Student Expectations (Online)

Code of Conduct for TBS Students - Online Learning

As we work within an online platform for education and learning, it is important to remember how we respect and respond to others as caring and supportive individuals. Although we may not physically be on campus, we expect all students to continue pursuing excellence within their learning and demonstrating kindness towards one another. All online activities will be conducted in a safe and respectful manner so that your learning and wellbeing can continue being supported. We believe that Challenge, Confidence, Creativity, Community and Compassion will be achieved and maintained if we all follow the guidance below:

e-Learning	● We attend and are punctual for all online learning sessions ● If we are unable to attend an online learning session, our parents will email the relevant teachers (in advance) to inform them of this ● We complete all tasks set, on time and to our personal best ● We actively engage with our teacher to seek feedback on learning
e-Compassion	● We use kind words to each other. ● We are polite to one another.
e-Respect	● We listen to whoever is speaking in a group call. ● We consider whether what we are saying is appropriate.
e-Privacy	● We do not take pictures or screenshots of others or conversations. ● We wait for people to reply in their own time.
e-Language	● We understand that text language can be both formal and informal. ● We know when it is appropriate to use informal words or emojis.
e-Footprint	● We know that there is always a record of our online activity. ● We understand that our posts can **never** be permanently deleted.

This is an online community that we are all a part of and therefore all share a responsibility for. The support of students achieving this responsibility is greatly appreciated. If you have any concerns for yourself or someone else during this time, please email your mentor or Head of Key Stage so that the necessary support can be provided.

In addition to our code of conduct, we are expecting that students will demonstrate high standards within their behaviour, approach to learning and communication.

Morning registration and mentor time:

Students are expected to attend all morning registrations. This includes the live sessions on Monday and Friday (students must arrive by 8.15am) and the online registration for Tuesday, Wednesday and Thursday (students must complete their registration activity by 8.20am). Specific information about daily mentor activities and requirements have been included within the online pastoral care overview. It is highly important that students attend their registration each morning as it helps them form positive habits/routines, connects them with their mentor and mentor group, and helps set a positive tone for the rest of the day.

Attendance:

As always, students should be aiming to attend all lessons and morning mentor sessions. There is significant research to prove the importance of attendance in maximising student wellbeing and academic progress. We do understand that there may be unavoidable circumstances that impact a student's attendance and we will be supportive during such times. However, any unnecessary absence should be avoided due to the negative impact it can have on a student. In the event of any student absence (planned or unplanned), parents must inform the relevant Head of Key Stage or mentor as soon as possible. Students will then need to contact subject teachers to inform them of this absence and be responsible for catching up on any work that they have missed.

Approach to learning:

Students are still expected to fully engage within their learning to maximise their personal progress. Whilst we are understanding of student workloads and screen time, students will need to ensure they are completing all tasks and to the best of their ability. If required, particularly in our examination year groups, students may have to dedicate additional time to complete tasks and prepare for assessments. We are also expecting that students actively seek and respond to feedback from their teachers. Should a student have difficulty in understanding the learning or instructions of tasks, they should contact their teacher immediately for support.

One-to-one mentor conversations and individual teacher meetings:

It is very important that our students remain in regular contact with their teachers and mentors. In our current context, individual interaction and support can be limited compared to normal opportunities on campus. Because of this, students must be embracing and engaging in all opportunities for one-to-one interaction with their teachers. Should a teacher schedule one-to-one conversations with their students (ongoing or one off), students are expected to attend these meetings so that teachers can provide the necessary support. Should a student be unable to attend a scheduled one-to-one meeting, they should email the relevant teacher in advance to explain the situation and request a rescheduled time.

Behaviour and conduct:

Even through our online digital platform, we are expecting that our students treat each other with kindness, compassion and respect. Students should be following the guidance set out in the Secondary Code of Conduct which is already available on our school's website. We will be monitoring student behaviour as normal and will address any concerns directly with students and their parents. More than ever, students need to be aware of their digital footprint and understand how their behaviour in the digital world might impact others. If a student in our school does not feel safe within our continuous learning environment, they should immediately inform their mentor, Head of Key Stage or trusted teacher so that the necessary support and intervention can be put in place.

Email etiquette:

As we navigate our online platform, it is easy for email communication to become less formal and less personalised. Students should remember that kindness and compassion can still be demonstrated through email communication. All students should employ the following guidelines:
- Include a brief yet clear subject in the heading of all email (this helps teachers understand the context of the email and will also help teachers reply sooner should the email require prompt action);
- Always use a greeting to start an email (Hi Ms, Hi Sir, Dear Teacher);
- Use full words and sentences and please avoid abbreviations (such as those used in text messaging and digital messaging) - suitable emoji's are acceptable;

- Always respond to your emails. Teachers will be sending a significantly higher volume of emails as this will be the primary mode of communication outside of lessons. By replying, students are acknowledging that they have received and will act upon the email sent.
- Finish all emails with an appreciative phrase (Thank you, best wishes, sincerely etc).

Email communication should remain professional and help students, staff and parents remain connected throughout this challenging time.