



## AW Virtual Tuition Behaviour Policy

AW Virtual Tuition aims to have a comfortable, safe, supportive and respectful learning environment for all students and staff.

AW Virtual Tuition requires that all students joining lessons adhere to the following:

- show respect for all other students
- show respect for all staff members
- wear appropriate clothing when attending a session
- be ready on time with relevant equipment to do the lesson available
- have a parent/carer nearby so they can hear the lesson taking place
- be aware of the background on camera to ensure inappropriate material or personal information is not visible
- understand that swearing, abusive or hurtful language is not acceptable
- if concerned or upset about anything in the lesson know I can talk to Angela Wood (Owner and Tutor at AW Virtual Tuition) or help can be sought from the NSPCC Helpline on 0808 800 500

When online during the lesson, or whilst learning independently, students must agree to the following:

- to not share or redistribute any content from the AW Virtual Tuition course sessions
- to not reveal passwords to anyone
- to be responsible for behaviour when using the internet, including zoom, google classroom, games and apps
- to not deliberately browse, download or upload material that could be considered offensive or illegal
- to report to a parent/carer and/or online tutor if potentially offensive or illegal material is accidentally accessed
- to not send any material that could be considered threatening, bullying, offensive or illegal
- to only communicate with AW Virtual Tuition via the platforms and apps agreed by my parent/carer
- to have a username on Zoom/Google Classroom that makes the student identifiable. If using a pseudonym, the tutor must be contacted in writing to inform them of this and it must be kept the same throughout the duration of the course.
- to not give out personal information online, such as address, phone number etc
- to not arrange to meet anyone within AW Virtual Tuition, or anyone met online, without prior discussion with parent/carer

Should the rule of the behaviour policy be breached there is a disciplinary procedure that will be followed:

- 1) The student will be spoken to within the bounds of our child protection policy and code of conduct. The student's parent/carer will be informed of the behaviour and conversation.
- 2) A subsequent breach of policy will result in the student being reminded of the previous conversation, they may be removed from the lesson and a parent/carer will be asked to speak with the student.
- 3) A continued breach of the policy will result in the student being removed from the course.  
No refunds will be provided for students who have had to be removed from a lesson or course due to their behaviour.

AW Virtual Tuition expects all staff members to agree to the following:

- to recognise their position as a role-model to students who attend the lessons
- to engage students by providing engaging tuition and activities
- to contact a parent/carer should a student not adhere to the outlined behaviour rules (please note it is the responsibility of the parent/carer to oversee and to ensure the student's wellbeing and safety during the online sessions)
- to contact the appropriate services immediately should illegal activities take place