**Pupil expectations if working from home**

Below are the expectations we have of you if you are learning from home for COVID related reasons.

If you are not well enough to work, then it is essential your parents/carers contact the school using the normal absent procedure.

**Pupils expectations in whole school closure/lockdown**

* Pupils should retain structure to their working day starting with log-in to teams at 9:00. Pupils go on to Teams chat register with their tutor for the day.
* Follow revised timetable and go to Teams channel for each taught lesson. Teachers may direct you to use other software from here.
* Complete work set for the week in tutorial time as indicated on the timetable
* Submit/hand in work on Teams
* Use designated teams to communicate with their teachers and ask questions if they do not understand/require help during taught and tutorial sessions
* Pupils must sign off that they have completed set work as per teachers’ instructions using hand in option of Teams

Please note the teams channel chat feature is for discussing school work only, not a place to have a chat with friends, the same is true of the personal chat feature and emails. Comments here need to be sensible and appropriate. These conversations will be monitored.