



## Code of Conduct – Remote Learning

**The Government have issued a directive that all children should receive remote learning whilst the country is in Lockdown. Schools now have a responsibility to provide high quality remote learning that reflects our current curriculum. Parents have a responsibility during this time, to ensure that their children engage in the learning. The remote learning that is set is not optional, there is a requirement that it is completed to the best of their ability, taking into account home circumstances. As per the government guidance, we have put into place a learning platform to enable this via MS Teams and it is important that all parents and children follow the guidelines below.**

### **Introduction to Teams:**

- Microsoft Teams is the preferred online platform, which teachers will use to enhance learning through live teaching, as advised by the DfE, when and where appropriate.
- Children will receive an invite to attend a 'meeting' via their school email account which will include the time and date.
- Teachers may request children to turn off the camera to disable video and have audio only (with Powerpoints etc). This is to promote a productive and controlled learning environment.
- Teachers will plan activities, which will either reinforce existing understanding and skills (retrieval practice) or introduce selected 'new knowledge'. Children may also be expected to carry out additional tasks assigned by teachers independently.
- Teachers may pre-record tasks and lesson activities, to complete whenever your children are able, via PowerPoint narration and post them on Teams. For example, a PowerPoint lesson which includes narration to introduce or support learning and then scheduled activities for children to complete.

### **During live lessons via Microsoft Teams children must follow these expectations:**

#### **Attendance - Children must:**

- Attend the live lesson promptly as per given timetable. The teacher will issue a 'meet now' just before the meeting time.
- Return to school with their homework book showing the completion of any set tasks, at the end of the lockdown period.

#### **Behaviour - Children will maintain the high expectations of Alfred Street School by:**

- Trying their best to complete all work at home to a suitable standard.
- Keeping microphones muted unless requested by the teacher.
- Wearing appropriate clothing for a day at school and be sat at an appropriate location (e.g. suitable backdrop).
- Requesting clarification, asking questions using the hands up function and await their turn to respond. When answered lower the hand function.
- Be respectful of all those involved in the lesson.

#### **Parents must:**

- Ensure that my child is using MS Teams through their own account.
- Monitor my child whilst accessing MS Teams so that I can be responsible for their online behaviour.
- Where possible I will apply child safety settings to my home internet.



- I will not allow my child to access, purchase or set up social media using the school email address given to them.
- I must make sure my child and other members of the household are aware the video call is happening.
- Ensure that other members of the household wear suitable clothing during the live learning.
- Ensure my child's device is being used in an appropriate area, for example, not in bedrooms; and where possible be against a neutral background.
- Ensure language used is professional and appropriate, including any family members in the background.
- Try my best to engage my child in successful home learning.
- Supervise and monitor my child.
- Refrain from talking to the teacher live in the lesson, unless requested to do so.
- Be respectful and considerate to the teachers and this new way of teaching.
- Support my child to be punctual and engage in learning.
- Use traditional communication routes for feedback, comments or concerns.

### **Disciplinary Procedure**

In the unlikely situation that a child is not behaving appropriately online, the following action will be taken:

- We will work closely with parents to resolve issues together.
- Any child not behaving in accordance with the expectations, as stated above, will be given a warning of removal from the live lesson by the class teacher, at an appropriate time the teacher will ask to speak to the supervising adult at home.
  - If the warning is not adhered to, the child will be removed from the lesson and parents contacted at the earliest opportunity.
- Any child not behaving in accordance with the expectations, as stated above, on more than one occasion, will be referred to the Senior Leadership team.
- If, after the above escalations have been enforced and unacceptable behaviour continues, the child will be removed from Live Teaching indefinitely.

### **Confidentiality and GDPR**

- All comments and observations made during the online lessons must be kept confidential.
- Recordings should not be shared with anyone other than children attending ASJS.

**I have read, understood and accept the Code of Conduct for remote learning.**

Name: .....

Signed: .....

Date: .....