



The Gateway Primary Academy

Behaviour Policy Addendum for Children Working Remotely

Date written: January 2021

Please note: This addendum will be reviewed and updated as necessary.

This addendum should be read in addition to our 'Behaviour Policy and Statement of Behaviour Principles' which is available to parents on our website.

*This addendum to the our behaviour policy applies to children when working remotely and outlines our expectations for their behaviour when accessing our online learning platform (Google Classroom) and our expectations for their behaviour when attending class zoom sessions. This is to ensure that our online learning environment is safe, positive and supportive for **all** children.*

In line with our 'Behaviour Policy and Statement of Behaviour Principles':

- As much as is practically possible, the rules contained within this addendum will be reinforced using positive re-enforcement and verbal reminders by staff at the beginning of sessions
- Settings (as much as is possible) on Google Classroom and zoom will be set to reduce potential issues while online.
- All members of teaching staff, support staff, parents, pupils and governors are expected to behave in a professional manner when engaging in online communication.
- We treat all children equally and fairly and as far as possible apply this behaviour policy in a consistent way. In the case of children with a disability (as defined in the DDA and Equality Act) we will apply a differentiated approach based on the identified needs of individual pupils; the SENCO will support staff in identifying which children need a differentiated approach when children are working remotely. We will work in partnership with parents to support those pupils with individual needs to access the learning and differentiate our approach/resources to enable them to access the learning.

The school will expect the following learning behaviours when the children are working remotely:

- **Regularly** participate in zoom sessions and submit work using Google Classroom
- Complete work set by the deadline set by their class teachers
- Use Google Classroom and zoom sessions to ask questions about their learning
- Let the class teacher know if they are unable to complete the work
- Have their screen name set as their first name and the first letter of their surname
- Always use courteous language when messaging on Google Classroom

During zoom sessions (see uploaded Zoom Protocol), children MUST:

- Remain muted during the session and unmute when asked to reduce background noise for others.
- Only use the chat function to message the class teacher about their learning during zoom
- Arrive on time for online sessions (9.00am and 2.30pm)
- Have stationary ready for sessions when required
- Ensure their camera is on throughout the session
- Raise their hand to ask questions
- Where possible refrain from eating and drinking during sessions
- Ensure they are appropriately dressed and supervised during sessions
- Not use their mobile phones at any point during online sessions

Rewards

We will praise and reward children for good remote learning behaviours in a variety of ways:

- Written praise from class teachers or the senior leadership team
- A phone call home
- Work shared during a zoom meeting
- Headteacher's award
- A personalised message from the Headteacher

Sanctions

If children do not follow zoom protocol, children will be given one warning and asked to stop the behaviour. If their behaviour continues the class teacher will chose to remove them from the meeting and place them in the waiting room. Depending on their actions they may not be able to continue to attend zoom sessions e.g. inappropriate language or messages in the chat. This behaviour will be reported to SLT and will be discussed with parents.

Lack of engagement in home learning

If children do not engage in home learning, despite additional support e.g. phone calls, printed work, use of a school laptop, school provided internet cards etc. over a period of time, parents need to be aware that their child will be deemed as 'vulnerable' and will be expected to work in school going forwards.

Pupils will:

- Engage in online learning and work alongside the class teacher remotely to develop their learning
- Ask questions about their learning and attend zoom sessions as much as is possible
- Be polite and courteous when working online as they would be in school
- Follow the guidance laid out above for their behaviour during zoom sessions.
- Understand they may be removed from zoom sessions if they do not comply with behaviour expectations

The Class Teacher will (Linked to remote learning offer):

- Set high quality home learning via Google Classroom, which covers the full curriculum the children would have been receiving in school. They will provide videos for lessons and support on zoom as needed.

- Set **at least 3 – 4** hours home learning a day with clear, supportive materials.
- Differentiate online learning as needed to meet the needs of individual pupils in their class.
- Provide printed resources if requested
- Run 2 zoom sessions a day and will support children in this time and celebrate their work.
- Remind children of behaviour expectations throughout zoom sessions
- Monitor engagement for **all** children in their class and report concerns to Mr Cassem or Miss Warner immediately. The school will then work alongside the parents to find a way to support them with home learning and make it as productive as possible for the children.
- Provide written feedback to all children using questioning and challenges
- Adapt work to meet the needs of the pupils and work alongside parents to support/challenge children
- Report any safeguarding concerns including e-safety concerns immediately to the DSL

Support staff will (Linked to remote learning offer):

- Support the attainment and progress of children in school with their learning set by the class teacher
- Support children who are working from home via zoom, listening to them read, working on their personalised targets, providing phonics interventions etc.
- Support the class teacher in the monitoring and where appropriate, responding to comments in Google Classroom.

The Headteacher/Deputy headteacher will:

- Ensure this policy is fully implemented by all staff and children across the school.
- Work alongside class teachers to monitor the engagement of all pupils and identify any pupils at risk of becoming vulnerable through a lack of engagement and then invite these children to work in school.
- Ensure regular contact and recording systems are in place to support vulnerable families, who are working from home, and to support SEN children.
- Work alongside parents to support children working remotely through phone calls and home visits
- Monitor the effectiveness of home learning and provide feedback to teachers.
- Ensure a full, balanced curriculum is being offered via Google Classroom with engaging supportive resources.
- Monitor the effectiveness of this policy and report the levels of engagement across the school to governors.
- Monitor and respond to concerns raised by staff regarding their well-being and their workload.
- Provide well-being support for staff, children and families.

Parents will (Linked to Remote learning offer):

- Ensure their child accesses the home learning set through Google Classroom and inform the office immediately if they do not have internet access, access to a device or need support printing work
- Ensure their child regularly submits work online and engages in zoom sessions
- Ensure their child understands the zoom guidance and how to conduct themselves online

- Attend zoom sessions with their child and ensure they adhere to behaviour guidance
- Discuss their child's learning with the class teacher and raise any concerns they may have if their child is finding working at home difficult

Governors will:

- Support the Headteacher in the implementation of this policy
- Monitor the effectiveness of home learning at The Gateway and ensure it fulfils the statutory requirements