

Annex to Behaviour for Learning Policy

1st June 2020

Online Live Tutoring - Covid 19

Online Tutoring

During the period of partial school closure **ALL STUDENTS** will be expected to uphold the Academy values during their remote learning provision.

The Academy expects all student to show kindness and respect to all members of the school community when communicating through online platforms, for example during live online tutoring sessions. The school will intervene if any child is unable to follow these expectations in accordance with the Behaviour for Learning Policy.

Using TEAMS Live

When working remotely, the Academy has to adapt its methods of delivering lessons to allow the children the best possible outcomes. One of these methods is the use online tutoring to provide an additional level of pastoral support for the students via TEAMS. These sessions allow the children to connect with staff and also their peers to further enhance the remote learning experience. The Academy acknowledges that in the interests of safeguarding all pupils, staff and parents should be made aware of their expectations when using these platforms. The Academy expects all participants to follow the guidelines below.

We ask parents to share these expectations with the children but they will be reinforced during tutor time.

Student expectations:

- Students should be aware that all sessions are recorded
- The tutor(s) will create a TEAMS calendar invite for the session, 10am Tuesday. Students are expected to join the online tutoring session on time.
- Students must have their videos off, but in case of errors, students must wear suitable clothing, as should anyone else in the household
- Any computers/mobile phones used should be in appropriate areas, for example, not in bedrooms; and where possible be against a neutral background
- Pupils must take notice of the expectations set out by the teacher at the beginning of the session
- The Behaviour for Learning Policy should be upheld at all times
- The Academy values will also be demonstrated between all students and to the staff member leading the session
- The session footage should not be shared to any other parties
- Screenshotting or sharing of any footage is forbidden and sanctions will be issued in line with the Behaviour for Learning Policy if students do not adhere to this.
- Students must be sure, on entry to any online platform, their microphone is on mute and their camera is off.
- Language must be professional and appropriate, including any family members in the background
- Pupils can ask questions directly to the tutor(s) via the comment box, unless directed otherwise by their tutor.
- Participants must follow the expectations set out by the tutor(s) at all times
- Students may need to email the tutor(s) at their school email address as appropriate and/or if they are having difficulties with the system

Sanctions

When sanctioning students, staff should apply the Hammersmith Academy Values and Behaviour for Learning Policy. The reason behind their decision should be communicated to students during the discussion around the sanction. Sanctions should reflect the usual Behaviour for Learning policy; tutors must issue a warning to the student, then use the comment section to indicate a written warning. A more serious incident, or failure to comply with the written warning will result in removal from the tutor session and referral to the SAM, who will be able to communicate to parents about the inappropriate behaviour and sanction further if required.

Hammersmith Academy will always take into account, offer additional support and make reasonable adjustments with regard to children with special educational needs, disability and those children who are vulnerable when implementing the Behaviour for Learning Policy.