

Remote Learning Guidelines For Students & Parents



January 2021

Remote Learning Process

- Students must follow their **normal timetable**. New work and instructions will be uploaded onto Doodle each day for the 5 lessons, not weekly as during Lockdown
- **Doodle** will be the reference point where students check for work and receive further instructions
- Teachers will use **Teams** to maintain regular contact with all their classes who are on Remote Learning. Students can expect the **significant majority of their lessons** to contain some interaction with the teacher using Teams. For instance, the lesson introduction, question and answer session at the end of the lesson or online throughout the lesson. Therefore, each day **open your calendar on Teams** and you will see the lessons that are scheduled with the invitation to join
- **Form tutors** will hold one morning tutorial session a week using Teams and **Heads of Year** will deliver one remote assembly a week

Expectations of Students:

We would really appreciate parents/carers' support and assistance in helping their child(ren) to meet our expectations of students:

- Get familiar with using **Teams** so that you can log on from home on your computer/laptop. See the help videos on the '**Covid-19 & Remote Learning**' page on the school website here:
<https://www.hinchingsbrookeschool.net/nhs>
- **Be on time** – this is the time when the lesson should start according to your timetable. Teachers will be **taking a register** of which students join the Teams session, probably by asking you to **switch on your camera**
- Make sure that your laptop/computer is charged/plugged in
- Ensure that it is on the correct time zone on Teams ie **Time Zone: (UTC+00:00) Dublin, Edinburgh, Lisbon, London**
- Please blur your background (this is possible if you download the Teams app) so everyone can only see you and not where you are
- Reduce background noise wherever possible (eg washing machines/pets/TVs/siblings)
- Wear appropriate clothing (no pyjamas, it's a school session)

- **Be equipped** like you would for a normal lesson. Have pen, paper, mini whiteboard and equipment ready so that you do not hold up the lesson and can make notes
- **Engage with the lesson**, by focussing when the teacher is explaining (and your microphone on mute), then following the teacher's instructions to answer questions or give feedback (eg switch on your camera and microphone to speak, answer in the chat window or 'like' others' answers)
- **Stay on task and concentrate**. Although it is good to see the other students in your class, you are logged on to work. **Behave appropriately**, otherwise the teacher may remove you from the session. The lessons are being recorded for students who are unable to attend, so everyone's **behaviour will be monitored**, and **disruptive behaviour will be followed up** on
- Put a virtual hand up if you have a question. The teacher will respond to you when they have an appropriate opportunity
- Put your **video camera on whenever asked to do so** (if you have a webcam on your computer/laptop) in order that the teacher can see who is attending the session and also gauge how the students are responding. This is very important for our safeguarding processes
- Complete the classwork and homework set and submit on time to the teacher