



### Behaviour for Learning - Addendum for Virtual Learning January 2021

#### Overview

Our [behaviour policy](#) seeks to ensure that the culture, ethos and atmosphere for learning is not compromised. This addendum to the policy has been made to ensure our expectations for virtual learning are clear and in line with our behaviour policy.

The Principal can choose to sanction a student for behaviour outside of school which has the potential to bring the reputation of the school into disrepute, or impacts on other members of the school community.

#### 1. Behaviour expectations during online learning

- a. MS TEAMS is the schools' platform for educational provision only. Pupils must not use its features for social activities or communications including setting up private groups.
- b. Students must attend all timetabled lessons, including Learning Family Time (LFT).
- c. Students must be on time for all timetabled lessons on MS TEAMS.
- d. Students should demonstrate all the Compass Values (exploration, aspiration, integrity and resilience) during virtual lessons.
- e. Students should only use the chat function on TEAMS for lesson related questions or answers.
- f. Peer-to-peer abuse will not be tolerated and instances of this must be reported. This will usually be through the child's head of year, but a child can speak to any adult and their report will be taken seriously.
- g. Students must complete all tasks outlined by their teachers within the timeframe given.
- h. Parents/Guardians should email the Head of Year when a student is unable to attend an online lesson due to a pre-arranged appointment (evidence will need to be provided) or illness.

#### 2. How can pupils get help from their teachers?

If a pupil has attempted a task and find they are unable to complete it because they need more guidance, they should first message their teacher on MS Teams or by email. They can also use the 'chat' function on Teams to seek support during lessons. They should never just 'leave' the work; pupils are responsible for managing their work and completing in full.

#### 3. Communication Etiquette

- a. Communication with staff and peers should be formal in style.
- b. Students should only communicate with staff through school approved communication channels. This includes the chat function on MS TEAMS and through the Compass email. Students should not voice call or videocall Compass staff.
- c. All email communication should be made **between the hours 7am – 7pm on weekdays**. Teachers will not communicate with you outside of these times.
- d. Understanding that emails will be responded to within 24-48 hours, but not instantly; teachers are helping all of their students and it may take them some time to meet requests.

- e. All emails/messages to be formally addressed 'Dear Miss X' and concluded 'Kind regards'.
- f. All requests to be made politely: 'I write to ask you if I could have some guidance with/if you could explain this task to me/when you would expect me to...'
- g. All emails to have a subject written in the subject line, such as 'Request for Guidance'.
- h. Only email the person you need to ask a question to or send work to; **pupils should not email lots of people or hit 'reply all' if the teacher has emailed the whole class.**
- i. Never use slang, informal language or any kind of impolite language such as swearing, insults or anything that may appear offensive.

#### **Example email:**

*Dear Ms Smith*

*I write to ask for some more guidance about the task you have asked us to complete for this Friday. I am not sure which of the sources you would like us to use to answer question 5. Could you please tell me which one to use so that I can complete this work?*

*Kind regards,*

*Amirah*

#### **4. Rewards and Sanctions during virtual school**

##### **Rewards**

- a. As in physical school, students will be awarded house points when they demonstrate the Compass Values in lessons. Parents may also be contacted.
- b. Students will also be rewarded for 100% attendance and punctuality at virtual school lessons.

##### **Sanctions**

- c. Staff will contact parents when students do not attend or are late for virtual lessons.
- d. Staff will also communicate with parents when students do not demonstrate the Compass Values during virtual lessons.
- e. Any serious behaviour incidents will be referred to the Head of Year who will determine the appropriate sanction.
- f. Students may have their Compass email/MS TEAMS account temporarily suspended for failing to meet online behaviour expectations. When this happens, parents will be sent/emailed work for their child to complete.
- g. All sanction processes, including parking and Behaviour Support Unit, can be set for students on their return to physical school for any poor behaviour demonstrated during virtual school.
- h. For the most serious behaviour breaches, fixed and permanent exclusions can be used to manage behaviour.