

# EMMANUEL COLLEGE

## COVID-19 STUDENTS LEARNING REMOTELY: BEHAVIOUR AND DISCIPLINE POLICY ADDENDUM



### Introduction

All students should continue to adhere to the principles outlined in the Student Code of Conduct if they are absent from College related to Covid-19. If a student is required to self-isolate at home, then they will be provided with immediate access to remote learning via Itslearning.

The student will receive specific instructions related to accessing remote learning when their period of self-isolation starts.

In particular, students should be mindful of the following:

1. *You should be respectful and kind to all and obedient to those in authority.*
2. *You should be safe, responsible and courteous at all times.*

Therefore, when interacting with other students and staff online, students should always be kind and respectful to each other and respectful and obedient to staff, remembering at all times that that staff are not 'friends' with, or peers to, students.

Students should never attempt to contact staff via social media or make comments about staff on social media platforms. Any inappropriate comments to staff online, via Its Learning, via email or any other platform will be taken very seriously and could result in a referral to the police. This is also the case of for any online bullying towards other students or peer-on-peer abuse that is disclosed to the College during this time.

If Year 11/12 students are interacting with teachers via online lessons, they should be aware of the following:

- Students' behaviour and comments should be exemplary, reflecting how they would behave in a lesson in College.
- Students should address teachers and refer to peers as they would do in a classroom setting.
- If any student behaves inappropriately in what they say or write, they are likely to be referred to the Vice Principal and banned from any future online lessons.
- Any video interaction with staff via an online platform is not permitted.

### Remote learning: student discipline procedures

Category	Who deals with it	Concern	Action by staff
1	Teacher	Minor disrespect or inappropriateness. This could be lack of formality towards staff or rudeness towards other students on the platform.	Email to student's parents or directly to students via the learning platform. Head of Department informed.
2	Head of Department	Repeated instances of 1 or: <ul style="list-style-type: none"> <li>• A single use of offensive language (not towards staff).</li> <li>• Abruptness towards staff.</li> </ul>	Email to student's parents or directly to students via the learning platform. Head of School informed.
3	Head of School/Pastoral Leads	Repeated instances of 2 or: <ul style="list-style-type: none"> <li>• A single use of offensive language towards staff.</li> <li>• Inappropriate or directly rude comment towards a member of staff.</li> <li>• Any racist, bullying or homophobic language towards anybody.</li> <li>• Any attempt to contact staff via social media.</li> </ul>	Head of School triages concern with their team and then carries out one/several of the following: <ul style="list-style-type: none"> <li>• Email/phone call to parents by Head of School/Pastoral Lead.</li> <li>• Temporary banning of student from learning platform or particular functions of platform.</li> <li>• Filling in bullying log.</li> <li>• Referral to Vice Principal if: <ol style="list-style-type: none"> <li>1. Repeated incidents of 2.</li> <li>2. If issue would normally result in temporary exclusion.</li> <li>3. If Heads of School decide that police referral is appropriate.</li> <li>4. Any comment towards a member of staff that could be construed as inappropriate or sexual, however minor if might appear.</li> </ol> </li> </ul>
4	Vice Principal (and Principal as appropriate)	Referral from Heads of School (see above) or from Heads of Department or other members of staff if: <ul style="list-style-type: none"> <li>• If issue would normally result in temporary exclusion.</li> <li>• If teaching staff think that police referral could be appropriate.</li> <li>• Any comment towards a member of staff that could be construed as inappropriate or sexual, however minor if might appear.</li> </ul>	Vice Principal will carry out one/several of the following, in consultation with the Principal: <ul style="list-style-type: none"> <li>• Email or phone call to student via parent – this could come from the Principal or Vice Principal depending on context and incident.</li> <li>• Temporary/longer term banning of student from learning platform or particular functions of platform.</li> <li>• Referral to the police.</li> </ul>

