

Young Learners Parent Manual

### **Safety and security online**

Your company name takes your child’s online safety and security seriously.

Your company name records the audio and video of each lesson. This is to ensure we can provide an answer to any query you have about how the lesson progressed. Should you request it, we can send you a copy of the recording.

We need you to ensure that the hardware that your child uses to access the lessons has appropriate filters installed so that the child has no access to files, which contain personal information, images or texts unsuitable for minors.

### **Preparing for your child’s first class**

Please ensure your child understands the need for good personal online discipline. [The virtual classroom is no place for bad language or undisciplined behaviour. The teacher may mute the student or remove the student from the virtual classroom after a single warning. We typically employ a ‘three strikes and you’re out’ policy].

We cannot have tolerance for poor discipline and any student whose behaviour is rude, anti-social or otherwise disruptive will be removed from the virtual classroom and the parent notified formally by email by the end of the same day on which the lesson occurred (approximately 23h00 Turkish time).

Ensure you have the appropriate hardware, Internet connection and a quiet space in which to work. Be sure to clear any clutter from the room.

Make sure that your child is in a quiet area of the house. Noise and movement from other people or electronic devices quickly distract all students in the classroom.

Ideally, the student needs to be seated at a desk that is uncluttered. Lying down on a sofa or on the living room floor is not an appropriate setting for Young Learners.

It may take a couple of lessons for your child to become accustomed to using online programs and chat as an educational product. Allow your child some time to adapt to the virtual educational environment.

We also recommend that you sit in on the first lesson with your child as a passive spectator - just long enough to make sure your child feels comfortable with the learning environment. However, children will learn better when the parent is not around, so depart quiet and silently once your child is engaged in the virtual classroom.

Please let your child know that lessons will be 45 minutes long and that they are expected to participate in the full 45 minutes of the lesson without breaks.

### **After the lesson**

Remember that children will assimilate the knowledge learned in a lesson faster if they use that knowledge in another context.

So… ask your child what he or she did in class during this time, though don’t correct your child’s grammar or vocabulary errors! It’s vital that the feedback you give to your child is positive and helps build confidence and increase motivation. This is a great way to cement the child’s learning and to reinforce what was covered in class.

And… it’s ok if your child talks about the class to you in Turkish! The important thing is that the communication flows.

## Parental Consent Form

Please sign this document and return it as a PDF to youremail@example.com. You must not alter the document in any manner. Please print clearly in BLOCK LETTERS.

**I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (parent’s full name), warrant and represent that I am the parent and/or legal guardian of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (child’s full name), henceforth “my child”.**

**I hereby give permission for my child to undertake online classes with XXX. This permission will continue until such time that I revoke it by contacting XXX via email, after which XXX will delete any information stored about my child.**

**I understand and agree to the following:**

**From time to time, XXX may record some of my child’s personal information, in order to deliver the Service.**

**I will provide a safe and secure and private environment for my child to attend the lessons. This includes a computer that has appropriate child security settings.**

**I will immediately notify XXX via** youremail@example.com **of any change to my status as legal guardian of my child.**

**XXX will only collect information in order to deliver the Service. However, during the course of conversation classes my child might give out some unexpected information. XXX will not act on or share such information with a third party.**

**XXX may continue to deliver online teaching to my child until such time that I cancel or revoke my consent. Revocation must be sent via email to** youremail@example.com**.**

**Signed**

**Full name (please print in BLOCK LETTERS)**

**Date (DD/MM/YYYY)**