



## THE CASTLE MANOR WAY- REMOTE LEARNING

**We work hard, we are kind, we are PROUD**

At all times

- We follow all instructions given to us by a member of staff
- We use appropriate language at all times
- We are kind, respectful and polite, just as we would be in school
- We work our hardest at all times

Arrival

- We arrive on time at the start of the lessons we are invited to
- We have everything we need and are ready to learn
- We are wearing appropriate clothing
- If we have our video on, we have a neutral or blurred background
- We do not invite anyone else to join the lesson

Lesson Time

- We keep our sound muted unless we are asked to unmute by the teacher
- We do not mute other people, including the teacher
- We listen carefully to the teacher and other students and complete the work we are asked to do
- We use the chat to ask and answer work-related questions only
- We use the hands-up function if we want to ask a question.
- We submit our work when and how we are asked to by the teacher
- We do not record or screenshot any part of the lesson
- We leave the lesson when the teacher tells us it is time to go
- We understand that lessons might be recorded by the teacher