



# **Polite Etiquette in Live Lessons Behaviour Policy**

We will not tolerate any behaviour which disrupts learning, any such behaviour will result in serious sanctions for those involved. Please be aware that expectations of behaviour in online lessons are exactly the same as our expectations in the school building:

- Be polite at all times – do not call out and ensure that anything you type is sensible and appropriate
- Remain on task and work hard all lesson
- Follow all instructions from the teacher
- Attendance will be checked every lesson and home will be contacted if you do not attend your online lessons. You must log on to your lessons on time and remain for the duration of the lesson
- You will need to be engaged in these lessons and ready to answer questions.

*There are some rules specific to online lessons:*

- Please ensure your cameras are turned off when you join the call and then remain off for the duration of the lesson
- Please turn your microphones off until your teacher specifically asks you to give an answer or contribute to the discussion
- Use the chat function to ask appropriate learning questions and give answers when directed by your teacher.

## **Our Values and Principles**

Droylsden Academy is committed to ensuring that all students and staff are able to learn and work hard in an environment which is **safe, supportive and which promotes and rewards excellent learning habits**. Central to this are our high expectations of behaviour and these, as with all aspects of the school's ethos and culture, are founded upon our values of **Politeness, Hard work and Honesty (PH2)**.

## **Behaviour in Live Lessons**

The severity of the sanction will depend on the nature of the student's behaviour – with off task behaviour and answering back whilst their microphone is on or in the chat function, students will be given a verbal correction prior to a sanction being issued in the aim of redirecting the student to their learning but sanctions will escalate in their severity where poor behaviour persists and a student fails to correct their behaviour.

The available sanctions are to be used to promote and develop positive online learning behaviour; all adults and students are expected to use the opportunities provided within the sanctions system to look to resolve the issues that have led to the inappropriate behaviour.

As much as there is an onus on students to take ownership of their behaviour, the Academy also expects all adults to maintain a professional approach in managing behaviour and in modelling expected behaviours when intervening and interacting with students online. Sanctions are more likely to promote positive behaviour if students see them being applied fairly and consistently.

See the Behaviour Tariff for full details of the sanctions which will apply to each type of online behaviour.

Where behaviour in online lessons is contrary to these expectations, hinders the learning of others and/or opposes our values, sanctions will be issued to correct behaviour and encourage positive choices and home learning habits.

For off task behaviour and answering back, the teacher will give a correction prior to issuing a sanction as the aim is to redirect students to their learning without interrupting the lesson – failure to correct the behaviour will lead to a sanction.

Reviewed: Annually  
Next Review Date: January 2024  
Person Responsible: Deputy Headteacher  
Approving Body: Headteacher

The sanctions to be issued by staff in online lessons are:

- Correction
- LEVEL 1- You will be emailed by your class teacher your Year Team will be CC'd and we will expect you to have a discussion via email to discuss your behaviour.
- Parent Call (equivalent to On Call) - Where a student exceeds level 1 and is removed from the online lesson by the member of staff, the student will be logged on SIMS as On Call by the class teacher. The class teacher will then inform the Year team of the incident by email who will call home. Year Teams will monitor sanctions issued in lessons and take further actions where necessary. (Please see below).
- Red Line Behaviour (swearing; use of discriminatory language including racism, homophobia and sexism; aggression or violence) = student removed from the online lesson instantly. Sanction to be determined by Mrs Arnold. The member of staff will email Mrs Arnold, CC the Year Team.

If a student receives two On Calls in a day the Year Manager will call their parent/carer and they will not be able to access live lessons for the rest of the day. The student will complete a reflection piece of work for their Head of Year (the Head of Year will share this with the two members of teaching staff) and independent study from their lessons and/or work provided by the Year Manager. The student will only be allowed back into Live learning the next day if the Head of Year is satisfied with their apology/reflection and the assurance that it will not happen again.

If a student feels that a sanction has been issued unfairly then they should email Mrs Arnold, their Year manager or Head of Year. Students do not have the right to question or comment on a sanction during the online lesson – this will be classed as answering back. We encourage dialogue between students and staff but time in online lessons must be used entirely for dialogue about learning.

We reserve the right to enforce the academy Behaviour Policy when students are out of school not following government guidelines for social distancing, anti-social behaviour in the community or online, including sharing impolite messages, nudes, or bringing the school into disrepute. If a student has feedback on teaching and teaching or the pastoral support, they should email [haveyoursay@droylsdenacademy.com](mailto:haveyoursay@droylsdenacademy.com).

### Droylsden Academy – Behaviour Tariff - Online Learning 2021

Classroom Behaviour	Sanctions/Strategies/Behaviour Management Dialogue
<p><b>Off Task</b> (talking while the teacher is teaching, talking during a silent task, not working hard on the task set, any behaviour which could distract other students in a live lesson, using loaned ICT in an incorrect way e.g. typing swear words on your keyboard)</p>	<p>1<sup>st</sup> time – Correction “NAME, you are off task – correct this by...” 2<sup>nd</sup> time – Level 1 “NAME, you are off task again so you are on now Level 1; now it is time to work hard by...(redirect the student to the task)” 3<sup>rd</sup> time – Parent Call (On Call) - removal from the lesson.</p>
<p><b>Answering Back</b> (not speaking politely to the teacher, making any comment when a sanction or correction is issued, questioning or challenging a correction or sanction during a live lesson)</p>	<p>1<sup>st</sup> time – Correction “Correction – do not answer back.” 2<sup>nd</sup> time – Level 1 3<sup>rd</sup> time – Parent Call (On Call) - removal from the lesson</p>

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<p><b>RED LINE BEHAVIOUR</b>  Swearing out loud or in the chat  Use of discriminatory language (including racism, homophobia and sexism)  Aggression or violence</p> <p><b>Any actions that disrupt learning, including playing music or shouting.</b></p> <p><b>Joining, or attempting to join a lesson which is not on your timetable.</b></p>	<p><b>RED LINE RESPONSE</b>  Removal from the lesson, pending a decision which could include removing the student from online learning for a period of time,  Phone call home from the Year Team and Parent meeting.  Parent/carer contacted by telephone on the same day by the member of teaching staff and a member of the Year Team.</p>
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**The Headteacher/Deputy Headteacher reserves the right to administer discipline to all students who remote learn based upon the evidence in relation to the incident available at that time, including information about the student’s previous record. The Headteacher/Deputy Headteacher reserves the right to refer any incident to the Police where a crime may have been committed.**