

Remote Provision Behaviour and Sanctions Policy

This policy is an addendum to the School's main Behaviour and Sanctions Policy, rather than a replacement for it. It is intended to give guidance on how our routine expectations, rewards and sanctions will be applied during this period of online schooling.

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Introduction

During this period of online teaching, we want to maximise the opportunities to collaborate and communicate with students, and ensure that good quality learning takes place. It is important, therefore, that students fully respect the virtual classroom environment, maintain high standards of behaviour, follow instructions and meet deadlines to the best of their ability.

The virtual classroom is different to the ‘real life’ classroom. For instance, informal chatter between students while completing a task, or light-hearted remarks during a Q&A session, which can create a pleasant atmosphere during a regular ‘real life’ lesson, are likely to be disruptive in this setting. Therefore, students will need to think about how their behaviour needs to be different and respond quickly to feedback from teachers about their conduct.

During this period of online teaching, it is as important as ever that students complete work to a good standard and on time. Good effort and attainment should continue to be rewarded by teachers using the commendation system. The School will continue to address any poor behaviour that occurs and to follow up late, missing, plagiarised or poor work. We will continue to log instances of these through our usual record-keeping processes and sanctions system.

This should be done with sensitivity to the difficulties (technological, academic, SEND and home / family / personal circumstances) that students may face when completing work remotely. Students are encouraged to communicate honestly with their teachers about any particular difficulties they encounter when attempting to complete tasks set as classwork or homework.

At present, any ‘detention’ set will be recorded but not actually served (ie the pupil concerned will not be required to complete any additional tasks or to sign in for an additional session). It is possible that later during this period of online schooling this may change. There is no intention that ‘stored up’ detentions logged during this period away from school will be served on return to school, but the record of them will be retained as it would be for normal detentions served when school is open. They will be logged in the same way that detentions served during normal school are recorded. The same is true for the recording of more serious sanctions applied during this time.

Advice to Students: Online Classroom “Netiquette”

- Have video turned off at the start of lesson.
- Turn off background noise if possible (music, for example).
- Pin the teacher video to see what they are saying.
- Follow the group chat on your screen at all times.

- Ask questions using group chat.
- Speak when invited to do so; do not call out.
- Make sure you are muted when not called upon to speak.

Advice to Students: Online Classroom Rules

- Arrive on time and have with you any work or materials you have been asked to bring.
- Follow the instructions of your teacher about how to participate. Speak when invited to do so; do not call out.
- As in school time, discourteous or unkind comments are unacceptable. Language should be formal, respectful and appropriate for a Trinity School classroom setting. This applies to both spoken and written comments.
- Do not invite or add others to a lesson or tutorial.
- Switch off your microphone when asked.
- Blur the background when using video conferencing unless otherwise instructed.
- Appropriate dress is required. You should be fully dressed and clothing should not include obscene or political slogans or images.
- Do not engage in behaviour that is distracting for your teacher or other students.
- You should not eat during a lesson. You may drink water if necessary.
- You must not take photographs, clips, videos or in any other way record any part of the lesson, or share any such clips or recordings further.
- If you miss a lesson, you can watch the official recording of it on Teams. Contact your teacher to ask what you should do to catch up beyond this.

Advice to Students: Homework and Classwork

- Work should be completed to a good standard and submitted by the deadline set by the teacher.
- Work submitted must be your own work and not copied (plagiarised) from other students, books or online resources.
- If there is a reason you cannot make the deadline (eg illness), you should email the teacher in advance of the deadline to request an extension.
- If you are worried about the work or struggling to complete it for any reason (eg technical problems, finding the work difficult, not understanding the task, illness, personal or family circumstances), you should email your teacher or let your tutor or Head of Year know that you are having problems.

Commendations

- Teachers will continue to give commendations for excellent effort, progress and attainment.
- Congratulatory meetings with the Headmaster for gaining large numbers of commendations will continue, using online conferencing.

Staff Guidance on Commendations

Teachers should continue to give commendations by logging them on iSAMS in the normal way. As usual, commendations should be awarded for both effort and attainment, improved work and excellent work.

Teachers should consider sending an email home in place of a postcard for exceptional work and/or nominating a student to their Head of Year to be recognised.

As during normal school, a few commendations for every set of work marked in the Lower and Middle schools is the appropriate level, provided work is of a very good standard for that pupil or class. Outstanding effort and achievement should be recognised through the commendation system in the Sixth Form too.

Sanctions

Student Advice: Poor Behaviour

Poor behaviour includes that which disrupts the teaching of a lesson or the learning of other pupils, as well as that which meets the School's definition of bullying.

- If your behaviour is not meeting the standards expected by Trinity teachers, you will be warned about this. A record will be kept of this warning.
- If your behaviour continues to be inappropriate after a warning, or your behaviour is so unacceptable that immediate action must be taken, you will be removed from the online lesson, and this will result in the equivalent of a Saturday detention. Your Head of Year will contact home about this. A record will be kept of this detention. The same sanction will be applied if you receive repeated behaviour warnings.
- If you record any part of the lesson, or share any recording, including videoing, taking still photos or screenshots, this will result in a serious sanction, most likely the equivalent of a suspension from school. As a result, you will not be able to join online lessons for a period of time. A record will be kept of this suspension.
- As per the main school Behaviour and Sanctions Policy, very serious breaches of these rules and/or the School Rules will lead to the Headmaster reviewing your membership of Trinity School, likely leading to permanent exclusion.

Student Advice: Non-submission of work, poor work, plagiarised work.

Missed Deadlines

If you miss the deadline for completing a piece of work:

- Your teacher will email you a reminder and a request that the work be submitted by a revised time, taking into account the reason for the delay in submission (eg 6pm that day, or a 24-hour extension, as appropriate).

- If this deadline is not met, or a good reason provided why it cannot be, contact will be made with home and this will result in the equivalent of a Friday Detention being logged on your academic record.
- Repeated failure to submit work, resulting in 'Friday detentions', will lead to a 'Saturday detention' being logged, after three such 'detentions' in the Sixth Form, and after six such 'detentions' in the Lower and Middle Schools.

Poor Work

If you meet the deadline, but the work is of an unacceptably poor standard, this will result in the equivalent of a Friday Detention being logged on your academic record. Your teacher is also likely to ask you to repeat the assignment and submit it to a new deadline.

Plagiarised Work

If you meet a deadline, but your work has been copied (plagiarised) from any source (eg another student, a book or an online resource), this will result in the equivalent of a Friday Detention being logged on your academic record. Your teacher is also likely to ask you to repeat the assignment and submit it to a new deadline. If the work is a coursework assignment, plagiarism will result in a Saturday Detention (see below).

Staff Guidance on Sanctions

Behaviour Warnings

If a student behaves in a way that is sufficiently disruptive to require a warning, but does not meet the threshold that you feel requires them to leave the lesson, please use the 'Rewards and Conduct' module (where you would normally set a lunchtime detention or Community) on iSAMS to record a behaviour warning. The Head of Year will see a weekly tally of these warnings, and a repeating pattern will lead to a sanction such as a remote (Friday) detention or a remote Saturday detention, depending on severity.

Late or Missing Work, Poor Work or Plagiarised Work Leading to Remote Detentions (Friday Detention Equivalent)

Teachers should be mindful that there may be good reasons that a piece of work cannot be completed on time, or to a good standard.

Late or Missing Work

If work has not been handed in by the deadline set, the teacher should take the following steps:

1. Check against the school absence list which will be updated on Firefly at 11am each school day to see if the student is 'absent' from virtual school.
2. If the student is marked present, the teacher should contact the student in the first instance to ascertain the reason for delayed submission.
 - This can be done using 'request resubmission' on Firefly, or by email.
 - If using email, an email template can be set up for this purpose using the pro forma text in Appendix A.
3. If the work is late due to organisational or forgetfulness, a reasonable extension should be granted, to allow the work to be handed in as soon as possible. *Staff should be mindful of guidance in a pupil's IEP when dealing with these situations.*

4. If there is a good reason for the late submission, including absence from virtual school, the teacher should agree a reasonable extension with the pupil concerned.
5. Teachers should keep their own records on work submitted late, in order to quickly identify patterns.
6. If the new deadline is missed without a good reason, or there is a repeated instance of missing a deadline without good reason, the teacher should put the student into 'Remote Friday Detention' using the wizard bar (following the same procedure as to set a Friday Detention when in school). This will generate an email to the parent, to the student and to the Head of Year.

Poor Work

If a teacher is convinced that work is of an unacceptably low standard due to lack of effort and not for other reasons (eg SEND issues, technical problems, task difficulty, challenging home or personal circumstances), the teacher should put the student into 'Remote Friday Detention' using the wizard bar (following the same procedure as to set a Friday Detention when in school). This will generate an email to the parent, to the student and to the Head of Year.

Plagiarised Work

If a teacher is sure that 'homework' has been copied from another pupil, book or online resource, the teacher should put the student into 'Remote Friday Detention' using the wizard bar (following the same procedure as to set a Friday Detention when in school). This will generate an email to the parent, to the student and to the Head of Year.

If the work involved is a coursework assignment, the teacher should contact the student's Head of Year, since this is a Saturday Detention level offence.

Remote Saturday Detentions (Saturday Detention Equivalent)

These will be set by Heads of Year, in response to:

- Three 'Remote (Friday) Detentions' in the Sixth Form, or six in the Lower and Middle Schools
- Evidence of plagiarised coursework
- Unacceptable behaviour (for example that necessitating removal from an online lesson)
- Repeated behaviour warnings, where the student has not modified their behaviour in response to concerns.

Suspension from Online School

Decisions about the application of this sanction will be taken by Heads of Section, in consultation with the Headmaster or Senior Deputy Head.

Permanent Exclusion from Trinity School

Decisions about the most serious sanction will be taken as per the school's normal Behaviour and Sanctions Policy.

Appendices

Appendix A: Proforma Email for late work

Dear [Name]

I notice that work has not been submitted by the due date on Firefly. There may well be a good reason for this delay, which you should share with me by replying to this email.

In order to avoid falling behind, please ensure you submit the work by the extended deadline of _____.

If this deadline is not met, or a valid reason given in its place, contact will be made with home and this will result in the equivalent of a Friday Detention being logged on your academic record.

Please do not hesitate to get in touch with any questions about the work or concerns you have about meeting the extension.

Appendix B: Remote 'Friday' Detention Email

Dear Parent

Your son/daughter has been given a 'remote' Friday detention by [teacher name] for [poor behaviour in a lesson / late work / plagiarised work]. He/she does not have to attend this detention, but it will be logged on his/her school record as a normal Friday detention would be. If you have a query about this sanction please do not reply to this email, but instead contact the teacher who set it [insert email address for teacher].

Appendix C: Information Management Processes for Commendations and Sanctions

Commendations

Recorded in 'Rewards and Conduct' on iSAMS by teacher as usual.

Log will be monitored by KSW who will inform AJK and HOY informed when a student meets a threshold and send congratulatory email to student.

KSW will arrange congratulatory online meetings with Headmaster

Behaviour Warnings

Recorded in 'Rewards and Conduct' on iSAMS by teacher.

iSAMS will send notifications to tutor, HOY and student, PA to Head of Sixth Form or PA to Head of Lower and Middle Schools., as well as the teacher who recorded the behavioural warning.

Remote Detention (Friday equivalent) for all Sections of the School

Recorded in 'Discipline Manager' on iSAMS by teacher as usual, after checking circumstances with student (and others, eg tutor / HOY, as appropriate).

After cut-off point (2pm Weds) PA (KXA or SMW) checks with HOY and then authorises and registers students.

PA will send email home (test in Appendix B above) through iSAMS which will keep a record of this communication.

Remote Saturdays

Recorded in 'Discipline Manager' on iSAMS by HOY or Head of Section.

HOY generates letter which is sent home my PA (JXW)

Appendix D: Administration of Commendations, Behaviour Warnings and Detentions by PA Team.

1. KSW monitors commendations and sends list of students meeting thresholds to AJK and HOYS, and send congratulatory email to students.
2. KXA and SMW monitor 'behaviour warnings' (via an iSAMS report) and send list to Heads of Year twice weekly, as well as flagging any individual who gets two or more in a week.
3. KXA and SMW monitor build-up of remote 'Friday' detentions during the week, by checking each day and taking the following action:
 - a. Inform HOY if large number for one student.
 - b. Inform Head of Section and HOY if large number for one teacher / department.
 - c. Check if student appears more than once in a detention, and move him/her to the next session.
4. KXA and SMW approve Remote Friday detentions in consultation with HOY, 'register' students and send emails to parents via iSAMS.
5. KXA and SMW keep tally of Remote Friday detentions by student. Inform HOY once a student reaches three (in Sixth Form) or six (in Lower / Middle School).
6. JXW approves Remote Saturdays in consultation with Head of Section, 'registers' students, sends HOY letter to parents and saves a copy of letter on iSAMS (as normal Saturdays)
7. Respond to parental / student queries / pass these on to HOY/ HoS as appropriate.

Appendix E: Actions by Pastoral Team

Behaviour Warnings

HOY to examine weekly tally provided by KXA/SMW for patterns and contact teacher for further information about incident(s), as necessary. Consider pastoral actions (eg phone call to student and/or parents) as well as sanctions: is a Remote Friday or Remote Saturday detention appropriate?

Remote Friday Detentions

HOYS will need to approve these detentions, when contacted by KXA (LS/MS) or SMW (Sixth Form)

A member of the PA team will inform you in the following circumstances, so you can take necessary actions:

1. Once three (Sixth Form) or six (Lower and Middle School) detentions are reached by a student
2. If a student is receiving a lot of detentions.

Remote Saturday Detentions

In consultation with your Head of Section, you will need to put student into Remote Saturday Detentions on iSAMS when:

1. They have reached three (Sixth Form) or six (Lower and Middle School) detentions
2. There is evidence that the student has plagiarised coursework
3. They have been asked to leave a lesson*
4. Their behaviour has been unacceptable at the level when we would normally allocate a Saturday detention.

*please explore circumstances with teacher before setting detention