



Agreement and Code of Conduct

Sunday Children's Online Class. Please read all of it, tick each box, sign page 2 and email it back with the registration form.

1 HOW WE COMMUNICATE

All communication goes through the centre. Parents and carers do not contact the teacher directly, by phone, WhatsApp, email, social media or in person, and the teacher does not contact parents or children directly. Questions, absences, feedback and concerns come to the centre at contact@somalilanguagecentre.co.uk, and anything from the teacher reaches you through the centre. This keeps every child safe and every message on record.

- 1 The centre emails the weekly class link to the parent or guardian. The link is for your family only and is not shared with anyone else.
- 2 If your child will miss a session, email the centre as early as you can and we will send the week's sheet.
- 3 We reply to emails within two working days. For anything urgent on a Sunday, the centre's phone number is on our website.

2 CODE OF CONDUCT FOR CHILDREN

- 1 Join on time, in a shared family space such as a living room or kitchen, not a bedroom, with the camera on where possible.
- 2 Listen to the teacher, wait for your turn, and be kind to the other children. Everyone is learning.
- 3 Have your sheet or notebook and a pencil ready before the class starts.
- 4 No screenshots, photos or recordings of the class or the other children.
- 5 If something is wrong, tell the adult at home, and they will tell the centre.

3 CODE OF CONDUCT FOR PARENTS AND CARERS

- 1 An adult stays nearby throughout the class, to help with the link and the sheet and to step in if needed.
- 2 Keep the class link within your family. Only registered children join the call; the teacher will remove anyone else.
- 3 Do not record, photograph or screenshot the class. Other families' children are on the call.
- 4 Speak to the centre, not the teacher, about anything to do with the class, and treat the centre's staff and other families with respect.

4 WHAT THE CENTRE PROMISES

- 1 A Somali teacher, a small group, and sessions planned for primary-age children. The first session is free; fee and payment details are sent separately if you decide to continue, and nothing is charged until you have agreed them.
- 2 Classes are not recorded. We may ask, on the day and with your permission, to capture a short clip or a photo of your child's homework for our website and social media; your child's face, name and details are never shown or shared.
- 3 Your details are kept only to run the class and contact you, are not shared with anyone else, and are deleted when you ask.
- 4 If we ever have a concern about a child's wellbeing, we follow our safeguarding procedure and contact the parent or guardian through the centre.



5 YOUR AGREEMENT

Please tick each box

- ☐ I give permission for my child, or children, named below to take part in the Sunday Children's Online Class, a live video class led by a Somali Language Centre teacher.
- ☐ I have read section 1 and agree that all communication is through the centre: I will not contact the teacher directly, and I understand the teacher will not contact me or my child directly.
- ☐ I have read the codes of conduct in sections 2 and 3 with my child, and we agree to follow them.
- ☐ I will keep the class link within my family and will not record, photograph or screenshot the class.
- ☐ I understand how the centre keeps and uses my details, as set out in section 4.

6 YOUR CHOICES

Tick yes or no for each

The centre may ask me, on the day, for permission to capture a short clip of a session or a photo of my child's homework for its website and social media, with no face, name or details shown.

☐ Yes ☐ No

I would like to hear about other classes, events and new resources from the centre by email.

☐ Yes ☐ No

7 SIGNATURE

NAME OF CHILD OR CHILDREN COVERED BY THIS AGREEMENT

PARENT OR GUARDIAN'S FULL NAME

SIGNATURE

DATE

Email the signed pages, with your registration form, to contact@somalilanguagecentre.co.uk. A clear photo of each page is fine. Keep a copy for yourself.

OFFICE USE

Received

Checked by

Matched to registration

Notes