



Church Hill C. of E. Junior School

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Headteacher: Mrs S.A.M. Kirk

Code of Conduct for Remote Learning

These protocols have been suggested to protect your child and the class teacher when they are teaching and learning together online. Please read the document carefully and be objective about the information listed below.

- During an online lesson, your child must wear suitable clothing (no pyjamas or offensive slogan T-shirts) as should anyone else in the household when webcams are switched on. It will be the parent's responsibility to immediately switch off any webcam (pupils will be asked to leave the online lesson if it is felt that a pupil or family members clothing is inappropriate). Once they have changed into appropriate clothing, they will be permitted to re-join the session.
- All digital devices must be used in appropriate areas of the house, for example, bedrooms are not advisable.
- Please consider what is in the background when a child is engaging in a live streamed lesson. Please make sure your child sits in front of a neutral background if possible.
- All live lessons are recorded by the school. This is for safeguarding purposes, if any issues were to arise, the video could be reviewed. (The recorded lessons will be stored for one year and then deleted). Additionally, the recording will be stored where it can be accessed by children and parents to be re-watched if needed or viewed at a later time. **However, children and parents must not record or take screen shots of the lesson themselves for safeguarding and GDPR reasons.**
- Live classes will be kept to a reasonable length of time the ideal time for a session are around 20 to 30 mins. The live lessons will always fall within normal school hours. Live lessons will be recorded, and links shared within your child's VLE/Notebook area.
- All Language used must be appropriate, including any family members and adults in the background of any household. If any inappropriate language is used then the Microsoft Teams accounts will be muted.
- Microsoft Teams and chat platforms are for learning purposes only. They are not to be used as a social media forum. This will be monitored and checked.
- Please do not allow your child to eat during online lessons. The learning platform is a representation of a real classroom and no-one eats during lessons when they are physically in school so please do not allow your child to eat during live lessons. There

Assistant Heads:
Mrs D. Brown
Mrs M. Sudera

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will be the usual time for break and lunch when children can eat planned into the day. Having a drink whilst learning and participating is fine as it is in school.

- To recreate a suitable learning environment for your child, make sure they can sit at a table for the lesson (where possible). Have access to a drink, pencil, ruler, rubber, and their bubble closure book.
- When your child is learning online, please reduce distractions i.e. television, telephone calls, pets, music etc. in the background. Please be aware that the lesson could be for a class of 30 children not just for your child. It is an open forum; any distractions will disturb not only your child but possibly 29 others
- Encourage your child to learn independently. Only offer support if there is a technical issue but please be present somewhere in the same room.
- If a parent has questions, please use the year group email to contact your class teacher who will endeavour to get back to you within 24 hours.
- Please engage in conversations with your child after the lesson and discuss the learning tasks and assignments. This will help your children to strengthen their understanding of the learning content.
- Teachers will respond to your child's work once your child returns it but be mindful that teachers will not be able to reply instantly due to the structure of their day/week.
- Remember to consider and balance your child's emotional wellbeing too by providing ample room and time for reflection, physical activity, conversation, and play.
- Monitor your child's access to digital devices.
- Ensure your child is fully engaged and following expectations. This is the most challenging aspect but can also be the most rewarding for your child's future education.

Please contact school immediately and inform them if you do not have a device at home for your child or you cannot access the internet. A computer is now a vital part of your child's education and they need to be able to have access to online learning.

We will be organising a range of initiatives to support parents to ensure that all children have access to an appropriate device for learning through this COVID 19 period and beyond.