Online Learning Protocol – Students

Sorry that you cannot attend school as normal, we are very keen that you don't miss out. It is the expectation that during periods of closure for face to face learning that you will attend school online.

The school day will run following the timings of a normal school day and lessons will be delivered through Google classroom. Your teachers will re-issue the classroom codes via the SIMS app in case you have forgotten.

Registration:

8.50 – 9.10am Years 7 & 8
8.50 – 9.10am Years 9,10,11

You must be logged into your tutor group Google classroom at the beginning of registration.
Your tutor and Head of Year will have notices and activities for you to complete during that time and will also want to make sure that you have everything that you need for online learning.

Lesson timings all year groups:
Period 1   09.10 – 10.10
Period 2   10.10 – 11.10
Break   11.10 – 11.30
Period 3   11.30 – 12.30
Period 4   12.30 – 13.30
LUNCH   13.30 – 14.10
Period 5   14.10 – 15.10

Lessons
- You must log onto your Google classroom for the start of the lesson and wait for your teacher to arrive in the classroom.
- You need to wait at least 10 minutes as it may take your teacher time to get logged on
- **The meeting link will appear at the top of the classroom when the teacher opens the lesson. You may need to refresh the page to see the link.**
- Your teacher will take the register so make sure you are on time!
- Make sure your microphone works and you can see the meeting chat.
- You will get better sound quality if you use headphones.
- Your camera should be turned off unless your teacher specifically requests that you turn it on for part of the lesson. When your camera is on you must blur the background

- Where possible, your teacher will post the lesson material on Google Classroom prior to the lesson so that you have access to the resources for the lesson.
- **Starter Activity** – your lesson will start with an activity for you to do.
  Make sure you let your teacher know if you are having trouble seeing or hearing them on Google classroom during this time.
- **Register** – Parents will be informed each day if students have not attended a lesson, so it is important that you let us know if you are having difficulty logging onto Google classroom.
- **Engagement with lessons** – it is important that you take part fully in all lessons. Use the chat function, raise your hand function and the microphone to answer questions and participate in class discussions. Your teacher may use breakout rooms and you are expected to use these opportunities to complete group work.
- **Homework** – this will be set for you to complete on Google classroom
- **Core PE lessons** – these will not take place live as our PE staff help us with testing. You should undertake an hour of physical activity of your choice, such as a walk or an online activity session such as Joe Wicks. The PE department have put together a number of videos with activities such as yoga, core strength and HIIT which can be found here:

  https://www.youtube.com/channel/UCQWcfM6z-mWgz0aoygwz3Ig/videos

<u>Basic Expectations:</u>

School rules and behaviour expectations will apply in the same way online as they do in school.

- Only enter your own Google Classroom areas. Remember attendance and the lesson are recorded by the school.
- Your microphone and camera should be turned off unless the teacher gives a specific instruction.
- Use the chat function to get your teachers attention or ask questions you can also raise your virtual hand.
- Work should be uploaded to Google Classroom at the teachers request. This can be via a document or a photograph of your work.
- If you are using the chat function or speaking on microphone, normal school rules apply. Please use appropriate language and be respectful at all times.

Poor behaviour towards others will not be tolerated should be reported to the teacher immediately.

- Focus on the lesson, do your best to sit away from distractions and actively participate in the lesson.
- If your teacher is unwell and unable to deliver a live lesson, work will still be set via Google Classroom.
- Lessons are not to be recorded or shared by students, this would infringe on the data privacy of staff and other students. It is not appropriate for other members of your family to participate in the lesson.
- We have high expectations regarding your online behaviour, if a student disrupts a lesson the teacher will remove you from the class and follow up with parents.
- If you are absent because you are unwell please inform the absence line as normal – and catch up on any work using the resources pasted in Google Classroom.
- If you are having technical difficulties please e-mail help@edgbarrowschool.co.uk

Your education is hugely important and we want to minimise any gaps. Make sure you fully participate in lessons and as far as possible, treat your day like a normal school day.