

## Behaviour for Learning Addendum for Virtual Learning

### [Behaviour for Learning Policy](#)

Compass School Southwark has a clear behaviour policy, which seeks to ensure that the culture, ethos and atmosphere for learning is not compromised. This behaviour for learning addendum for virtual learning works in addition to the 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.

### Behaviour Expectations during online learning

- Students must attend all timetabled lessons, including LFT
- Students must be on time for all timetabled lessons on MS TEAMS
- Students should demonstrate all the Compass Values (exploration, aspiration, integrity and resilience) during virtual lessons
- Students should only use the chat function on TEAMS for lesson related questions or answers
- Peer-to-peer abuse will not be tolerated and must be reported to the HOY
- Students must complete all tasks outlined by their teacher within the timeframe given
- Parent/Guardian should email the HOY when a student is unable to attend an online lesson due to a pre-arranged appointment (evidence will need to be provided) or illness.

### How can I get help from my teacher?

If you have attempted a task and you find you are unable to complete it because you need more guidance, you should first message your teacher on MS Teams or by email.

You can always use the 'chat' function Teams to seek support during lessons. You should never just 'leave' the work; you are responsible for managing your work and it must all be completed in full.

### Communication Etiquette

- Communication with staff and peers should be formal in style.
- 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.
- All email communication should be made **between the hours 7am – 7pm on weekdays**. Your teachers will not communicate with you outside of these times.
- Understanding that emails will be responded to within 24-48 hours, but not instantly; your teachers are helping all of their students and it may take them some time to meet your request.
- All emails/messages to be formally addressed 'Dear Miss X' and concluded 'Kind regards'.
- 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...'
- All emails to have a subject written in the subject line, such as 'Request for Guidance'.



- Only email the one person who you need to ask a question to or send your work to; **you should not email lots of people or hit 'reply all' if your teacher has emailed your whole class.**
- 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*

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

#### **Rewards**

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

#### **Sanctions**

- Staff will contact parents when students do not attend or are late for virtual lessons.
- Staff will also communicate with parents when students do not demonstrate the Compass Values during virtual lessons.
- Any serious behaviour incidents will be referred to the HOY who will determine the appropriate sanction.
- 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.
- All sanction processes, including parking and BSU, can be set for students on their return to physical school for any poor behaviour demonstrated during virtual school.
- For the most serious behaviour breaches, fixed and permanent exclusions can be used to manage behaviour.