

## Remote Learning Guidance

We require your child to log on to teams each morning in order to take part in their lessons. They will need to click 'join now' in the relevant subject team in order to gain access to their lesson. Teachers will post a reminder before the lesson starts in the Team chat area and signpost any resources students may need for the lesson. Homework will continue to be set.

We will be tracking student participation in the online lessons and all students are expected to take part in every lesson as if they were in school. Please read the code of conduct for live learning guidance attached.

**The following checklist, set out by the Department for Education, will need to be adhered to during the lesson:**

- Staff and children must wear suitable clothing, as should anyone else in the household. Staff will blur out their background if teaching from home.
- Any computers used should be in appropriate areas, and students will be required to turn their webcams and microphones on at specified points during the lesson.
- Live classes will be recorded so that if any issues were to arise, the video can be reviewed. This also allows those students unable to be in the live lesson to have access at a later time.
- Live classes should be kept to a reasonable length of time (in this case, 1 hour)
- Language must be professional and appropriate, including any family members in the background.
- Staff must only use agreed platforms (Teams)
- Staff should record, the length, time, date and attendance of any sessions held.

Please see the updated appendix to the safeguarding policy on the school website for further information. <https://www.northoxfordshire-academy.org/about-us/policies#>

# Code of Conduct - Live Learning

**To be read in conjunction with the IT Acceptable Use Policy**

**Students must always adhere to the Code of Conduct: during live lessons via Microsoft Teams students must follow these additional expectations:**

**Attendance - Students must:**

- attend the live lesson promptly as per given timetable. The teacher will issue a 'meet now' just before the meeting time.
- Give notice in advance, to subject teachers if you cannot attend and state the reason.
- Ensure that any work/assignment missed is completed on return from a period of absence.

**Behaviour - Students must maintain the high expectations of North Oxfordshire Academy by:**

- Only taking part in the meeting at the appropriate time bearing in mind all actions on Microsoft Teams is monitored
- Only take part in lessons for your subjects that you are invited to.
- NOT engage in any spoken or written language that could be deemed inappropriate or offensive when asking questions either verbally or through the discussion function
- Requesting clarification, asking questions using the hands up function and await their turn to respond. When answered lower the hand function
- Be respectful of all those involved in the lesson

### **Disciplinary Procedure**

- Any student not behaving in accordance with the expectations as stated above will be given a warning of removal from the live lesson by the class teacher.
- If the warning is not adhered to the student will be removed from the lesson.
- Any student not behaving in accordance with the expectations as stated above on more than one occasion will be referred to the SLT Team.
- If, after the above escalation's have been enforced and unacceptable behaviour continues the student will be removed from Live Teaching indefinitely.