

Code of Conducts

January 2021

Code of Conduct for online activities when using Microsoft TEAMS and School Emails

Staff

- Ensure that the time and date is predetermined and communicated to parents.
- Ensure that you are in a suitable place – this may be in school or at home with minimal noise and away from other people.
- If conducting activities/wellbeing sessions from home, ensure that another staff member can be virtually present. No staff are expected to conduct a virtual session from home alone. If another member of staff cannot be present, then the session will be recorded.
- Contact children at the arranged time and date only. This will be agreed beforehand and if it needs to be changed, will be agreed through parents.
- Contact children through agreed channel only - Microsoft Teams and the child's school email address and the class email address. The class email address will be monitored regularly.
- Wear appropriate clothing for the session in line with the usual staff code of conduct.
- No pictures or videos are to be taken during the session.
- Be aware of any tabs open on your browser if sharing screen.
- Please remove any distractions such as mobile phones and pets.
- Please ensure the session is ended as soon as it is indicated to do so.
- Staff to continue to promote the school's ethos and values for in school and out of school learning and to refer to the steps in the Behaviour Policy when required.
- Staff to inform the Head Teacher of any inappropriate comments/behaviour when online.
- Staff to let the Head Teacher know of any concerns around the level of engagement so that additional support can be put in place.

Parents

- Parents/carers should use their child's approved Uley School account.
- Please remove any distractions such as mobile phones and pets.
- Thoughts should be given to the background that can be viewed by everyone i.e. no personal photographs on display, conversations with family members taking place during sessions etc.
- Parents/carers should not record online interactions including taking screen shots. If a session is to be recorded then it is done so by the school staff.
- Parents should behave in a respectful, patient, polite and courteous manner at all times. This includes communicating with school staff either via Teams, school emails or phone calls.
- If there are questions regarding Remote Education please politely ask the class teacher in the first instance.
- Please be present during live sessions. Please place yourselves in the background but ready to support your child should they need help.
- Please ensure the session is ended as soon as it is indicated to do so and do not stay in the session after the teacher has left.

- If your child is unable to attend remote sessions, please email the class email from your child's email, and let the teacher know.

Children

- Make sure you are in a quiet room if possible during lessons so that we can hear you and you can focus.
- Please only use video calls when requested by the teacher.
- Have a parent/carer nearby to lend a hand if needed.
- Please be appropriately dressed.
- Make sure you stick to the time.
- Do not contact teachers or staff this way other than at registration, wellbeing or activity time.
- Please do not record or screenshot the meeting. Your teacher may record lessons for safeguarding reasons and will only use the function within Microsoft Teams to do so. All participants will be informed when any recording is taking place.
- Please mute the microphone or turn the video off when requested.
- Be polite and always show good behaviour and respect.
- In a wellbeing session, we will only talk about things that you feel comfortable to talk about. We might ask about how you are feeling just like we would do in a session at school. Everything we talk about will stay private but if you tell us something that worries us, we will have to tell someone else.
- Remember these 'lessons' are between teachers and Children ONLY. If parents wish to contact the school they should do so through the school admin email or school phone number.
- Children are aware that Microsoft Teams is a closed school system and only accessible via your school Office365 account and should therefore not invite any guests from outside the class or school to join the system through the misuse of login details.
- Keep your username and password private and never share them with anyone else.
- Only use your own login details (the one given by the school).
- Follow the teacher instructions.
- Please be respectful and polite when you send messages to others.
- Tell an adult if you see/hear/read anything that makes you feel uncomfortable.
- Only send nice or kind messages.
- When online with the teacher and other children, please only comment in the class channels when prompted or in relation to the activity. Please do not start communicating with fellow classmates and sending emoji's; everyone can see them and it can become disruptive to the session.
- Microsoft Teams and school emails are to be used at appropriate times during the day e.g. not late at night.
- Please do not eat during sessions, by all means have a drink but be careful not to spill it on your device – check with your parents first!
- If you feel you need to leave the meeting, or someone at home asks you to, then please do so. We'll check in when we can to make sure everything is ok or send an email from your school email.
- Please ensure the session is ended as soon as it is indicated to do so and do not stay in the session after the teacher has left.
- Please do not start individual live sessions on teams, which have not be set up by the teacher. Teams is to be used for an educational purpose.

Code of Conduct for School

Uley School will:

- Create an environment which has been risk assessed in response to the COVID-19 infection;
- Adhere to the social distancing rules as set out by the government as much as we reasonably can;
- Provide a broad and balanced curriculum that focuses on the needs of your child's well-being, mental health and supports key knowledge and skills in maths and literacy
- Contact parents/carers if your child displays symptoms of COVID-19;
- Inform you if staff or children in your child's 'bubble' test positive for COVID-19 as this will mean your child need to self-isolate for 10 days.
- Continue our clear and consistent approach to rewards and sanctions for children as set out in our Behaviour Policy as well the expectations outlines in this agreement;
- Communicate between home and school through notices, newsletters, text, email and the school website.

Code of Conduct for Parents/Carers

To help my child at school, I know and understand that:

- If my child, or anyone in my household, shows symptoms of COVID-19, I will not send them to school, we will self-isolate and I will get them tested. I will let the school know as soon as possible via telephone, or via covid@uley.gloucs.sch.uk during weekends and school holidays;
- If my child shows symptoms of COVID-19 at school, I will collect my child from school immediately;
- When dropping my child off and picking them up, I will adhere to the social distancing rules and wear a face mask.
- When dropping off and picking up, I will strictly stick to the school timings for my child and follow the one way system in place;
- My child must not bring any items into school with them or take items home from school other than reading books provided by the school, a named water bottle and lunch or snacks, unless it supports them educationally;
- I will remind my child about social distancing rules but accept they are difficult to follow and that my child may not always do this successfully.
- My child will need to use the 'catch it, bin it, kill it' advice and hand hygiene.
- I will not be able to come into school unless this has been agreed. Communication with the school will be mainly through phone or via e-mail admin@uley.gloucs.sch.uk.
- Read all letters/messages/emails that are sent home.
- I need to inform the school immediately of any changes to parents/carer and emergency contacts details.

Code of Conduct for Pupils

I will do my best to:

- Adhere to the social distancing rules in class and in the playground;
- Tell an adult if I feel unwell;
- Not bring things into school from home, or take things home from school unless it supports my educational learning;
- Only use the equipment provided to me by school and no other;
- Only mix with children in my class in the school;
- Only enter and exit the school building from the designated gate;
- Follow good hygiene: coughing and sneezing into elbow or tissue (catch it-bin it-kill it);
- Follow good hand hygiene – use soap and water for 20 seconds or use hand sanitiser;
- Follow the behaviour plan put in place at all times to maintain the safety of myself and others;