

3rd July 2020

Dear Parent/Carer

Rewards, Behaviour and Discipline Protocols with Live Lessons on MS Teams

Year 10 and 12 are receiving regular Live Lessons and the report and feedback about this experience has been overwhelmingly positive from both parents and students. With the potential to increase and widen the delivery of Live Lessons using MS Teams for all of our students as and when necessary, we wanted to share with you our Rewards, Behaviour and Discipline Protocols in Live Lessons. Our same high standards and expectations of all students are expected during Live Lessons as they are during actual lessons in the classroom at school.

All students are expected to display behaviour which show respect for their own learning and the learning of others. This includes being Ready, Respectful and Safe, being on time for the Live Lesson and contributing in a positive way. Students who meet and exceed our expectations and who display positive learning attitudes will be recognised and receive praise and recognition.

Students who choose to behave responsibly, contribute positively, and show they can meet our expectations will have their efforts recognised and rewarded. This positive recognition can include:

- Praise – both public and private, written and spoken
- Achievement Award
- Achievement Points and House Points
- Positive letters, postcards or telephone calls to parents/carers
- Special rewards (e.g. subject awards, termly awards)
- Recognition in year group/whole school assemblies
- Recommendation to be mentioned and acknowledged in the Principal's Book
- Special mention in the bi-weekly student bulletin

If a student does not meet the set expectations the student will be given a verbal warning and reminder of the MS Teams guidance and expectations.

If, after a reminder, the student is still not responding positively then the following will take place:

- The student will be muted for the remainder of the session (or will not be allowed to comment on the chat feed).
- A First Yellow Behaviour Card will be recorded on Class Charts (parents will be able to see the behaviour point given) (1 Behaviour Point)
- The teacher will follow up this issue with the student after the lesson

If, after a First Yellow Card the student is still not meeting the required expectations:

- A Second Yellow Behaviour Card will be recorded on Class Charts (2 Behaviour Points)
- The student will not be allowed to remain in the Live Lesson class and will be removed from the session
- The class teacher will contact parents following the session by phone to inform the student has repeated unacceptable behaviour during an online session
- The teacher will arrange a resolve meeting with the student by phone prior to the next Live Lesson

A Red Card is for a one-off serious behaviour incident where you have not followed our expectations of being Ready, Respectful and Safe during a Live Lesson.



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- A Red Behaviour Card will be recorded on Class Charts (6 Behaviour Points)
- The student will not be allowed to remain in the Live Lesson class and will be removed immediately
- The teacher will contact parents to inform that the student has committed a one-off serious behaviour incident
- A resolve/restoration meeting will be arranged by the teacher and with the student a senior member of staff prior to the next Live Lesson
- An extremely serious situation could result in a Fixed Term or Permanent Exclusion

We would like to take this opportunity to say how engaged and positive our students have responded and participated when taking part in Live Lessons. We are very encouraged by our students and their response to Live Lessons and are confident students will continue to take part in a positive and beneficial way.

Yours faithfully



Mrs M Goodes
Vice Principal



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