**Trinity Academy Sowerby Bridge - Remote Learning Expectations**

Our aim is to provide pupils with the opportunity to continue with their studies whilst having to learn from home. We will do this through the use of Microsoft 365. We want to provide a user-friendly platform which also gives the opportunity for personalised learning with the ability for teachers to feed back and pupils to submit work. Ultimately, we want to ensure a positive virtual learning environment.

To keep the system as safe and focussed as possible, we have created guidance which outlines the Academy’s expectations and allows all partners to enter into a responsible user agreement.

* I will ensure the activities for home learning are available prior to the start of the timetabled lesson.
* I will ensure work uploaded is in-line with the agreed expectations for formatting and layout.
* I will set a quiz every two lessons to monitor understanding and inform future planning.
* I will hold equally high expectations of those home learning as for those in the classroom.
* I will challenge any inappropriate use of technology, for example material which could be considered offensive or illegal, and issue the appropriate sanctions. If required, I will follow the usual safeguarding procedures.
* I will regularly monitor chat functions in all teams to challenge any inappropriate behaviour or language.
* I will report any instances of online abuse, or anything which makes me feel uncomfortable, to the safeguarding team through the usual system.
* I will acknowledge receipt of student work and use it to plan feedback upon their return.
* I will maintain professional standards when delivering live online learning. To include:
  + Taking part in Teams lessons in an environment that is safe, quiet and free from distraction.
  + When delivering live lessons from home all cameras should be off.
  + I will record live lessons to safeguard all of those involved.
  + Being dressed appropriately for learning.
  + Ensuring all participants interact patiently and respectfully.

Staff Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_