



Learning Academies Online Tuition Student Code of Conduct

You are receiving this form as a student who is working online with Learning Academies. This information is important as it outlines the way that you can help stay safe whilst working online and explains ways that we can help keep you safe.

Your parents or guardians will also have been given a similar form so they too can help keep you safe. Your tutor will work with you to help you understand this.

To make the most of your tuition we would like you to...

- Only access your tuition room at the previously agreed times/dates. Your tutor may be using the room with other students before your session. It's fine to arrive a few minutes early as you'll be able to wait in the 'waiting room' until your tutor is ready to let you in.
- Please do not use your tuition room as a way of contacting your tutor at different times. Your parents/guardians are able to phone or email our office at any time if they wish to speak to us.
- Your tutor will record the tuition session for the purpose of safeguarding. 'Safeguarding' is a term we use to describe the things we do to help keep you safe. Learning Academies will store the recording safely for a month and then it will be deleted.
- Make sure that a responsible adult remains close by during tuition sessions. There should always be an adult in your home at the time of your tuition. If an adult is not available, the lesson will unfortunately not be able to go ahead. The adult at home with you should be present at the start of each session- just to confirm to your tutor that they are there – and again at the end.
- Using a safe and suitable space for your learning. This should ideally be within a shared family space – not in your bedroom or a bathroom. Ideally you should use a room that has windows, ensuring that curtains and doors are open so other people can see in. (Unless it's too sunny and you need to close the curtains to see your screen!). Please make sure that nothing private is in view of your camera. Remember that other students may be joining your session if you are working in a small group. If your desk and computer is in your bedroom and your parents/guardians feel this would be the best place for you to work, then that is absolutely fine. Just keep your bedroom door open.
- Let us know if you feel the hardware you use to access tuition is not safe or suitable for you. Hardware is the word we use to describe items like your laptop or computer. We advise you to use a laptop or computer and not a mobile phone wherever possible.

- Turn off your mobile phone during your tuition session (if you have one). This will help you to concentrate and will keep you extra safe.
- Ensure that you are dressed in suitable daytime clothes for your tuition. We know it can feel a lot more 'relaxed' to be learning from home but it's important not to turn up in your nightwear or to be half dressed.

From time to time a member of the Learning Academies Senior Leadership team may join your tutor for part of your online session. They may 'drop in' to an online session to see how things are going or to help out if you are struggling with an IT issue for example.

We hope that all sounds good and makes sense to you? Please do chat through anything you don't understand with your parents/carers or your tutor. We are all here to help you.

If you have any concerns or you ever feel unsafe you should speak to a trusted adult. At Learning Academies we have two of our own Safeguarding Leads whose job it is to help you stay safe. If you feel unsafe you can call them any time. They can be reached on 01206 252152.

Enjoy your tuition sessions! Work hard and make the most of this great opportunity.