

Pupil Code of Conduct for Remote Learning



REYNOLDS ACADEMY

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Parent Information

We know that supporting children with home learning will be a daunting prospect for many of you. This is especially true for those of you working from home or supporting more than one child at a time.

We want to try and help in any way that we can so please see the Academy website for our Parent Guide which you will find in the Student Zone section.

If you are concerned that a child or member of staff is using Microsoft Teams inappropriately, please contact the Principal, Mrs Scott or the Vice Principal, Miss Waring via telephone during school hours or send your concern to enquiries@reynoldsacademy.co.uk and one of them will get back to you as soon as they can.

As ever, please do not hesitate to get in touch if there is anything we can do to help.

Pupil Code of Conduct for using Microsoft Teams

To ensure we keep both our pupils and staff safe, there are some guidelines that will need to be rigorously followed. Before accessing your child's account please make sure you and your child have read the following guidance carefully:

- Children can access the 'live lessons' by opening the Microsoft Teams app and joining the relevant class. Further information can be found the Academy Website in the Student Information section.
- Behaviour when working as part of an online live lesson should be as expected in normal classroom learning: quietly listening to the teacher and completing work; prepared to ask and answer academic questions; attempt learning tasks and to ask for help and support, whatever the challenge; work respectfully with others when in a group.
- We recommend that children sit somewhere in their house that is appropriate and where they can concentrate on the learning without being interrupted.

- Children will need to make sure they are logged on in time for the lessons to start and that they have a pen/pencil and paper to complete tasks that are set during the session. All work set can be accessed through 'assignments' in Teams and edited in Microsoft. (Please see additional guidance on the website for support with this.) Please do not worry though as teachers will go through this with the children.
- To ensure that staff and children feel safe when accessing Teams, control measures have been put in place to ensure that this new system is not used inappropriately. Children will not be able to create their own 'Teams' or use the chat function to contact one another.
- Children will have access to the Q&A feature of live lessons this is not a chat function, and is only to be used to ask the teacher questions to support their learning. Comments should not be made by parents. The language used by children on the chat function needs to be appropriate and formal and only related to the learning. There should be no swearing, slang language or emojis.

- Children should not record lessons and the recording of still images, filmed images or audio of staff or other children and the distribution of such images, is strictly forbidden.
- We reserve the right to take your child out of Teams sessions should they be found to be not following this guidance or if their behaviour is not acceptable during the session. If this behaviour is repeated in subsequent lessons, the Academy reserves the right to remove the child from all subsequent live sessions.
- Remote learning requires teachers and children to adapt to new working practices but the normal high expectations of behaviour will remain. When children connect to the lesson, they will be asked to turn off their video functions and disable the microphones, unless instructed otherwise by the teacher. If they wish to speak at any time, they will need to raise their hand (by clicking on the hand icon) and the teacher will invite them to do so at an appropriate point. It is very important that children do not share their own screen during the lesson or edit the screen that the teacher is sharing.

General rules and Guidelines

- All lessons with your child's teacher will be posted in their calendar. Please make sure they are logged on at least 10 minutes in advance.
- Please can you encourage children to complete tasks as they are set for each lesson. Teachers will aim to be available at times when they would normally be teaching in order to answer any questions.
- If the live input is missed, lessons will be available as PowerPoints and activities for children to access at a later time. This is important to note where families have more than one child and it is not possible for them to access the learning all at the same time.
- The chat function should not be used by your child for any other means than contacting their teacher. It is not to be used to chat to other children.

Top Tips for Parents

Follow the advice from the Academy

The teachers at Reynolds Academy know your children and their learning habits really well and are providing work suited to your child. Try and follow their plan as closely as you can, but do not worry if you can not access all of the live lessons. The most important thing is that they have a go at the activities.

Please be patient with us! The changes were announced very quickly and we are working hard to create new plans and communicate these to you as quickly as we can whilst providing face to face learning for a high number of children within the Academy.

Top Tips for Parents

Establish a clear routine

As you know, children are creatures of habit and routine and applying themselves to their learning at home in the same way as they do at school will take some time.

If you have space, set up a clear area for learning to take place and remove any distractions before the lessons begin.

For younger children in particular, it can be really beneficial to write a timetable together and have it displayed.

Make sure to have a clear start and end to the day and try to keep a clear structure to the 'school day'. Your child's teacher will organise live learning and assignments daily to help with this. These can be found in the calendar.

Top Tips for Parents

Build time for other things into your day

Present times are challenging for all of us, not least the children. Their physical and mental wellbeing is as vitally important to look after as well as their learning.

Building in time for cooking, daily exercise, puzzles or reading for pleasure is a great way to break up learning into manageable periods.

This will help with any difficulties with focus or screen fatigue that your child might experience.

Top Tips for Parents

Don't try to replace the teacher

No one is expecting you take on the role of the teacher. It's Ok to tell your child if you are unsure of a topic or skill they are learning.

If your child is struggling with something, please tell them to contact their teacher or ask during a live lesson or contact. Alternatively, you can e-mail enquiries@reynoldsacademy.co.uk or phone the office.

Top Tips for Parents

Recognise their effort and stay positive!

We're all living through unusual times and dealing with challenges that none of us expected to face.

Keep your child's motivation up by keeping positive and encouraging their efforts. Chances are they are worried, confused and missing their friends whilst coming to terms with this new way of learning.

If they have a tough day when it's not going to plan...that's fine, start afresh tomorrow.

Sourced from: <https://parenttalk.org.uk/2021/01/top-tips-for-online-learning/>