



The Mall School

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Protocol for Remote Learning

Boys must:

- wear school uniform;
- check Teams daily to register and to check any new posts or assignments for each subject;
- be on time and follow the timetable for live lessons;
- be seated at a table or desk with all items needed for learning before the lesson starts;
- ensure their device is charged;
- have their camera on and mute their microphone;
- raise their hand using the icon;
- seek help if they need it from teachers;
- alert teachers if they are not able to complete work;
- be contactable during the school day;
- submit work as directed by the deadline set by teachers and, if requested, upload assignments to Teams for feedback;
- be sensible and well behaved, as they would be in school.

Boys will stay safe by:

- using technology at home with the permission of their parents;
- understanding that when using applications provided by the school, individual use can be monitored and logged;
- never revealing their passwords to anyone;
- reporting any offensive material to a teacher or a parent immediately;
- not recording or taking photos of classmates or teachers during live lessons, nor share lessons publicly;
- being responsible for their behaviour and actions when using technology, including resources accessed and the language used;
- understanding that these rules are designed to help keep them safe online and that if they are not followed, school sanctions will be applied and parents contacted.

Parents are asked to:

- make the school aware if their son is sick or otherwise cannot complete work;
- seek help from the school if they need it;
- be respectful when making any concerns known to staff.

Please note that teaching staff start work at 8am and finish at 5pm. Emails sent or work submitted outside of these times may not be dealt with until the next working day.