

Remote Learning Guidance for Students & Parents

When students are working from home, we want to ensure that they can continue to make progress in all subjects. This guidance will outline the expectations for remote learning.

How will it work?

- The expectation is that students will follow their normal timetable.
- Each teacher will record details and resources for each lesson on Go4Schools. Handy tip* Use the 'View full list of homework' hyperlink and then choose the subject you are looking for. This can be found at the right hand side of the window when viewing 'Ongoing and Recent Homework Tasks'.
- Lessons will be accessed via Zoom.
- Teachers may use a variety of methods for students to submit work and give feedback.

Staff can expect students learning remotely to:

- Be present in each lesson.
- Complete work to the deadline set by teachers.
- Let the teacher know in the chat function if they are having technical issues e.g. mic/camera not working.
- Seek help if they need it, from teachers or teaching assistants (via the chat function or via email).
- Alert teachers if they are not able to complete work (via the chat function or via email).

Expectations for Conduct During ZOOM Lessons

- All names will appear in full on the Zoom profile. Students with names not recognised by the member of staff will not be admitted to the room.
- Students will be admitted into the lesson by the teacher and on entry the microphone will be muted, and the camera will be switched off.
- Students will be asked to respond to the register as per normal- this will be managed by the teacher- and students may be asked to switch on their camera for this.
- It is expected that students participate in the lesson, this may be by answering questions verbally or even by putting answers to questions in the chat. The teacher will control students microphone function and will only allow students to unmute at appropriate times.
- If students need to ask a question, they can use the hands up function or the chat function.
- Any behaviour issues during an online lesson will be dealt with according to the school behaviour policy including being removed from the room for persistent breaches of behaviour policy.

How to be an excellent virtual learner

- Students should keep their routine as close as possible to the normal school day.
- Where possible students should ensure they are working in an appropriate working environment, at a table, and without distractions.
- Students should put their phone away when working.
- Each student has a responsibility to be independent and proactive.

How Staff will keep in touch with students who are not in school and their parents

- Teachers should aim to respond to emails from students within 24hours and from parents within 48 hours. Teachers are not required to answer emails outside of working hours.
- Tutors will make contact with their tutor group everyday via Zoom during registration time and deliver the pastoral programme in-line with the weekly itinerary for each year group.
- Teachers will make contact with students in-line with their teaching timetable via Zoom.

Parents should ensure that they follow the guidance below:

- Make the school aware if their child is sick or otherwise can't complete work.
- Seek help from the school if they need it.
- Be respectful when making any concerns known to staff.

Students should ensure that they follow the guidance below:

- Please contact the school if you experience any technical difficulties in accessing your work.
- If you have any queries or require assistance regarding login/access issues for Go4Schools please contact your student manager in the first instance.