



NBA Online Parent/Student Guidance and Expectations 2020-2021

The aim of this procedure is:

- Ensure online teaching and learning provision proceeds without disruption
- Provide the best online learning environment to all our students
- Provide a safe stimulating environment to all students
- Provide clear guidelines to all stakeholders regarding expectations of behaviour when engaging in the online curriculum



NBA Online Procedures Stakeholder Overview

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Attendance	
Student	<ul style="list-style-type: none"> • Students are expected to attend 100% of the live lessons and access all pre- recorded lessons on the allocated platforms • Students are expected to attend registration from 8.00-8.10 in Primary and Secondary and in EYFS as per their class timetable • Students are expected to be online from the beginning of lessons - to ensure that lesson time is focused on teaching and learning and to avoid interruptions for other students • Student engagement in each lesson will be taken to monitor attendance and this information will appear on a monthly report sent to parents • Three instances of lateness in a week including registration will result in a formal parent email being sent home by the class teacher • Five instances of lateness in a week will result in a formal meeting via Zoom with the class teacher • If instances of lateness and non attendance remains a concern, a meeting will be arranged between the parent and Key Stage Coordinator or Primary SMT • Unauthorised absences from lessons is not accepted for any student

Student	Behaviour
	<ul style="list-style-type: none"> Students are expected to behave appropriately at all times and follow the instructions of the teacher carefully Students must not shout out and must click the wave emoji or physically raise their hand if they wish to speak, waiting for teacher permission before doing so Disruptive or abusive behaviour will not be tolerated and will be dealt with in accordance with the Primary School Behaviour and Discipline Policy Teachers have the right to ask any student not behaving appropriately to leave a live teaching session Any report of misbehaviour will be investigated and sanctions will be given that are appropriate and proportionate in accordance with the school's Behaviour and Discipline Policy Students are not allowed to record live lessons or capture images of teachers or other students Students must be sat up appropriately when engaging in lessons (not in bed or on the floor) Students must remain muted upon entry to lessons unless directed not to by the teacher Students must not annotate on the screen unless directed to do so by the teacher Students must be dressed appropriately for attending school (no pyjamas) Students are not permitted to eat or drink in front of the camera at any time, if a child is witnessed doing so they will be removed from the lesson The school reserves the right to ban a student/students from live teaching lessons if it is deemed appropriate as a consequence of unacceptable/poor behaviour/ behaviour
	Submission of work
	<ul style="list-style-type: none"> Any checkup or assessment must be carried out in examination conditions. Cheating or plagiarism will result in a student not gaining a grade for that checkup or assessment and in such circumstances a resit will not be allowed Students should avoid plagiarism and uphold copyright regulations Students need to understand the importance of reporting abuse, misuse or access of inappropriate resources/materials Students must submit work by the directed deadlines Parents must not complete work for the children All work will be moderated and meetings will be arranged if teachers have any concerns about work not being a student's independent work
Parent	Role and Responsibilities
	<ul style="list-style-type: none"> Parents are expected to support the school to ensure that their child/children fully engage with the online learning experience which NBA offers Parents must play a leading role in ensuring NBA's online behaviour expectations and procedures are communicated to their child/children and that their child/children behave appropriately during their online learning experience Parents are not allowed to record live lessons or capture images of teachers or other students Parents must provide an appropriate device for their child/ children to complete all tasks and lessons. Devices must have a camera and microphone for real time interactions with peers and the class teacher Parents are encouraged to foster independence and allow their child/ children to complete quizzes and assessments independently