

# Summer Academy: Parent/Carer Guidance for Remote Learning

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## Staying Safe Online During Summer Academy Lessons

- Information about lessons will be sent to the student and parent/carers email address
- If you see anything upsetting or inappropriate online during a lesson report it to SummerAcademy@lcm.ac.uk
- Do not share any passwords or other sensitive information
- Students should only communicate through approved platforms
- Do not share or redistribute any content
- Do not allow a lesson to take place if the student is unwell
- Do not share the tutor's email address
- Set age appropriate restrictions on the devices used.
- If you would like advice on digital learning and keeping your family safe, visit <https://parentinfo.org> or <https://www.childnet.com/parents-and-carers/parent-and-carer-toolkit>

## How Lessons will work

- Students will be able to access the lesson from an internet browser on a mobile phone or computer (recommended).
- Work will be released each morning at 9AM
- If there is a question for the tutor, you should contact SummerAcademy@lcm.ac.uk
- Work can be sent to the tutor by uploading on the class page.
- Make sure there is suitable space to work without distractions
- Please contact SummerAcademy@lcm.ac.uk if there are problems accessing the work.

## Live online Lessons

- There will be a small number of online classes using video conferencing through Zoom.
- Make sure these take place in a suitable space and keep the door open. This should **not** be a bedroom or bathroom.
- Prepare the space and ensure required equipment is ready so the lesson can start on time
- You can open and closing the link to the live session or let your student do this.
- Students do not need to have a Zoom account to access the work. When they sign in to Zoom they should use their first name and the initial of their surname.
- You are welcome to stay within earshot of the lesson.
- Ensure that the student and any other people who may be in view of the camera are wearing appropriate clothing.

- Make sure your language is appropriate, if you can be heard on the video
- If you are helping to set up the video, ensure it is at the correct height and the background is appropriate.
- A second member of staff may be present in some lessons or check in on a drop-in basis. Staff will wear Leeds Conservatoire ID badges

