Remote Learning Code of Conduct

Guidance for Staff, Parents & Children

Written in-line with DfE Statutory Guidance
Online Safety Policy
Safeguarding & Child Protection Policy
Remote Learning Plan & Policy

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Remote Learning Code of Conduct for Staff, Parents and Children

Introduction:

This Code of Conduct is based on the following three broad values that apply equally to both offline and online communities:

- ☆ **Respect for Others:** Always speak to people online as you would in person. Consider what you say and how this makes the other person feel; aim to be positive at all times. Negative comments are unnecessary and any actions, words or attitudes which show a lack of respect for others will be taken seriously.
- ☆ **Respect for Self:** We want all members of our community to respect and care for themselves, this includes appropriate management of their screen time.
- ☆ **Respect for our Learning Environment:** Everyone in our online community has a responsibility to protect the environment in which we work, and everyone has the right to expect that their learning takes place in an appropriate and safe setting.

This Code of Conduct contributes to making our online community a place where everyone is valued, respected and safe.

This Code of Conduct is supported by a range of other policies including: Behaviour, Anti-Bullying, Acceptable Use, Online Safety, Keeping Children Safe in Education, Safeguarding & Child Protection Policy, Mobile Digital Devices and our Remote Learning Guidance.

This Code of Conduct exists in addition to the pupil Acceptable User Policy in school. It gives guidelines as to how staff, parents and pupils should conduct themselves on a daily basis when learning from home. A 'live' lesson refers to any meeting or lessons taken via the Google Meet, where staff and pupils interact in real time. This code of conduct also covers asynchronous learning using Google Classroom.

Remote Learning Code of Conduct for Staff

Expectations for Staff

- ☆ The same principles set out in the Staff Code of Conduct (Behaviour Policy) apply to remote learning.
- ☆ Children will be set work that is of equivalent length to the core teaching pupils would receive in school, and as a minimum:
  - o **Primary:** 3 hours a day (KS1) 4 hours a day (KS2), on average, across the school cohort
- ☆ Staff will ensure that the school's agreed Remote Learning Strategy is followed so that a consistent approach is maintained.
- ☆ Daily assignments set for children will be meaningful and ambitious and in a number of different subjects, and which mirror the curriculum outlined for the Spring Term theme in your phase. This will also include Our World, Collective Worship and opportunities for exercise.
- ☆ Resourcing will be made easy so that printing is not required, and activities require minimal adult intervention.
- ☆ Frequent clear explanations of new content will be delivered in a range of ways, to include a combination of live, pre-recorded and use include high-quality curriculum resources or videos.
- ☆ Systems for checking, at least weekly, whether pupils are engaging with their work, and parents will be informed immediately where engagement is a concern.
- ☆ Staff will disable screen sharing and chat function if appropriate to the Google Meet.
- ☆ Staff must always be present when the Google Meet link is live, and the meeting is in place.
- ☆ Staff must ensure that all children on the Google Meet have their cameras on, mics can still be muted.
- ☆ Pupil progress will be monitored through the curriculum areas using questions and other suitable tasks, and regular feedback will be provided using Google Classroom or whole-class feedback during live sessions.
- ☆ Feedback will be given to children for the assignments submitted and will remain in-line with the school's Marking Policy. All work will be acknowledged and age appropriate.
- ☆ Pace or difficulty of what is being taught will be adjusted in response to questions or assessments, and where necessary, teachers will revise material or simplify explanations to ensure children's understanding.
- ☆ TAs will be utilised to support in school and remote learning, including provision for SEND, PP and Catch Up.
- ☆ Activities are planned so that they can be carried out by the children with minimal support; ensuring activities do not suggest they talk to, or work with a partner/group etc.
- ☆ Teachers will check that all resources, weblinks etc are working effectively, and are appropriate, ahead of assignments being set, including using the internal Youtube link within Google Classroom to remove adverts.
- ☆ Teachers have the flexibility to work in-school or from home and should ensure professional clothing standards are always maintained.
- ☆ All safeguarding issues will be reported to the school's DSLs and recorded in the usual way using My Concern.
- ☆ Staff should ensure that parents are close by to children working to ensure appropriate behaviour is maintained. This includes children not inviting other siblings onto screen. Any breach in expected behaviour will result in the teacher removing the child from the live session and speaking directly to parents.
- ☆ Staff will ensure that when in school teaching, the children within the classroom will not be displayed to the children remote learning at home.
- ☆ Staff will ensure all children have left a meet before they disconnect the session. The GC Icon will be disabled at the end of all live sessions.
- ☆ Staff will only turn on the GC live meet session icon at the start of a planned Google Meet.
- ☆ Staff will follow the agreed format for the school day (which is adapted to each phase), and ensure a daily timetable is posted to the classroom page to help children and parents get organised for the day ahead.
- ☆ Maths and English will be taught daily, and the timetable will be supplemented with planned activities from the foundation subjects.
- ☆ When attending professional meetings, staff will ensure their surroundings are appropriate to ensure conversations can remain private and confidential.
- ☆ Senior Leaders will monitor and review our remote learning provision through regular discussions with staff and live session drop ins.
- ☆ ALL CONCERNS TO BE RAISED WITH THE DSLs

Remote Learning Code of Conduct for Pupils

Section 1: Our Remote Learning Environment

- ✩ Our school is a learning community and behaviour which interferes with other people's learning is unacceptable. This includes, but is not limited to, carefully following instruction from teachers on use of the mute function for 'live' lessons.
- ✩ Everyone is expected to speak and act with politeness and thought for others and not use unsuitable language. The expectation is that staff and pupils will greet each other, using video and audio, at the beginning and end of each 'live' lesson. Teachers will act as moderators for discussion during 'live' lessons.
- ✩ Everyone has the right to feel secure and happy when learning at home without fear of being bullied. The School's Anti-Bullying Policy is accessible through the School's website.
- ✩ No-one will cause hurt and distress to another person by sending unkind emails, text messages or putting upsetting information on internet sites.
- ✩ Music / films will not be played out loud by pupils during remote lessons.
- ✩ Everyone will support each other, discourage unacceptable behaviour, and ensure that teachers know if someone is being made unhappy by the inconsiderate behaviour of others.
- ✩ Consideration for others extends to members of the public too and pupils should ensure that nothing they say or do in the wider community will bring dishonour to themselves or the School.

Section 2: Our Remote Learning Day

- ✩ Joining our Google Meets is important as it supports your learning and the learning of others in your class. Always be ready to learn a few minutes before the start of lessons, so you and your teachers can make the most of each lesson.
- ✩ There may be circumstances that mean you are unable to attend a class meet, however, we strongly encourage attendance when sessions are planned. If lessons are missed, it is important that pupils continue to access and complete the tasks planned and set for that session. We appreciate time away from screen may be needed, and online learning tasks are set in a way so that if you miss a meet, children can carry out their work independently.
- ✩ Pupils should have the right equipment ready for their learning session. This should include their home-learning book and appropriate stationary.
- ✩ Work hand-in times are scheduled by class teachers and which pupils should aim to meet. We appreciate this may not be possible for some families due to work commitments. Please don't panic, just upload when you get the chance. It is important that work is submitted so that teachers can review progress made and give feedback.
- ✩ Teachers will contact parents if there are concerns over work not being submitted.

Section 3: Dress Code

- ✩ Everyone is expected to maintain a high standard of appearance when online.
- ✩ Pupils are expected to be fully dressed, for all remote lessons. For clarity, it is not appropriate to wear pyjamas for learning.

Section 4: Safe & Secure Learning Environment

- ✩ Everyone in the School community must do all they can to keep themselves safe and to ensure that they do not put themselves or others at risk.

- ✮ During live online sessions my parent/carer will be in the vicinity, either in the room or a nearby room, with the door open.
- ✮ Remote learning lessons must take place in an appropriate setting. The expectation is that where possible, all 'live' lessons take place at a desk/table in a quiet space within the home. This is recommended for all lessons, but the School does acknowledge that a change of scenery can be beneficial where independent work has been set by a teacher.
- ✮ Children should have their cameras on during a live Google Meet. Mics will continue to be muted until the teacher notifies them otherwise.
- ✮ Children will only use Google Classroom and their school email address for the purposes of online learning and will only browse, download, upload or forward material that is related to their learning and that is directed by the class teacher.
- ✮ Children should not take photos of their screen or record online interactions in any way.
- ✮ Children should always tell a parent/carer or teacher if they see, hear or read anything on the internet that upsets them or makes them feel uncomfortable.

Section 5: Online Behaviour

- ✮ It will be expected that all pupils behave with honesty and integrity at all times.
- ✮ Regular snack and lunch breaks are built into the school day. Please use these off-screen times for children to eat so that eating food during a live meet doesn't become a distraction to themselves and others.
- ✮ Remote Learning behaviour expectations will be mirrored to those expected in-school.
- ✮ Repeated instances of inappropriate behaviour will result in your child being removed from the live meet session.

This Pupil Code of Conduct should ensure that all members of the school community are treated with kindness, fairness and consideration, feel valued and appreciated and have the opportunity to work and learn in a safe, pleasant environment. There will be occasions when a common-sense approach needs to be applied and members of the Senior Leadership Team will use discretion on an individual basis.

Remote Learning Code of Conduct for Pupils (child-friendly version)

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- ☆ I will always be fully dressed in my clothes and that I am ready to do my best learning for the day.
- ☆ My learning environment is quiet and free from distractions.
- ☆ The background (and foreground) of where I am working is appropriate.
- ☆ I will remain attentive and focused for my learning throughout the day.
- ☆ I will always communicate in a polite and courteous way to both my teacher and classmates and behave appropriately at all times.
- ☆ I will not use the screen sharing or chat function unless directed by my teacher.
- ☆ I will ensure that my mic is muted and my camera is on throughout the Google Meet.
- ☆ I will not invite a sibling onto screen during a live session.
- ☆ I will be ready to start my learning by logging onto Google Classroom a few minutes before a planned session.
- ☆ I will check my google classroom regularly, with the help of my parent or carer, to keep track of online sessions and learning.
- ☆ I will only use Google Classroom and my school email address for the purposes of online learning and will only browse, download, upload or forward material that is related to my learning and that is directed by my teacher.
- ☆ I will not use my school email address to create groups, start calls or other meetings and will end live sessions when the teacher tells me to do so.
- ☆ I will not remove or mute other children during a live video session.
- ☆ During live online sessions my parent/carer will be in the vicinity, either in the room or a nearby room, with the door open.
- ☆ I will not take photos of my screen or record online interactions in any way.
- ☆ I will not share content from Google Classroom or Google Meet on social media or with anyone outside of my family.
- ☆ When joining in a live session with my teacher I will have my video turned on and my microphone on mute unless I need to ask a question. I will use the raise hand facility to show I have a question, and I will only use the chat facility when directed by my teacher.
- ☆ I will make sure that my communication in the online learning environment are always supportive of my learning and the learning and wellbeing of others.
- ☆ If I am not sure of what I need to do for my independent remote learning, I will ask my teacher.
- ☆ I will always tell my parent/carer or teacher if I see, hear or read anything on the internet that upsets me or makes me feel uncomfortable.
- ☆ I understand I could be removed from a live meet if I repeatedly misbehave.

Remote Learning Code of Conduct for Parents

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Expectations for Parents

- ☆ I understand that my child will be using the Google Classroom Remote Learning Platform at school and at home.
- ☆ The school will provide my child with an email and password to access this.
- ☆ I will ensure that my child is dressed appropriately and that they are using an appropriate space for learning.
- ☆ I understand that my child will not be allowed into the lesson until the teacher 'opens' the Google Meet link.
- ☆ My child will begin the session with the microphone off unless the teacher directs otherwise.
- ☆ I understand that for safeguarding purposes another member of staff maybe present.
- ☆ I will be told in advance if there is a need for a lesson to be recorded.
- ☆ Pupils and parents are not to modify, re-post or otherwise tamper with a video uploaded by a member of staff. This is a breach of trust and is not permitted.
- ☆ Where possible I will apply child safety settings to my home internet.
- ☆ I understand that my child will use Google Classroom to communicate with their class teacher and that they will only post questions and comments linked to their schoolwork.
- ☆ I will remind my child to not share any personal information.
- ☆ I will support my child in accessing Google Classroom and live meets at the appropriate times within the school day.
- ☆ I will encourage and support my child to complete all set work to the expected standard, and then submit it to the class teacher for feedback within planned deadlines.
- ☆ I will check my child is actively engaging with the remote provision being provided, including uploading of daily tasks for the teacher to provide feedback for.
- ☆ I will ensure my child behaves appropriately during live sessions so that teaching is not interrupted. I understand my child will be removed from a session if they repeatedly misbehave.
- ☆ I will behave in an appropriate manner when my child is on a live session, including not allowing other siblings to go onscreen.
- ☆ I will ensure my child has breaks away from the screen throughout the day.
- ☆ If I have any questions for the class teacher, I will email the school office so that they can inform the teacher.
- ☆ If I am unsure of a task my child has been set, I will get in touch with my child's teacher via the school office.
- ☆ I understand that all communications on Google Classroom should be between my child and their teacher.
- ☆ I understand that the e-safety policy and safeguarding policies still apply in remote teaching circumstances.

PLEASE CONTACT THE SCHOOL'S DESIGNATED SAFEGUARDING LEAD IF YOU HAVE ANY SAFEGUARDING CONCERNS.