensure that:</p> <ul style="list-style-type: none"> • A parent/carer is present • They do not have to be on camera and should not take part in the session; they should just be there to monitor their child

- Your child is in an appropriate area of their home
- Everyone in your household is dressed appropriately
- You are mindful of the noise level in the home and language being used

Please be aware that:

- St Andrew's staff will have the right to remove a pupil from the session if any of the above guidance is not followed
- Only invited pupils will be admitted to the session
- A senior member of St Andrew's staff will have the ability to 'drop-in' to any of the Google Meet sessions

To troubleshoot potential technical issues, the Google Meet will allow 10 minutes for the children to join. This will also help to ensure microphones and cameras are working.

Appendix C

Device loan agreement for pupils

1. This agreement is between:

St Andrew's Church of England Primary School ("the school") and

Insert Name of parent and their address

And governs the use and care of devices assigned to the parent's child (the "pupil"). This agreement covers the period from the date the device is issued through to the return date of the device to the school.

All issued equipment shall remain the sole property of the school and is governed by the school's policies.

The school is lending the pupil [a laptop/tablet, etc] ("the equipment") for the purpose of doing remote schoolwork.

This agreement sets the conditions for taking a St Andrew's [laptop/tablet ("the equipment")] home.

I confirm that I have read the terms and conditions set out in the agreement and my signature at the end of this agreement confirms that I and the pupil will adhere to the terms of loan.

2. Damage/loss

By signing this agreement I agree to take full responsibility for the loan equipment issued to the pupil and I have read or heard this agreement read aloud and understand the conditions of the agreement.

I understand that I and the pupil are responsible for the equipment at all times whether on the school's property or not.

If the equipment is damaged, lost or stolen, I will immediately inform Mrs H.Gillingham and I acknowledge that I am responsible for the reasonable costs requested by the school to repair or replace the equipment. If the equipment is stolen, I will also immediately inform the police.

I agree to keep the equipment in good condition and to return it to the school on their demand from the school in the same condition.

I will not leave the equipment unsupervised in unsecured areas.

I will make sure my child takes the following measures to protect the device:

- Keep the device in a secure place when not in use
- Don't leave the device in a car or on show at home
- Don't eat or drink around the device
- Don't lend the device to siblings or friends
- Don't leave the equipment unsupervised in unsecured areas

3. Unacceptable use

I am aware that the school monitors the pupil's activity on this device.

I agree that my child will not carry out any activity that constitutes 'unacceptable use'.

This includes, but is not limited to the following:

- Using ICT or the internet to bully or harass someone else, or to promote unlawful discrimination
- Any illegal conduct, or statements which are deemed to be advocating illegal activity
- Activity which defames or disparages the school, or risks bringing the school into disrepute
- Causing intentional damage to ICT facilities or materials
- Using inappropriate or offensive language

I accept that the school will sanction the pupil, in line with our Behaviour Policy, if the pupil engages in any of the above **at any time.**

4. Personal use

I agree that the pupil will only use this device for educational purposes and not for personal use and will not loan the equipment to any other person.

5. Data protection

I agree to take the following measures to keep the data on the device protected.

- Keep the equipment password-protected - strong passwords are at least 8 characters, with a combination of upper and lower-case letters, numbers and special characters (e.g. asterisk or currency symbol)
- Make sure my child locks the equipment if it's left inactive for a period of time
- Do not share the equipment among family or friends
- Update antivirus and anti-spyware software as required
- Install the latest updates to operating systems, as prompted

If I need help doing any of the above, I will contact the school office on the email admin@standrews323.herts.sch.uk

6. Return date

I will return the device in its original condition to the school office within e.g. 7 days of being requested to do so.

I will ensure the return of the equipment to the school if the pupil no longer attends the school.

7. Consent

By signing this form, I confirm that I have read and agree to the terms and conditions set out above.

PUPIL'S FULL NAME	
PARENT'S FULL NAME	
PARENT'S SIGNATURE	

