



29th January 2021

School Regulations for Online Lessons on Teams

Dear students, parents and guardians,

The School's expectations for student behaviour during online lessons remains identical to what is expected during regular school days on school premises.

For teaching and learning to be successful, we must ensure a relationship of respect and co-operation, discipline and structure, and participation and involvement.

The following regulations will be **enforced as from Monday 1st February 2021**

1. Students are to attend lessons punctually, wearing their school PE polo shirt and their school tracksuit jacket. Senior 5s are allowed to wear their official school hoodie.
2. All lessons will take place on Microsoft Teams.
3. A record of attendance will be kept by the teacher.
4. Students will be informed if a teacher is going to be absent during the morning; students are to check their school email/Teams chat for this communication.
5. All students need to access the lesson on a device that has a microphone and a camera. The Teams app can be downloaded on a mobile phone.
6. Cameras must be switched on unless the teacher says otherwise.
7. Microphones must function.
8. Students are to behave respectfully in the lesson at all times.
9. No part of the lesson can be recorded or photographed in any way, or shared electronically or otherwise, without the teacher's and the Head of School's permission in writing. Serious disciplinary action will be taken against any student who breaches this regulation.
10. The teacher has the right to immediately suspend any student who does not abide by the above rules; the student will be blocked from the Teams class and Senior Management will be informed.

We are trusting in your cooperation and support, for the benefit of all.

Kind regards,

Ms Clarissa Fleri Soler
Head of School