



**OLD BUCKENHAM HALL**  
A leading co-educational preparatory school for children aged 3 - 13 years



## **Online Conduct Guide**

## Online Conduct Guide - Summer Term 2020

Dear Pupils,

Now that we have experienced a week of remote teaching, Mr Griffiths and the staff would like to thank you for your effort, perseverance and patience in what was a new experience for us all. The vast majority of you were very impressive in your attitude and general conduct online.

However, as we move into the second phase of remote teaching, we would like you all to read the school's short guide on our standards of online conduct that we will expect from the start of the summer term, which all follow the OBH Way values and are all useful skills for your future.

### 1. Communicating with staff

Please communicate with staff online with the same level of respect and courtesy as you do when you speak to them at school. For example, when talking on video link or typing in the Channels platform on Teams, greet your teacher with a simple: 'Good morning, Mr Bunting' followed by your question or comment rather than asking your question straight away.

In 'live' lessons and other meetings:

- Please do not talk at the same time as the teacher / presenter
- Please keep your microphone on mute unless you are asking or answering a question. This helps to avoid background noise.
- You may turn on your camera if you want to, but please do not be silly with it and distract others.
- If using the typed chat feature, emojis are fine to use but please do not post other pictures or anything else that may distract others.

This displays our value of Respect.

### 2. Communicating with each other

When you communicate with other pupils in your form or class via video link or on Channels, just like you would in a classroom, please make your comments polite, thoughtful and relevant to the task. There were some excellent examples of this last term. Please remember that this is an educational platform and should be used as such. This displays our values of Pride and Kindness.

### 3. Sending e-mails

If you send an e-mail to a member of staff with completed work attached, a good idea is to think of it as sending a letter. Please give the e-mail a relevant title, for example: 'English comprehension', and, like you would do in a letter, greet the member of staff and then type a brief message.

*For example:*

Dear Dr Marshall,

I have finished my story. Thank you for your help. I hope you enjoy it.

Kind regards,

Your name.

This displays our values of Respect and Community.

### 4. Capital Letters

Please try to use the correct grammar as much as you can when typing on Teams and in e-mails. We appreciate that some pupils find this more difficult than others, but you should aim to type as you would write in your exercise books at school. Please use capital letters at the start of sentences and for names.

For example: '**H**ello, **M**r **M**iller. **P**lease can you help me with the extension question?' This displays our value of Responsibility.

### 5. House Points

We appreciate that you will be working hard at home and the staff will be rewarding you with House Points as normal. A lot were awarded at end of last term and you will be able to keep track of your total when you talk to your Form Teachers via video link this term. The inter-house competition is still very close and every point you earn could be crucial so please keep working hard. This displays our value of Courage.

Thank you all in advance for your efforts and we will hopefully see you back at school soon.

Mr Auld and Mr Bunting