



Remote Learning Behaviour and MS Teams Conduct Expectations

The following sets out expectations for pupils and families participating in remote learning. As of the Spring Term 2021, Microsoft Teams is our primary platform to deliver remote learning in conjunction with the information on our class pages on the main school website.

1.1 Remote learning rules

We expect all pupils and family members associated with our school and engaging in remote learning to follow the expectations below.

Parents should contact their child's class teacher if they think their child might not be able to comply with our expectations, so we can consider alternative arrangements with them and support them with their learning.

We expect our pupils/families to be:

- o Be contactable during required times – although take into account that pupils may not always be in front of a device the entire time,
- o Complete work to the deadline set by teachers – set through the assignment function ,
- o Seek help if they need it, from teachers or teaching assistants,
- o Alert teachers if they're not able to complete work,
- o Use proper online conduct, such as using appropriate language in messages including appropriate use of emoticons and gifs,
- o To use the Class Team page for work related content – not informal chatting.

During live lessons, pupils are expected to:

- o Being on time
- o Having books, stationery, and equipment ready before class begins
- o Muting their microphone when joining a session and when asked by a staff member,
- o Turning their camera on or off when asked by a staff member,
- o Maintaining good focus throughout session – being fully present in lesson,
- o Raising their virtual hand to ask questions,
- o Turning on gallery view when asked by a staff member,
- o Dressing appropriately for session,
- o Refraining from eating or drinking during the live lesson unless given permission by their teacher
- o Not disrupting the lesson for others (for example, putting down 'virtual hands' or turning microphone on and off',
- o Only using the chat function for lesson content, specifically, only posting answers when requested to do so by a staff member and not posting messages or emoticons during live lessons.

1.2 Dealing with problems

If there are any problems with pupils following our expectations around remote learning, we will:

- o Organise a meeting with families to communicate the problem and support to remove any additional barriers,
- o When appropriate, remove a pupil from live sessions and provide recorded sessions instead,
- o When appropriate, temporarily remove a pupil from their class team for an agreed period until trust can be earned (work and assignments will be communicated via email in this case).



1.3. Monitoring arrangements

Class Teachers and Senior Leaders will monitor class teams and live lessons for appropriate use daily.

The Senior Leadership Team will review these expectations as guidance from the local authority or Department for Education is updated, and as a minimum, monthly during a National Lockdown. Expectations will be shared with our Academy Standards and Ethos Committee at every meeting during the pandemic period.

1.4 Safeguarding and Child Protection

Safeguarding is Everyone's responsibility, Everyday. With the vast majority of pupil's home learning, we all have a duty of care to all our children.

If you have a concern about a child, you must inform our Designated Safeguarding Lead, Tamsin Edmed via email or by calling the school.

1.5 Links with other policies

This policy links to the following policies and procedures:

- o Child protection policy
- o Behaviour policy
- o Health and safety policy
- o E-safety user agreement for home learning
- o Live lesson risk assessment

