Maulden Lower School Parent and Pupil Code of Conduct for Remote Learning

When supporting child with remote learning parents should:

- Read all these points carefully.

- Log into Google Classroom regularly to access the work for your child.

- Provide the tools needed to complete online learning as far as possible e.g. computer or iPad, internet connection, pencil and paper, printed documents.

- Encourage your child to be independent where possible (we have tried to set tasks that enable children to work with a reasonable level of independence) but support learning tasks as appropriate and monitor their child's online activity.

- Contact the school if you have any problems with providing any of the tools in the point above or if a problem occurs.

- Ensure that you know the time of your child's Google Meet sessions and make sure these take place in a shared space in your home with an adult present in the room. There will always be two staff members present on a Google Meet.

- Communicate with the class teacher or head teacher if there is a concern with the health and wellbeing of the pupil.

- Make sure we have your current e-mail address and check it regularly.

When completing work set on Google Classroom pupils should:

- Do your work at home when your adult asks you to

- Try as hard as possible to complete written work independently – remember, when you are at school you do this in every lesson because the teachers are supporting up to 30 of you at the same time so you CAN do it!

- Never share your login, class codes or meets links for Google Classroom, Active Learn, J2e or any other online learning account

When using Google Meet pupils should:

- Dress appropriately for learning - no pyjamas or offensive clothing - this includes all family members in the background!

- Be in a shared space at home with an adult nearby before joining the meeting

- Treat remote learning the same as classroom learning: the same behaviour will be expected as in school

- Use classroom language and ensure that they are polite and courteous at all times

- Only use remote learning resources for schoolwork or communication not social interactions

- Be aware that the chat option in Google Meet will be disabled

- Not share sensitive information with others

- Not take screenshots or attempt to take photographs/videos of the learning environment or people within it

- Make sure you remain muted unless your teacher directs you to speak

- Use the raise hand function (if available) or put your hand up if you need to ask a question

- Let your adult at home know if you have any problems or concerns

- Contact a teacher if you are concerned about something linked to remote learning.

How to contact the school:

We are very happy to offer help and support for any reason. Please be aware that teachers are also teaching in class on a daily basis as well as providing remote learning so bear with us if we can't respond immediately. Depending on the type of communication needed, please use one of the following channels:

- Teacher emails for your year group – earlyyears@mauldenlower.com, y1homework@mauldenlower.com, y2homework, y3homework, y4homework etc
- The new computing@mauldenlower.com address which will be monitored by Ms Street on Fridays 9am to 3pm
- The mauldenoffice@mauldenlower.com address for urgent enquiries or to reach the head teacher

- The private comment function on Google Classroom