

PARENT & CARER - GUIDANCE FOR REMOTE LEARNING

What will remote learning look like?

- Teachers will deliver your child's lessons through Microsoft Teams
- If you have a problem accessing this from home, please let us know as soon as possible.
- Students will be expected to follow their usual timetables unless told otherwise.
- Lessons may be delivered in a variety of ways including: live lessons (which will be recorded), pre-recorded videos, or may include links to high-quality online learning platforms such as Oak National Academy, GCSE Pod, BBC Bitesize for example.
- We understand that some children will be sharing devices which is why live lessons will be recorded. The recording will remain on Microsoft Teams for 20 days.
- In addition to tasks completed during lessons, students may be asked to complete and return specific work.
- Please do not expect all work to be marked – we do not mark the books after each lesson. Student work is used most by the teacher to identify any misconceptions arising from the lesson, identify gaps in learning, and to inform the planning of the next lesson.
- Students will be informed when they are completing an assessed piece of work which will be marked, and feedback provided.
- Attendance will be taken from Microsoft Teams activity data or recorded by the teacher if lessons are delivered live. We are notified if students have opened and engaged with an assignment on Microsoft Teams and this, along with the return of any work requested, will be used to monitor attendance. Parents will be contacted on the second occasion they are absent from a lesson.

LIVE LESSONS - When your child joins a live lesson, they are providing consent to be part of that lesson. Live lessons will be recorded.

To support us as a school:

- Encourage your child to check their school email and Microsoft Teams account every school day
- Take an interest in their learning by asking them to show you their assignments and tasks for the day
- Support them to take part in live lessons
- Encourage them to be online and on time for live lessons
- Help motivate them to complete all learning tasks set and submit their work through Microsoft Teams
- Encourage them to take ownership of their learning and communicate with their teachers regularly

To engage in a live lesson, you can support your child in the following ways:

- Allow them to access an electronic device suitable for online learning
- Help them to find a quiet space in your house where they are unlikely to be disturbed
- Encourage them to use a virtual background where necessary
- Ensure all members of the household are aware that your child has an online lesson and that they can be seen (if your camera is on) and heard (if your mic is on)
- Ensure your child is dressed appropriately for online learning – no pyjamas.
- Help them to avoid external distractions while learning online where possible.

Remind your child of the following important safeguarding rules of online learning:

- There is to be no filming, recording, or sharing of any content
- Students must not take screenshots or record other students/staff members present in the meeting
- Only the student must be visible in the live meeting. If other members of the family are in view, your child will be removed from the meeting.
- If your child does not wish to be seen, they have the option to turn their camera off
- If your child does not wish to be heard, they have the option to turn their audio off and contribute to the lesson via the chat function.

Consequences for not adhering to the protocols

- The Saint George's 5 expectations remain central to our behavioural expectations of students during online learning.
- Students may be 'muted' by their teachers or removed from the classroom.
- Our behaviour policy will be followed, and incidents will be recorded on SIMS in the usual way.
- Serious breaches will be reported to the pastoral team and parents will be contacted.

For further support with using Microsoft Teams: <https://www.youtube.com/watch?v=SemjM2fHV2Q>