



Quick Guide to Rules and Responsibilities

(Our full Remote Learning Policy is available on our website.)

Parents are responsible for:

- Adhering to the policy at all times during periods of remote learning.
- Ensuring their child is available to learn remotely at the times set out and that the schoolwork set is completed on time and to the best of their child's ability.
- Reporting any technical issues to the school as soon as possible.
- Ensuring that their child always has access to remote learning material during the times set out and is in a suitable 'public' living area within the home.
- Reporting any absence.
- Ensuring their child uses the equipment and technology used for remote learning as intended.
- Adhering to the Home/ School Agreement at all times.
- It is not the role of parents to judge or scrutinise lessons delivered remotely.

Pupils are responsible for:

- Adhering to the policy at all times during periods of remote learning.
- Ensuring they are available to learn remotely at the times set out.
- Reporting any technical issues to their teacher as soon as possible.
- Ensuring they have access to remote learning material and notifying a responsible adult if they do not have access.
- Notifying a responsible adult if they are feeling unwell or are unable to complete the schoolwork they have been set.
- Ensuring they use any equipment and technology for remote learning as intended.
- Adhering to the Behaviour Policy at all times.

All staff and pupils using video communication must:

- Communicate in groups – one-to-one sessions are not permitted.
- Wear suitable clothing – this includes others in their household.
- Be situated in a suitable 'public' living area within the home with an appropriate background – 'private' living areas within the home, such as bedrooms, are not permitted during video communication.
- Use appropriate language – this includes others in their household. Chat messages / contributions to lessons must be in standard English.
- Maintain the standard of behaviour expected in school.
- Use the necessary equipment and computer programs as intended.
- Not record, store, or distribute video material without permission.
- Ensure they have a stable connection to avoid disruption to lessons.
- Always remain aware that they are visible.



All staff and pupils using audio communication must:

- Use appropriate language – this includes others in their household.
- Maintain the standard of behaviour expected in school.
- Use the necessary equipment and computer programs as intended.
- Not record, store, or distribute audio material without permission.
- Ensure they have a stable connection to avoid disruption to lessons.
- Always remain aware that they can be heard.

The school will consider whether one-to-one sessions are appropriate in some circumstances, e.g. to provide support for pupils with SEND. This will be decided and approved by the SLT, in collaboration with the SENCO.

Pupils not using devices or software as intended will be disciplined in line with the Behaviour Policy.

All schoolwork completed through remote learning must be:

- Returned on or before the deadline set by the relevant member of teaching staff.
- Completed to the best of the pupil's ability.
- The pupil's own work.
- Marked in line with the Marking and Feedback Policy.
- Returned to the pupil, once marked, by an agreed date.

When a 'bubble' of pupils are learning remotely:

'Live' or recorded lessons will be delivered according to the two week timetable (Blue / Yellow weeks) with 3 teaching sessions starting at:

9.30am Lesson 1/2

11.15am Lesson 3/4

1.45pm Lesson 5/6

Not all learning is suitable for live / recorded teacher input. In these cases or where it is not possible for a teacher to present a lesson work will be set which should be commenced at the above times.

Breaks and lunchtimes will take place at the following times each day:

- Morning break will take place at 11.00am until 11.15am.
- Lunchtime will take place between 12:40pm and 1:45pm