

Remote Education Code of Conduct

This Code of Conduct outlines what we expect of pupils and parents/carers during remote learning. Much of this echoes our expectations of pupils in face-to-face lessons when in school, and all of it is designed to help pupils gain the most benefit from remote learning. We ask that all parents/carers read the following information and share the expectations with their children.

During remote learning, we expect pupils to:

- Check Microsoft Teams daily to keep track of their remote learning;
- Work hard and try their best in all that they do;
- Complete the work set and submit their work to their teacher on time.

While taking part in live sessions, we expect pupils to:

- Be punctual and to fully take part in lessons;
- Be dressed appropriately (no requirement to wear school uniform, but they should be daytime clothing);
- Attend the call from a 'shared' setting rather than a private setting, e.g. not from a bedroom;
- Be sitting in a well-organised work-space that promotes good posture, rather than lounging on a sofa;
- Sit in a quiet area so that they hear the audio clearly;
- Choose a suitable background e.g. a plain wall or a computer generated blurred background;
- Mute audio when joining a call;
- Unmute the microphone when asked to by a teacher;
- Ensure the video function is not switched off, unless requested by a teacher;
- Raise their hand by pressing the hand icon if they would like to answer a question;
- Have the right resources available eg. pen and paper;
- Behave as they would in class (eg. not eating).

During remote learning, we expect parents/carers to:

- Ensure that their child's login details are kept secure;
- Ensure that their children login at the appropriate times;
- Check Microsoft Teams regularly to keep track of remote learning;
- Support their child with remote learning e.g. check that they understand the task set and provide help and support if required, discuss their work after they have completed it, etc;

- Know when their child is joining live sessions;
- Monitor their child's internet use and ensure they are using technology safely;
- Check online protection systems to ensure that their child's time online is as safe as possible;
- Ensure that their child has a suitable amount of time away from the screen during the day;
- Inform the school/your child's class teacher of any barriers they may be facing.

