



Remote Learning: Pupil Code of Conduct

This Code of Conduct is based on the following three broad values that apply equally to both offline and online communities:

Respect for Others

Always speak to people online as you would in person. Consider what you say and how this makes the other person feel; aim to be positive at all times. Negative comments are unnecessary and any actions, words or attitudes which show a lack of respect for others will be taken seriously.

Respect for Self

We want all members of our community to respect and care for themselves, this includes appropriate management of their screen time.

Respect for the Environment

Everyone in our online community has a responsibility to protect the environment in which we work, and everyone has the right to expect that their learning takes place in an appropriate and safe setting.

This Code of Conduct contributes to making our online community a place where everyone is valued, respected and safe.

The pupil Code of Conduct is supported by a range of other policies including: Teaching and Learning, Behaviour and Discipline, Exclusions, Physical Restraint, Drugs, Anti Bullying, Acceptable ICT use, Mobile Digital devices, Educational Visits and Activities outside the Classroom, and the Pupil Dress Code.

This **Code of Conduct** exists in addition to the pupil **Acceptable ICT Use** policy used in school. It gives guidelines as to how pupils should conduct themselves on a daily basis when learning from home. A 'live' lesson refers to any meeting or lessons taken via the Microsoft Teams or Skype for Business apps where staff and pupils interact in real time. This code of conduct also covers asynchronous learning using a variety of tools and platforms such as Microsoft Teams etc.

1. Consideration for others extends to members of the public and pupils should ensure that nothing they say or do in the wider community will bring dishonour to themselves or the School.

1.1. Our school is a learning community and behaviour which interferes with other people's learning is unacceptable. This includes, but is not limited to, carefully following instruction from teachers on use of the mute function for 'live' lessons.

1.2. Everyone is expected to speak and act with politeness and thought for others and not use unsuitable language. The expectation is that staff and pupils will greet each other, using video and audio, at the beginning and end of each 'live' lesson. Teachers will act as moderators for discussion during 'live' lessons.

1.3. Everyone has the right to feel secure and happy when learning at home without fear of being bullied. The School's Anti-Bullying Policy is accessible through the School Office and on the School's website.

1.4. No-one will cause hurt and distress to another person by sending unkind emails, text messages or putting upsetting information on internet sites.

1.5. Music / films will not be played out loud by pupils during remote lessons.





1.6. Everyone will support each other, discourage unacceptable behaviour and ensure that teachers know if someone is being made unhappy by the inconsiderate behaviour of others.

1.7. Consideration for others extends to members of the public too and pupils should ensure that nothing they say or do in the wider community will bring dishonour to themselves or the School.

2. Consideration for the school day requires that everyone should ensure that they are in the right place at the right time.

2.1. Punctuality is important as it supports your learning and the learning of others in your classes. Always be ready to learn five minutes before the start of lessons, including Form tutorials, so you and your teachers can make the most of each lesson.

2.2. It is essential that everyone attends their lessons as timetabled. If a lesson cannot be attended pupils should inform their teacher in advance where possible. If lessons are missed, pupils are required to catch up on work, remembering that their teachers will offer help and support if necessary.

2.3. Pupils' parents will be contacted if lessons are missed without prior contact. There may be valid reasons, such as sickness, and teachers will consider this when making contact home. Teachers will provide guidance to parents on how work can be caught up if missed.

2.4. Pupils must attend lessons properly equipped.

2.5. Pupils are expected to adhere to deadlines for the submission of work during or after remote lessons. Teacher will contact pupils where deadlines are missed without good cause.

3. Everyone is expected to maintain a high standard of appearance.

3.1. Pupils are expected to wear 'mufti' dress for all remote lessons. For clarity, it is not appropriate to wear pyjamas for learning.

3.2. School rules regarding other aspects of appearance, such as jewellery, are not applicable for remote learning.

3.3. Pupils should expect to return to school at short notice and be able to fully adhere to the full pupil code of conduct rules on appearance.

4. Consideration for a safe and secure learning environment

4.1. Everyone in the School community must do all they can to keep themselves safe and to ensure that they do not put themselves or others at risk.

4.2. Remote learning lessons must take place in an appropriate setting. The expectation is that all 'live' lessons take place at a desk/table in a quiet space within the home. This is recommended for all lessons, but the School does acknowledge that a change of scenery can be beneficial where independent work has been set by a teacher.

5. Academic Integrity

5.1. It will be expected that all pupils behave with honesty and integrity at all times.

5.2. Pupils taking someone else's work, images or ideas and passing them off as their own (i.e. plagiarism) is forbidden. This includes 'copying and pasting' from the internet without





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acknowledging that they have done so.

The Code of Conduct should ensure that all members of the school community are treated with kindness, fairness and consideration, feel valued and appreciated and have the opportunity to work and learn in a safe, pleasant environment. There will be occasions when a common-sense approach needs to be applied and members of the Senior Leadership Team will use discretion on an individual basis.



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