



ST. STEPHEN'S C E PRIMARY SCHOOL

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In pursuit of excellence

St. Stephen's CE Primary School Remote Learning Guidance and Code of Conduct for Parents and Pupil Keeping Everyone Safe

While learning online and remotely, both during 'Live or pre-recorded lessons' with your teacher and during school-related activities, all children are expected to follow these basic rules and procedures:

1. Your first priority at school, and therefore with online education, is to learn. **Avoid** distractions that interfere with or stop you from learning. Keep any unnecessary phones, tablets and TVs turned off, as you would if you were in school.
2. Be ready with appropriate materials, be properly dressed and ready to work at the designated time that classes begin.
3. Only use school-designated and agreed forums for communication, which in this case are telephone, Zoom and Google Classroom.
4. Use school-appropriate language and behaviour at all times, while maintaining friendly and courteous behaviour.
5. Be polite and respectful to everyone, including other pupils, teachers, support staff, and your parents/carers/responsible adults.
6. Follow individual teacher instructions, class rules, and expectations at all times.
7. Continue to follow our E-safety information for parents/carers on our website.
8. Use online materials, recordings, and access respectfully, by agreeing never to record, take screenshots or photos, or share materials involving another pupil or member of staff.
9. Online access and participation in lessons are an essential part of your education and joining in with the online learning is the responsibility of both you and your parents.
10. Please provide feedback so we can improve things for you.
11. Make sure your online environment is suitable and safe by working in an appropriate space in your home, and with an adult around for help and support.
12. Please contact your teacher if you have any concerns. We are here to help, because we can help solve them for you.
13. If you have any technical issues, please let your teacher know as soon as you can.
14. Adults should be present in the room when the Zoom sessions are taking place.
15. For any other issues or concerns please email the school office by sending an email to admin@ststephensce.lewisham.sch.uk.
16. Please look at these helpful resources before you start your online learning: Follow the link below to read the 10 Top Tips: remote learning for parents.
<https://nationalonlinesafety.com/guides/10-top-tips-remote-learning-for-parents>
Follow the link below to read the 10 Top Tips: remote learning for children.
<https://nationalonlinesafety.com/guides/10-top-tips-remote-learning-for-children>