



# Guidance for Students: Online Remote Learning

Teachers and students will continue to access lessons and resources online through ClassCharts and/or Microsoft Teams. All year groups will receive form tutorials 8:45am to 9:15am on selected mornings via Microsoft Teams.

## Online Home Learning Expectations:

- Students are politely reminded that all the usual expectations of normal school apply.
- All students should follow their full, normal school timetable and ensure they have all the materials required ahead of each tutorial/lesson.
- Students must complete and upload all learning by the deadlines as directed by the class teacher.
- Students should only use technology at home with the permission of their parent/carer.
- Students must not deliberately browse, download, upload or forward material that could be considered offensive or illegal. If a student accidentally comes across any such material they should report it immediately to their teacher or parent/carer.
- Students must ensure that all forum and 'chat' communication with other students and teachers is responsible and sensible.

## Microsoft Teams for all year groups for online form tutorials and online lessons

- Students **must accept a Microsoft Teams invite** before joining Microsoft Teams; remember that this is an extension of the classroom and behaviour should be the same as in school.
- Before accepting a Microsoft Teams invitation, students and parents/carers will be expected to read the **Online Tutorials/Lessons Code of Conduct (page 2)** and agree the terms before joining the live session.
- Attendance at online tutorials/lessons will be monitored.
- These tutorials/lessons may vary in length but will be typically shorter than a normal lesson.
- Students will be asked to switch off their cameras and microphones during live tutorial/lessons via Microsoft Teams.
- Students should understand that these rules are designed to help keep them safe online and that if they are not followed, school sanctions will be applied and parents/carers contacted.
- We understand that there may be issues with home connectivity and will be mindful of this and support students as well as we can. Please contact the school via your son/daughter's Head of Year (school email) to inform us regarding any problems or questions regarding access.



## Online Tutorials/Lessons Code of Conduct

*When using online tutorials/lessons via 'Microsoft Teams,' please remember that this is an extension of the classroom, students' high standards and conduct should be the same as when in school. Please read and agree to the rules before joining a live session:*

### Students should:

- Follow their normal/full school timetable for online tutorials 08:45am to 09:15am and/or lessons: 09:15am to 11:15am Periods 1 and 2, 11:30am to 12:30pm Period 3 and 1:10pm to 3:10pm Periods 4 and 5.
- Remember to go to Microsoft Teams or check school emails to accept the Microsoft Teams join meeting invite.
- Click the link to join the meeting promptly at the correct time, interact with others kindly, respectfully, and appropriately, and stay focussed on the task at hand.
- Not be doing other activities (e.g. music, games, playing with phone) during the lesson.
- Keep cameras switched off.
- Keep microphones muted - so that others can't hear them - unless they have been asked to speak/participate by the teacher.
- Promptly leave the tutorial/lesson at the end of the session.
- Only type messages that are related to the subject and are sensible.
- Not write on the chat facility unless asked to do so.
- Not record or take screen shots in an online tutorial/lesson.

### Parents/carers should:

- As far as possible, ensure your son/daughter has an appropriate space in which to access online Microsoft Teams tutorials/lessons. This should not be in a bedroom.
- Parents can be in the same room, but should not interrupt/join the tutorial/lesson. Everyone should be wearing appropriate clothing.
- Remind your son/daughter of the expectations for behaviour and conduct in online tutorials/lessons.
- As far as possible, support with setting up any software that the school is using for the delivery of online sessions. If parents are unable to accommodate online sessions on devices in the home, they should contact their child's Head of Year via school email.
- Ensure there are parental controls on any devices your son/daughter is using. For help with this, please see here: <https://www.nspcc.org.uk/keeping-children-safe/online-safety/parental-controls/>
- Know how to keep children safe online. The government's guidance on this is here: <https://www.gov.uk/government/publications/coronavirus-covid-19-keeping-children-safe-online/coronavirus-covid-19-support-for-parents-and-carers-to-keep-children-safe-online>
- Any safeguarding concern should be sent straight to any member of our safeguarding team, details can be found below:
  - Mrs D Southall – [dsouthall@holly-lodge.org](mailto:dsouthall@holly-lodge.org) - Designated Safeguarding Lead
  - Mrs S Mann – [SMann2@holly-lodge.org](mailto:SMann2@holly-lodge.org) – Safeguarding Manager

### For the Student

I agree to abide by the Online Tutorials/Lessons Code of Conduct and understand that appropriate sanctions will be taken if I break this agreement. (If you do not agree with this, please inform your Head of Year).

### For the Parent/Carer

I agree to support my son/daughter to abide by the Online Tutorials/Lessons Code of Conduct. I understand that any failure to do so will cause appropriate sanctions to be taken. (If you do not agree with this, please inform your child's Head of Year).