

**It is expected that all students:**

- Are awake, out of bed, dressed appropriately and ready to learn before the start of their school day.
- Use their laptop and internet connection to access Teams and complete school work during the lesson times stated in the timetable.
- Where students are unwell or can not access the lessons through a computer, their parents are to inform school immediately on 07570 683224.
- All usual medications are taken as though it was a school day.
- All students follow the behaviour expectations of the school. This includes no swearing, no eating whilst on screen, and being respectful to staff and their peers.
- All students are to complete the work set to the best of their ability and return it to the teacher by the end of the session in the method they were told. This could be email, a forms submission or keep hold of the work until next lesson.
- Where possible work in an area where their internet usage can be monitored by an appropriate person.
- Use the ICT appropriately, as they have been shown in school.
- Students will be awarded merits as usual throughout this period.

**It is expected that parents:**

- Parents must contact school on 07570 683224, or at [enquiries@greenfields-cit.co.uk](mailto:enquiries@greenfields-cit.co.uk) if their child is ill, displays symptoms of Covid-19 or has taken a Covid-19 test, before 9:30am.
- Provide a way of accessing the material through the internet or have made alternative arrangements with the school prior to the school closure
- Inform the school immediately if the student cannot access the material due to ICT failure so alternative arrangements can be made
- Support students with their learning as much as they can
- Encourage the student to complete the work set, and take breaks from the work at the appropriate times
- Refrain from swearing, shouting or screaming whilst learning is taking place, ensuring that they have a quiet area they can work, and ensure that siblings follow the same rules
- Reinforce safe working procedures, for example not to use the computer unsupervised, not to access inappropriate websites, and to use social media responsibly and correctly. Further information on this is available in the home-schooling section on the school website
- Parents are to contact their child's key worker if they have difficulties with the work set or are refusing to complete the work. The keyworker will then inform the teaching staff who will decide upon the next steps taken.