

STUDENT PROTOCOLS FOR REMOTE LEARNING

What will remote learning look like?

- Teachers will deliver your lessons through Microsoft Teams.
- Please follow your usual timetable unless told otherwise.
- Your 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.
- You may be asked to complete and return some work as evidence of engagement. Your teachers will provide you with feedback when this is appropriate or will use your work to inform the planning of the next lesson. You will be informed when you are completing an assessed piece of work which will be marked and graded just as it would be in school.
- Attendance will be recorded by the teacher in live lessons or will be taken from the usage data we can get from Microsoft Teams. We know if you have opened an assignment and this along with the return of any work requested will be used to monitor your attendance. Parents will be contacted if you are absent more than once.

LIVE LESSONS - **When joining a live lesson, you are consenting to be part of the lesson. Live lessons will be recorded.**

Expectations:

- Be online and on time for live lessons
- Complete all learning tasks and submit through Microsoft Teams
- Check email and Microsoft Teams every day
- Communicate with my teacher regularly

How to show respect during a live lesson:

- Only turn my microphone on when I am asked to speak or when responding to questions
- Make sure that I am dressed appropriately for learning
- Keep my online chat focused on the learning.
- Ensure the chat is respectful of all participants
- Avoid external distractions whilst I am learning online

How to demonstrate your commitment to learning:

- Complete all online and offline learning tasks as required
- Use Microsoft Teams or email if I need to seek support
- If I miss a lesson due to technical or other issues, I will contact my teacher to ensure I catch up
- I will not be texting, chatting, gaming, or checking social media while in a live lesson or completing independent work

How can I support the learning of others?

- Contribute to online discussions
- Have your camera on where possible – it helps your teacher and other students to see your face
- Offer support and assistance to my peers who may be struggling
- Join in and contribute to forum style activities
- Be patient with my teachers as online teaching is still new to them too
- Politely alert the teacher to ways things may be improved

Showing respect

- You should try to find a quiet space in your house where you are unlikely to be disturbed
- You may use a virtual background
- There is to be no filming, recording, or sharing of any content
- You must not take screenshots or record other students or staff members presenting information to you.
- Members of your family must not be within view of the camera
- You must inform all members of your household that you will be joining an online lesson and that they can be seen (if your camera is on) and heard (if your mic is on)
- If you do not wish to be seen – turn off your camera
- If you do not wish to be heard – turn off your audio and contribute to the lesson via the chat function. Follow up with your teacher so that you can discuss your concerns.

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