



Rules for Conduct Online

1 Be dressed appropriately



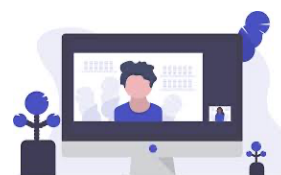
Make sure you are fully and appropriately dressed. We don't need to see your pyjamas!



2 Be in a communal area

Make sure you are in a communal area in your house (or in your garden). Don't be in your bedroom!

3 Blank background



Your background behind you should be blank, with no personal photographs.

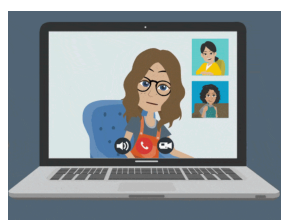
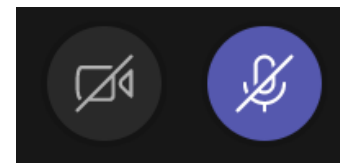


4 Teams

Only use video calls/meetings with your mentor/teacher and mentor group/class, when arranged by your mentor or class teacher.

5 Muted? Video on?

Follow the directions of your teacher for when to mute/unmute, turn on/off your camera. The default should be to be muted and to have your camera turned off.



6 On screen

When onscreen, make sure you stay in your seat and don't wander off. Do not eat during live sessions.

5 Behaviour and attitudes

We expect the same level of behaviour and attitudes online, as we do in school. All pupils and students will help maintain a supportive culture based on Christian values and respect for everyone by:

- Listening to members of staff and following instructions politely and calmly at the first time of asking
- Engaging fully in the activities, listening and showing active involvement in all aspects
- Using appropriate language at all times





Great Learning Habits

1 Find a quiet working space

Find a quiet working space in your home, where you can work without any distractions.

Turn off any other devices, and mute notifications.

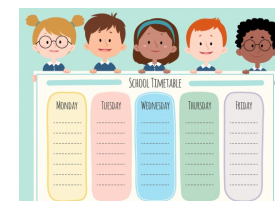


2 Be prepared

Make sure you have everything at hand you will need for the session, e.g. pens/pencils, exercise book, paper, textbook.

3 Follow your timetable

Your online sessions will follow your normal timetable and timings.

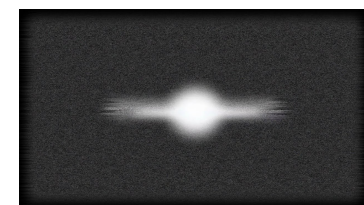


4 Attend and be on time

Make sure you attend all your live sessions. Log into Teams before the start time so you are ready for when the lesson starts.

5 Take screen breaks

When not in a live session, take regular screen breaks.



6 Make the most of your scheduled breaks

During scheduled breaks, go outside and get some fresh air. Eat and drink during your breaks so you are ready and focused for your lessons.

7 Ask for support

If you are stuck during a task, you can contact your teacher/LSA via Teams Meeting or Teams Live Event. If you are stuck outside of the live session, you can email your teacher/LSA or contact them via SMHW.

If you need pastoral help or support, remember you can email iwanttotalk@saintcecilias.london or email your mentor.

