



Code of Conduct for Online Lessons

**A Parent/Carer's Guide
January 2021**



PLEASE TAKE THE TIME TO READ THIS DOCUMENT. IF YOU HAVE ANY QUESTIONS THEN PLEASE PHONE THE SCHOOL OFFICE TO MAKE AN APPOINTMENT TO MEET WITH A MEMBER OF THE SENIOR LEADERSHIP TEAM.

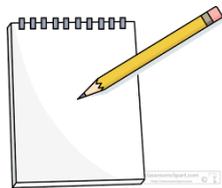
Online Learning at Queenborough School and Nursery January 2021

This guidance has been written to support parents/carers in ensuring their children understand the 'Code of Conduct'. This has been devised to share our expectations with regards to online learning during this period of school closure.



I WILL BE ON TIME

It is really important that your child is on time for their online lesson with their teacher. The class teachers have a structure for their sessions and children attending late may miss key pieces of learning which could impact their future learning. If your child is going to be late to a lesson then please make sure your child's class teacher knows so that they can offer additional support if needed.



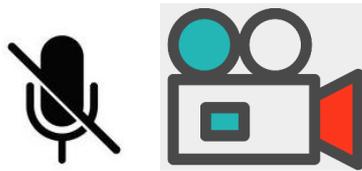
I WILL BE PREPARED AND READY FOR MY LESSON

Class teachers will always inform your child what equipment they will need to have ready for their online learning. Most teachers will expect your child to have some paper and a pen or pencil. If they need the children to have additional items, they will give them some time to get these things. It is important that, if your child is using a device, these are fully charged or plugged in, to avoid any disruption to their lesson. We also suggest that your child has an appropriate work space for their lesson to ensure they are comfortable and have everything they need to hand. We know this can be difficult, especially if you have more than one child working at home. We also ask parents/carers to be mindful when your child unmutes themselves as teachers and children can often hear what is going on in the background of lessons. Please also be mindful of what is occurring in the background when your child has their camera switched on.



I WILL BE RESPECTFUL, LISTEN CAREFULLY AND WORK HARD

Class teachers will expect your child to have the same work ethic as they would normally have in the classroom. This includes listening carefully to instructions, as well as their peers when they are sharing their learning with the class. Teachers will continue to remind pupils of their expectations and may mute/switch off cameras or remove pupils from sessions when rules are not being followed.



I WILL KEEP MYSELF ON ON MUTE AND KEEP MY VIDEO ON

It is important that when your child is at their online lesson they keep themselves on mute unless they are asking a question or responding to their teacher. This will just help to ensure that everyone can hear what the class teacher is saying. It is also important that cameras are kept on so that the class teacher can support all pupils and check if everyone is following the lesson and understanding what is required of them. If your child does have a problem with their camera then again, please speak to your child's class teacher via the class email address. Please can you help your child to name themselves correctly when entering their online lesson and remind them to find an appropriate background.



I WILL NOT EAT DURING MY LESSON

We would ask for your support in ensuring that your child is not eating during their online lesson with the class teacher. The session is only short in comparison to their normal school day and therefore we ask that children only eat during their short break time between lessons. We are happy for all children to drink as often as they wish during their online lessons.



I WILL BE SUITABLY DRESSED FOR MY LESSON

We would ask that your child is dressed appropriately for their lesson. School uniform is not required but we would ask that children avoid attending sessions only partially dressed or in their pyjamas.



We would ask that you remind your child about rules for keeping themselves safe when working online. Many of our older pupils use the chat function to share their answers with their class teachers but they must remember this function is to be used sensibly especially if their class teacher allows them to have free chat during the break part of the lesson.

