

Code of Conduct – Live Learning

When accessing live lessons via Microsoft Teams, pupils must follow these expectations:

Attendance

- Pupils must attend all lessons – please inform the school office if your child is unable to attend, giving a reason as you usually would if your child was not in school. Attendance of all live lessons is monitored carefully to ensure that no children fall behind.
- Please arrive promptly to lessons. You may log-on 5 minutes prior to the lesson but will be kept in a lobby until the lesson starts.

Behaviour

Children, please:

- Please have your camera off when you enter a lesson and then turn it on when you are told to. Please blur your background. You can do this



by clicking onto 'More options' (three dots) at the top of the Teams screen. Go to 'Apply background' and click on 'blur'. Please turn your camera off straight away if asked by a teacher.

- Keep your microphone muted at all times, unless you have been asked to un-mute by your teacher.
- Use the hands up tool 🙋 if you need to ask a question or if your teacher has asked for feedback (they will get to you as soon as possible – remember they have children in the classroom too).
- Do not send message to your friends in the comments/chat box.
- Do not use emojis in the comments/chat box. However, you may be asked to use a 'thumbs-up' to show when you are finished.
- When you have finished, check over your work and see if it can be improved. Remember, other pupils may need more time. Why not have a reading book with you or practice your times tables whilst you wait?
- Be respectful of everyone else in the lesson.

- Always make sure you are fully dressed and not in nightwear for lessons. You do not need to wear school uniform.

Guidance for parents

Please could you:

- Try to find a quiet spot for your child to do online learning.
- Support your child to be punctual and to engage in learning.
- Be nearby to help your child, should they need it.
- Refrain from talking to the teacher during live lessons. If you have any issues, concerns or feedback please email the teacher after the lesson and they will get back to you as soon as possible.
- Not appear on camera.
- Be patient! This is a new way of learning for us all.

Please note, taking screenshots or recording live lessons is prohibited (videos or photos). Teachers may record lessons to use for children who are absent.

Online Behaviour Policy

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

- We will contact you to work closely together to resolve any issues.
- Any pupil not following the expectations above will be given a warning by the teacher. If the warning is not adhered to, the pupil may then be removed from the lesson. Parents/carers will then be contacted as soon as possible after the lesson.
- Any pupils who continue to fail to follow the expectations above will be referred to the senior leadership team.
- If the unacceptable behaviour continues, the pupil may then be removed from online learning indefinitely.

Please talk through this document with your child/children.

Thank you for your ongoing support.