

07

STUDENT WELFARE & BEHAVIOUR

Classroom Code

Four expectations for every lesson, with separate rules for the classroom and for Zoom.



POLICY OWNER

Director

APPLIES TO

All students and specialists

THE ONE RULE TO REMEMBER

Punctual, prepared, listening, respectful – in the room and on screen.

Punctual

Arrive before the start time. On Zoom, join five minutes early.

Prepared

Bring the right stationery and your completed homework to every lesson.

Listening

When the specialist or a classmate is speaking to the class, everyone else is quiet.

Respectful

Treat everyone's ideas, belongings and time with respect.



In-person classroom rules

1. Sign in at the office on arrival, and sign out when you leave; wait inside until collected.
2. Sit in your allocated seat; bags under the desk, walkways clear.
3. Phones switched off and handed in or kept in bags (Policy 8).
4. Hand up to speak or ask a question.
5. Water at your desk; food only at agreed breaks.
6. Ask before leaving the room; never leave the building without staff agreement.
7. Look after resources and furniture; leave your desk tidy.
8. Know the fire exit and assembly point.



Online classroom rules

1. Join from the link sent by the centre only, under your real first name and surname.
2. Camera on and face visible for the whole lesson; microphone muted unless asked.
3. Sit at a table in a quiet, shared space, not a bedroom where possible; an adult at home.
4. Use "raise hand" or the chat to the specialist; chat is for the lesson only.
5. No other apps, games or tabs open during the lesson.
6. Never share the meeting link or passcode.
7. No screenshots, photos or recordings of the lesson, specialist or classmates.
8. Book, pencil and paper ready; if you lose connection, rejoin straight away.

**What to bring to every lesson**

- Pen and pencil
- Ruler and rubber
- Calculator (Maths, Science and 11+ sessions)
- Dictionary (English and 11+ sessions)
- Lined paper and an A4 ring binder
- A bottle of water

**Homework**

- Homework, including work uploaded for online classes, is part of the course and must be completed on time.
- Specialists mark it and use it to plan each child's next steps.
- If homework is repeatedly missed, we contact the parent. Continued non-completion may lead to a review of the place and, if necessary, suspension (Policy 5).

Rules for specialists

In person	Online
Take the register in the first 10 minutes	Admit only students on the register; take it in the first 10 minutes
Keep the door visible or ajar when with one student	Sole host; waiting room and passcode on; chat to host only
Never leave the class unsupervised	Never leave the call open unattended; end the meeting for all
Report concerns to the DSL the same day	Report anything seen or heard on screen to the DSL the same day

In mock exams (both modes) – see also Policy 17

- Silence from the moment papers are handed out; no talking until all papers are collected.
- Online mocks: camera shows the student and desk; no other devices within reach.