

Hawley Primary School cannot be held responsible for any incidents that occur if the code of conduct has not been followed.



Hawley Primary School - Remote Learning Code of Conduct Contract

As a school we will...	As a parent I will...	As I child I will...
<ul style="list-style-type: none"> • Follow safeguarding procedures at all times to ensure learners are safe online. • Provide online learning sessions that are appropriate and differentiated for children. • Set work that is imaginative, engaging and appropriate across the whole curriculum. • Offer support and help regularly throughout the school day. • Be available to contact between the hours of 8am and 5pm. • Support all learners and parents with online learning, where appropriate. • Provide work that can be accessed by all. • Communicate clearly the objectives and outcomes required from each lesson. • Provide live teaching/video teaching sessions where appropriate. • If learning from home, provide at least 3 pieces of work every day. • Discuss roles and responsibilities with learners at the outset of all lessons. • Reserve the right to remove students from the live sessions if we see/hear anything that does not follow the remote learning code of conduct contract. • Endeavour to respond to queries as soon as possible. 	<ul style="list-style-type: none"> • Understand that teachers are only available between 8am and 5pm. • Understand that if my child is not in a live lesson, their teacher may not be able to respond immediately. • Check my child's Seesaw account regularly to keep track of online sessions and learning. • Be responsible for my child's Teams link. • Not use Teams to create groups, initiate calls or meetings and ensure my child leaves Teams sessions when directed to. • Be present in the room, or in the next room with the door open so I can see and hear everything that is happening during the live session. • Not take any photos or recordings of online interactions/the live sessions in any way (including Seesaw, Teams and Purple Mash). • Ensure that my communication in the online learning environment (e.g. Seesaw, Teams and Purple Mash) is always supportive and best for the learning and wellbeing of others. • Ensure the environment is quiet, calm, safe and free from distractions. • Ensure the background and foreground is appropriate and as neutral as possible (be mindful of what is visible to us). • Ensure that anyone visible on the camera (at any time of the live session) is appropriately dressed. • Ensure all that can be seen/heard act and speak in a courteous way at all times both to teachers/school staff and pupils. • Understand that the teacher reserves the right to remove students from the live sessions if we see/hear anything that does not follow the remote learning code of conduct contract. • Ensure that my child is safe online • Support and encourage my child to participate in online learning. • Ensure my child is present and on time for live lessons unless I have already informed the school of their absence. • Communicate with teachers if my child is struggling/not able to access the work. • Help my child to stick to a routine similar to the school day to support consistency. Encourage my child to try their best. • Convey the importance of online learning to my child and praise my child for their work. 	<ul style="list-style-type: none"> • Use only use Seesaw, Teams and Purple Mash as directed by my teacher. • Only upload material that is related to my learning. • Not use my Teams link to communicate with anyone other than my class teacher and ONLY when directed to do so by my teacher during live sessions. • End Teams sessions when the teacher/school staff tells me to. • Not take any photos or recordings of online interactions/the live sessions in any way (including Seesaw, Teams and Purple Mash). • Ensure that my communication in the online learning environment (e.g. Seesaw, Teams and Purple Mash) is always supportive and best for the learning and wellbeing of others. • Ensure the environment is quiet and free from distractions. • Ensure the background and foreground is appropriate and as neutral as possible (be mindful of what is visible to us). • Be punctual and appropriately dressed. • Remain attentive and listen carefully to the school staff, following the school rules. • Act and speak in a courteous way at all times both to teachers/school staff and pupils. Understand that the teacher reserves the right to remove me from the live sessions if we see/hear anything that does not follow the remote learning code of conduct contract. • Understand that if I am not in a live lesson, my teacher may not be able to respond immediately. • Complete my online learning every day, if I am learning from home. Tell an adult if I work is too easy or difficult. • Take responsibility for my own learning and try my best during live lessons and with all the work I submit. • Communicate appropriately in the chat function of the classroom. I will stay on mute unless my teacher asks me to turn my microphone on.
Class Teacher signed _____ _____	Parent signed _____ _____	Child signed _____ _____