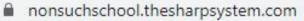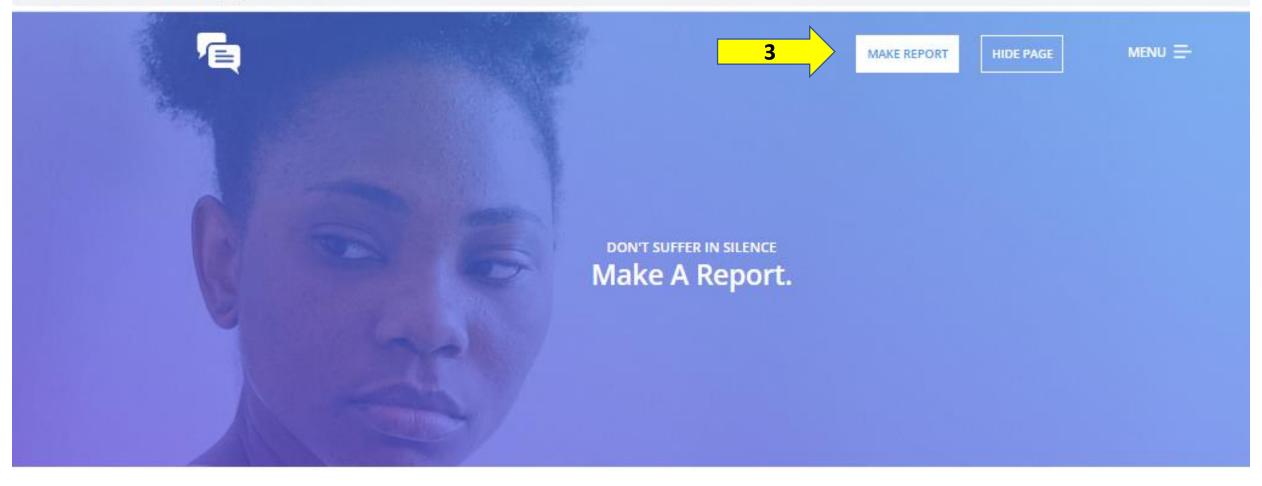# Some reminders about online and remote learning (January 2021)

- ***You must not share your remote learning login details*** with any person inside or outside the school. You must keep passwords private as otherwise <u>you will be held accountable</u> for anything that happens on your account.

- ***You must not share a link for a lesson*** with another student inside or outside the school. This will be treated as a serious breach of the school's Behaviour Policy.

- Do report any safeguarding concerns in the usual way – through SHARP, to your form tutor or your Head of Year or via the Integrated Bullying and Discrimination form on FROG.

- Please continue to use email etiquette when communicating with staff (e.g. correct form of address, appropriate language in the email – if you wouldn't say it to the person, don't write it – and an appropriate ending).

- Be aware that staff will take appropriate action in lessons to allow the effective teaching of the rest of the class. This may include exiting a student from a lesson if necessary.

- Let your teachers know if you are going to be late, have an appointment or cannot access the lesson for technical difficulties.

- If you are submitting work past the deadline, send an appropriate apology.

- Be patient if you ask teachers questions via email – you'd be surprised how many emails teachers are receiving each day.

- Remember that the school has many services on offer to help you (including our school counsellor, the ELSA, an attached social worker and a Child Wellbeing Practitioner). All of these services can be accessed via your Head of Year

- And finally … look after yourselves; get outside whenever you can; don't spend all day in front of your computer screen and be kind to yourselves, your family and your friends. This is difficult for everyone!

Two new ways to report bullying, discrimination and other safeguarding issues to teaching staff

1: The SHARP system. The form is on the school's website (drop down menu in the top right-hand corner) and allows you to report issues to do with bullying, hate crime and health, among others. You can do this confidentially, although this may make it more difficult to investigate the issue. Once completed the form is forwarded to the safeguarding team.

3

MAKE REPORT   HIDE PAGE   MENU

DON'T SUFFER IN SILENCE
Make A Report.

Hello, welcome to the School Help Advice Reporting Page (SHARP) system. We all work together to help with any problems you may have in or out of school.
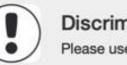
If you wish to contact us, you don't have to leave your details if you don't want to.

Please take the time to look through the pages and if you feel that you can help to keep our school a safe, friendly and fun place to be, you can get in touch using the link.

Two new ways to report bullying, discrimination and other safeguarding issues to teaching staff

2: The Integrated Bullying and Discrimination Form is an MS Form. It allows students to report issues to do with bullying and discrimination. It is an online form and will be available to use on FROG. Once completed, a copy is forwarded to the safeguarding team. This document requires users to add their name.

You can find
the Form here:

**Go to the
student page of
FROG and you
will find the
document there**

Discrimination/Bullying Form
Please use this link to report any concerns you have about bullying or discrimination

Student Email