



Learning Academies Online Tuition Parent/Guardian Consent Form

You are receiving this Guidance Document and Consent Form as the parent/guardian of a student accessing online tuition with Learning Academies.

The safeguarding of your student and their tutor(s) is paramount and we ALL have a critical role to play in achieving an effective, safe and enjoyable online learning experience. This document outlines your responsibilities in relation to this. If you have any concerns in relation to any of these points please call Head Office on 01206 252152 or email info@learningacademies.co.uk. Thank you.

In signing this agreement, you consent to:

- Storing your student's log in details securely.
- Ensuring that your child only accesses their tuition room at the previously agreed times/dates. Outside of these times, your child will not be able to enter the Virtual Tutor Room. They would arrive in a secure Virtual Waiting Room until their tutor approves access. They will not be able to see or communicate with any other learners.
- Ensuring that any absence is notified to Head Office (01206 252152) at the earliest possible time, following the previously agreed protocols. (E.g., contacting Head Office).
- Ensuring that communication outside of tuition time is only held directly with your allocated Education Director or a member of the Head Office team. Communication directly with tutors is not permitted outside of tuition time.
- The recording of the tuition session, by the tutor, for the purpose of safeguarding. Sessions are stored securely by Learning Academies for a maximum of one month, at which point they are deleted. Session recordings are accessed only for the purpose of safeguarding if a concern is shared.
- Ensuring that a responsible adult remains in close proximity to the student during tuition sessions. We define close proximity as being within the same building and within calling distance. If an adult is not available at the student's home, the lesson will unfortunately not be able to go ahead. The adult supervising in the home should confirm their presence at the start and end of each session at which time your child's tutor will confirm the planned session length.
- Ensuring a safe and suitable learning space is provided. This should be within a shared family space – not in bedrooms or bathrooms and ideally be in a room that has windows, ensuring that curtains and doors are open so that other people can see in. It is useful for the pupil to be away from other noise and we request that parents/carers consider what is visible in the background, remaining mindful that other students may be present. Private or confidential documents/images (e.g., bank statements) should not be in view.
- Overseeing the suitability of the hardware your child is using to access online tuition, ensuring that only the Virtual Tuition room is open during sessions.
- Ensuring students, and other members of the household, are appropriately clothed, staying mindful that other students may be accessing the session.
- Ensuring that the usual Student Code of Conduct applies, in just the same way it would during Face-to-Face tuition. Mobile phones should not be turned on during sessions unless by prior agreement with the Tutor.
- Allowing a member of the Learning Academies Senior Leadership team, to 'drop in' to sessions as part of our ongoing safeguarding and quality assurance process. They will aim to be as unobtrusive as possible and will generally keep their audio and video feed muted.
- Sharing with your child's school, their tutor and/or Head Office any concerns you may have in regards to safeguarding. The Learning Academies Designated Safeguarding Leads are listed on the Learning Academies website at <https://learningacademies.co.uk/safeguarding/>

Student's Name

Parent/Guardian Name

Relationship to the student

Student's School

Emergency Telephone Contact details of consenting parent/guardian.

Emergency Telephone Contact details of additional parent/guardian.

By signing this document, I confirm my agreement to the protocols outlined above and know that I can withdraw my consent, in writing, at any time by writing to the contact details shared below.

Signature

Date

PLEASE RETURN YOUR COMPLETED FORMS TO YOUR CHILD'S CLASS TEACHER OR DIRECTLY TO LEARNING ACADEMIES

info@learningacademies.co.uk

Academy House, 39 Hazel Close, Thorrington, Colchester, Essex, CO78HJ