

Remote learning code of practice for Teachers, Students and Parents

Teachers

- Ensure your teaching environment is quiet and free from distraction
- The background (and foreground) of where you are working is appropriate
- Professional attire is worn at all times
- Use professional language at all times
- Be punctual to lessons or set appropriate work where this is not possible
- All online sessions should be recorded
- Students should have cameras and microphones off unless you ask them to answer a question
- Staff are expected to follow their normal timetable, delivering live lessons that are likely to be 20-30mins in length and then set work for students
- Work is to be marked in line with the normal department policy. Use of quick multiple choice quizzes to check learning is perfectly suitable
- As always any safeguarding concerns arising during live lessons or through emails will be shared using the school policy for safeguarding
- If you have any concerns please contact your line manager

Students

- Where possible my learning environment is quiet and free from distractions
- The background (and foreground) of where I am working is appropriate
- I am dressed appropriately for learning (uniform not required)
- I will remain attentive and focused for my learning throughout the day
- Communicate in an appropriate way, including using chat functions
- Where possible attend online lessons on time
- TEAMS is to be used for learning purposes only (this includes not using TEAMS for chatting with friends)
- I understand that online sessions will be recorded by my teacher
- I will not take photos of my screen, screenshots or record online interactions in any way
- When joining in a live session with my teacher, I will have my video turned off and my microphone on mute unless I need to ask a question
- 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

Parents

- I will refrain from talking to the teacher live in the lesson unless requested to do so
- I will be respectful and considerate to the teachers whilst they are teaching
- I will support my child to be punctual and engage in learning
- Pupils/parents/carers can report any disruptive behaviour which is concerning to them by contacting the class teacher or relevant Head of department
- If they have any safeguarding issues these should be passed to the safeguarding team (safeguarding@shaftesburyschool.co.uk)