

## **Learner guidance and expectations for recorded and live lessons**

### Safeguarding Guidelines

- When logging onto live online lessons, you must be in a safe and open family space (not be alone in your bedroom). The kitchen table or family room would be an ideal place for the live online lesson to take place.
- You must be dressed appropriately.
- Cameras should be off during lessons but on during tutor time.
- Any safeguarding concern should be sent straight to any member of our safeguarding team, details can be found below.

Mrs Laura Ayling – [l.ayling@arkvictoria.org](mailto:l.ayling@arkvictoria.org), Designated Safeguarding Lead

Mrs Daljit Hayre – [d.hayre@arkvictoria.org](mailto:d.hayre@arkvictoria.org), Deputy Designated Safeguarding Lead

### Timetable

- Pupils will follow their normal school timetable
- Pupils will log into their MS Teams page for their subjects and follow the recorded PowerPoints/ participate in the live lesson
- Lessons will last between 30-40 minutes, which will allow pupils to complete the assignment (please see below for further details)

### Work set

- For every lesson (whether recorded or live), pupils will have an assignment set (under assignments on each MS Teams page)
- Pupils will complete the assignment on the electronic version (students can edit their own copies) rather than on paper
- Pupils will complete the assignment by 8 o'clock the next morning e.g. if an assignment is set on Monday 18<sup>th</sup> January, the deadline will be Tuesday 19<sup>th</sup> January at 8 o'clock in the morning
- Teachers will check that work has been completed (not just submitted with a blank document), record this information and share with Faculty Directors and SLT
- Each week, there will be 1 extended task and you will receive feedback (please see below for further details)
- Every 2 weeks, there will be a quiz to review your learning from the lessons during that period

### Feedback

- You will receive feedback for your weekly extended task once your teacher has marked the assignment, which will be written
- You may receive additional feedback (through the live lesson with your class)

### Contacting teachers

- Email teachers if you have any questions or have a reason for missing a lesson or not submitting an assignment
- Remember to use email etiquette e.g. begin your email with Dear Mr X...
- Use appropriate language
- Contact teachers within the hours of 8:00am – 6:00pm (please be mindful that teachers may not be able to respond immediately)

### Attendance and engagement

- Attend all live lessons (you will receive a notification for live lesson through MS Teams)
- Your teachers will monitor attendance to live lessons, and your engagement with all lessons (by checking whether you have completed each assignment to a high standard)
- Teachers will contact your parents if you do not attend live lessons or miss assignments

### Conduct during live lessons

- You will be required to have their microphones switched off unless you have a question or are contributing towards the class discussion.
- If you have a question whilst the teacher is talking, use the raise hand function within Microsoft Teams. This will alert the teacher that there is a question.
- Use the chat function to ask the teacher an additional question or if you feel uncomfortable to speak in front of the group.

### Behaviour

A live online lesson should not be interrupted by disruptive or inappropriate behaviour. Examples of such behaviours are listed below.

- Inappropriate use/language within the chat function.
- Persistent interruption of others when speaking/presenting.
- Inappropriate behaviour when casting live.

Where pupil behaviour interrupts or disrupts the learning of others the following protocol will be followed.

- Pupils who are disrupting the learning of others will be given a warning. The teacher will explain to the pupil why a warning has been issued.
- If a pupil does not amend their behaviour following a warning, then they will be removed from the live online lesson. The teacher will have the ability to do this as the meeting organiser.
- Following the removal of a pupil from a live online lesson, communication will be made to the parents/carers of that child clearly outlining the behaviour demonstrated.
- A decision should then be made by the teacher and Head of Department to decide whether/when it is suitable for that pupil to return to the live online lesson environment.

## **Learner guidance and expectations for Assembly and Tutor times**

<b>Year Groups</b>	<b>Times</b>	<b>Days</b>	<b>Assembly</b>
Year 7	08.20	Monday - Thursday	Friday
Years 8 & 9	08.30	Monday - Thursday	Friday
Years 10 & 11	08.40	Monday - Thursday	Friday

### **Good habits for students**

- Set your alarm clock for a suitable time
- Log in via your computer/laptop or mobile device from a room other than your bedroom at least 10 minutes before your Microsoft Team tutorial session
- Ensure you are suitably dressed with your camera and microphone turned on
- Remember this is our way of registering you and ensuring you are prepared for your day of learning.
- Ask any questions you may have
- At 9.00am access your daily assignments/lessons

## **Pupil expectation/code of conduct for remote learning**

### **Rules regarding technology**

- I will only use school technology for school purposes.
- I will only take part in 'live' streaming if an adult knows that I am doing it.
- I will not reveal my passwords to anyone.
- I will be responsible for my behaviour and actions when using technology (Microsoft Teams and other interactive applications), this includes the resources I access and the language I use.
- I will make sure that all my communication with students, teachers or others using technology is responsible and sensible.
- I will not deliberately browse, download, upload or forward material that could be considered offensive or illegal. If I accidentally come across any such material I will report it immediately to my teacher or my parent.
- I will not share resources or videos created by my teachers with anyone who is not a pupil or member of staff at Ark Victoria.
- I will not record or take photos of my classmates or teachers during a face-to-face session.
- I will not share any school content on social media platforms.
- I understand that when using Microsoft Teams and other applications provided by the school that my use can be monitored and logged and can be made available to my teachers.
- If audio/video conferencing is used, I understand that this might be recorded by the teacher only in order for this to be forwarded to any pupil who missed the live conferencing.

- I will continue to follow the rules regarding my use of technology as outlined in the school's student code of conduct which can be found in the school passport.
- I understand that these rules are designed to help keep me safe and that if they are not followed, school sanctions will be applied, and my parent may be contacted.

When participating in an audio or video conference on Microsoft Teams, or any other video conferencing software, remember that this is an extension of the classroom and you should conduct yourself as you would when on your best behaviour in a classroom. This includes:

- Be on time for your any interactive session.
- Be dressed appropriately for learning (e.g. no pyjamas).
- Remain attentive during sessions.
- Interact patiently and respectfully with your teachers and peers.
- Provide feedback to teachers about your experiences and any relevant suggestions.
- Video conference from an environment that is quiet, safe, public and free from distractions. Please avoid using a bedroom for video conferencing.
- You **MUST NOT** record each other's online interactions. If the lesson is to be recorded, this will be done by the teacher.
- Make sure you end the session as soon as the teacher indicates to do so and do not stay in the session after the teacher has left.