

GREENFIELD PRIMARY SCHOOL

Remote Learning Guidance

We ask that your child logs on to teams each morning in order to take part in the morning briefing. Teachers will send an email through Purple Mash to inform you of the meeting time and signpost any resources students may need for the days work.

We will be tracking student participation in the online lessons and will be contacting any children who do not attend regularly.

Please read the code of conduct for live learning guidance below.

Code of Conduct - Live Learning

The following checklist, set out by the Department for Education, will need to be adhered to during the session:

- Staff and children must wear suitable clothing, as should anyone else in the household.
- Any computers used should be in appropriate areas, and students will be required to turn their webcams and microphones on at specified points during the lesson.
- Live sessions will be kept to a reasonable length of time
- Language must be professional and appropriate, including any family members in the background.
- Staff will only use agreed platforms (Teams)

To be read in conjunction with the IT Acceptable Use Policy

Students must always adhere to the Code of Conduct: during live sessions via Microsoft Teams, students must follow these additional expectations:

Attendance - Students must:

- Attend the live lesson promptly as per given timetable.
- Give notice in advance, to their teacher if they cannot attend and state the reason.
- Ensure that any work/assignments are completed to a good standard and returned promptly when required

Behaviour - Students must maintain the high expectations of Greenfield Primary School by:

- Only taking part in the meeting at the appropriate time bearing in mind all actions on Microsoft Teams are monitored
- Only take part in sessions that they are invited to.
- NOT engaging in any spoken or written language that could be deemed inappropriate or offensive when asking questions either verbally or through the discussion function
- Requesting clarification, asking questions using the hands up function and await their turn to respond. When answered lower the hand function
- Being respectful of all those involved in the lesson

Any student not behaving in accordance with the expectations as stated above will be given a warning of removal from the live session by the class teacher. If the warning is not adhered to the student will be removed from the session. If, after the above escalation's have been enforced and unacceptable behaviour continues the student will be removed from Live Teaching indefinitely.

Parental Responsibility

Whilst using Teams it is the parent's responsibility to ensure that their child follows the above code of conduct. If school feel they need to remove your child from Live Teams sessions then they will call and inform parents that access has now been removed and the reasons why.