Oasis Academy Coulsdon Online Learning Behaviour Code

This behaviour code works alongside our Academy Behaviour for Learning Policy and sets out the expectations of the Academy and our students during online lessons.

During this period of uncertainty, online live lessons provide us with an opportunity to ensure that despite the distance students can still achieve excellence. As a family, it is important we all adhere to our high standards which are set out below.

During this difficult time, communication is really important and we will be in touch as often as we can to communicate important developments and overcome problems with accessing online learning. Please also ensure you communicate with us if online learning poses problems so that we are informed and can assist.

Expectations of Students through Online Learning

All students should:

- Attend all online lessons as laid out in the timetable
- Ensure they are logged on and ready to start the lesson five minutes prior to the start time
- Use the 'chat' function on Microsoft Teams for the sole purpose of communicating about their work in a professional manner
- Complete the work set by their teachers on a weekly basis and submit their work to their teachers for feedback as directed

During your lesson you should:

- Follow all instructions from your teacher
- Keep your microphone muted and your camera switched off unless you are asked to contribute
- Treat all others with care and respect
- Use language that is caring and suitable being polite at all times both in text on the chat function, and verbally if asked to contribute
- Complete all tasks set to the best of your ability

If you are a positive member of the class the Academy will:

- Reward you by sending home a praise postcard
- Keep your parents informed of your great effort, care and work

If you do not meet the Academy's expectations above you may:

- Receive a verbal warning
- May be muted and have chat disabled
- If you continue after the above steps have been taken, your parent will be informed
- If behaviour expectations continue to not be met, we may remove you from the online lessons and ask for your work contributions in another format

We will record all lessons that take place online. We would like to remind all parents and students that these recordings will remain property of the Academy and any replication or misuse of these will lead to further action being taken by the Academy.

Expectations of the Academy through Online Learning

The Academy will:

- Plan and share a timetable of online lessons with parents and students
- Ensure there is a member of teaching staff available online to deliver lessons at time as detailed on the timetable
- Record all lessons for safeguarding, monitoring and future learning opportunities
- Ensure students receive timely feedback on work submitted following their lessons
- Liaise with home on a regular basis if there is a lack of attendance at online lessons or any issues with the behaviour of a student
- Support parents and students with any IT issues to ensure students can log on and access online lessons

Expectations of Parents/Carers through Online Learning

Parents/Carers will:

- Ensure their son/daughter is available for online lessons at the times set out in the timetable
- Ensure that where possible they have the IT equipment to access the lesson, as well as a pen and paper
- Ensure as far as possible they have the time and space to work for the duration of their online lesson
- Ensure wherever a problem arises which stops their son/daughter from being able to join a lesson, including illness, this is communicated with the Academy
- Support the Academy with its online behaviour code, ensuring students stay muted and have their camera switched off unless they are asked to contribute
- Support students at home to complete their assignments and other subjects as shown on Show My Homework and Microsoft Teams

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