

## Learning in a Virtual Classroom – Protocols and Etiquette

Before entering a 'Live Lesson', pupils should find a quiet place to work in a family room. They should turn off the TV, music, put their phone away and remove any other distractions. It may be useful to have at hand, paper and pens to make notes or jot down ideas and any other equipment they might need for that lesson e.g a calculator. Pupils should be on time for the lesson, participate fully and remain in the lesson whilst it is live.

Pupils are expected to attend all sessions and to share their learning with their teacher.

The classroom code of conduct still applies, and we would expect children to behave in the same way as if they were in school.

- We are **Ready** for learning by having the right attitude, equipment and uniform
- We are **Respectful**, polite and considerate towards all
- We **Aspire** to always do our best
- We keep everyone **Safe**
- We **Care** for our community

While accessing their virtual classroom on Teams, pupils must agree to and understand the following **important rules** in order to safeguard everyone in the community:

- Pupils should join the classroom with their microphones muted, and then only unmute at the request of the teacher
- Pupils should be punctual (and can wait in the lobby to be admitted on time)
- Pupils should interact with each other and the teacher while in the virtual classroom in a respectful and formal manner, as they would in a classroom in school
- Pupils should use the chat function sensibly and appropriately to interact with the teacher
- At no point should any pupils be in a virtual classroom without a teacher present
- Pupils should be dressed appropriately (e.g. not in pyjamas)
- Pupils should not record, screenshot or otherwise capture any images of any pupils or staff in the virtual classroom

**Should pupils not follow these rules, we will apply an appropriate sanction in line with our behaviour policy.**

**These guidelines are supplementary to and apply in conjunction with Church Hill Middle School's Acceptable Use and Safeguarding Policy.**

Please also note that all lessons will be recorded.

Pupils will be asked to turn their cameras on for tutor times, but they must ensure their backgrounds are blurred.