

Online Learning

Student Reminders

Timetable

- The school timetable will be followed for exam and non-exam subjects for each Year Group.
- Teachers will usually connect with students at the start of each class, and will explain what's expected.
- Live classes usually involve a check-in by the teacher at the start of the lesson, outline / explanation of content, and time for students to work alone or in groups on tasks assigned. Time is allowed for teachers to mark students' work and give feedback to students. Your teachers will structure this time.

- Try not to be overwhelmed with work. Pace yourself in your learning.
- Teachers will try to inform students in advance where they may not be available at a particular time/day, and will set work to be completed.
- If possible, find a quiet place for your learning and your online classes. Avoid distractions e.g. TV, X-Box, phone (should be off/on silent), other people etc.
- Be on time for each lesson.
- Dress appropriately – no pyjamas etc!

- Switch on your camera for the lesson. Mute your microphone. Raise your hand in Teams if you wish to speak. Unmute your microphone when asked to speak, then mute it again when finished. Blur your background. Use headphones if you have them so that others are not hearing your lesson or other students – respect the privacy of your teachers, other students and your family.
- Do not use the Chat function unless the teacher asks you to do so. Stay focused on the lesson and your learning. Listen attentively.
- You must not take screenshots of others or record any part of the lesson via video or sound.

- Respect each other online.
- The Code of Behaviour and relevant school rules continue to apply in online school.
- Try not to rely on your phone for all your learning. Try to do your work on a computer, laptop or other device if possible. If you have no device at all and are worried that you cannot engage in remote learning at this time please email your Year Head immediately to let him/her know. The school will try to help you if we can.

- Log into your Microsoft 365 account, (including Teams) and SchoolWise account every school day. School starts at 8.50am and finishes at 4pm. Log out of your accounts each day when you are finished all your schoolwork.
- Follow guidance of our Acceptable Use Policy.
- Notify your Year Head by email if you are having any difficulty. Contact Ms Lowry by if you have any technical difficulty with your Microsoft account etc.

- Punctuality –attend online classes on time.
- Remember to ‘Leave Meeting’ at the end of each lesson.
- Although you may submit work after 4pm to teachers, do not expect a reply outside of school hours. Similarly, teachers may sometimes send you work outside of school hours but do not expect you to reply out of school hours.

- In some situations there may be no internet access at home. Please email your Year Head if you are in this situation and cannot engage in remote learning. Your parent may contact the school office for a message to be relayed to your Year Head.
- Ask for help if you are stuck but always try your best in your schoolwork.
- Mind your wellbeing!
- If you have Dyslexia or another learning difficulty, and are finding lessons or work more difficult than usual, please let your teacher know. You can send them a message on Teams / SchoolWise or email them.

- If you are receiving Student Support / Resource you should continue to meet your support teacher(s) and work with them in live teaching at the time agreed. If a teacher forgets to send a link to a meeting you may set up the meeting and send the link to the teacher. Best to discuss and agree what's best with the individual teacher, especially if there is more than one student in your support session.

ICT

- Inform Ms. Lowry of any technical issues or if you are locked out of your school account.
- Don't be afraid to ask for help if you are stuck!
- If you have no device at all from which to work please inform your Year Head.
- Your X Box, Play Station or Nintendo Switch can all become Remote Learning Devices during Online Schooling if you do not have a computer, iPad or laptop at home.
- Here's a useful link to a short tutorial if using Teams:

<https://www.youtube.com/watch?v=aO9LE6ZKnUM>

- It may take time to adapt to online schooling, so take your time. Ask for help if needed.
- Enjoy the experience as much as possible. No one expects perfection, and no one expects you to know all the answers. It's ok to make mistakes. Respect everyone online.

Summary:

MICROSOFT EXPECTATIONS



Be on
Time



Cameras
On



Mics Muted
at the start



Find a Quiet
Space



Dress
Appropriately



Use the Chat
Feature to Ask
Questions



Do not take
Pictures or
Screenshots



Raise Your
Hand to Speak
in Chat



Engage,
Interact &
Chat

Stay Safe in Remote Learning