



07 December 2020

Dear Parent/Carer,

### **Re: Online Learning**

As you will know, the decision has been made by the Local Authority and Public Health to close the school for a period of time. The school will continue to support your child's learning using the remote learning platform called Google Classroom. This is the same platform that was used during lockdown. Your child's login for Google Classroom is the same as the login they use for the school network (their school email and their password).

### **The expectations of learning from home are as follows:**

- Your child must follow their normal timetable. This means that there will be 25 hours of work a week provided while working from home.
- Your child will need to follow the timetable that has been posted on their form group. This timetable identifies lessons when your child will need to be online at the same time as their teacher. A 'live' lesson will be delivered at this time.
- Your child must follow the Online Learning Code of Conduct and Live Lesson protocols, found below, at all times.
- This will be followed by a task/activity that will allow your child to apply the knowledge they have learnt. This will be set in the form of an 'assignment'. This must be submitted by the deadline set by the teacher.
- During the live lesson, the teacher will be available to answer any questions your child may have and give the teacher a chance to check your child's understanding of the work.



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- Your child is expected to collaborate with other students in their class using the 'post' function in their subject GC. This will provide the opportunity for your child to discuss the work with others.
- For audit purposes, the live lessons may be recorded.

*If your child does not have access to IT, they should complete the printed work pack provided.*

*If your child does not attend their allocated online session and does not submit their work when required, a staff will contact you directly as part of a 'safe and well check'.*

### **Online Learning Code of Conduct Students should:**

- Check their timetable to know when they should be online to watch posted lessons and when their allocated time is to speak to their teacher
- Be on time for all allocated times to meet with their teacher
- Not be doing other activities (e.g. music, games, playing with their phone) during sessions
- Always use their proper name, not using nicknames when posting in their subject GCs
- Only type and post messages that are related to the subject and are sensible
- Not record or take screen shots of the screen while working online
- Behave with respect towards others, at all times

### **Live Lesson Protocols:**

- Be online and logged into GCs at the scheduled time on the timetable
- Join the class meeting when prompted
- Cameras must always be turned off throughout the lesson

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- Microphones must be on 'mute' unless the teacher asks for a contribution, then it can be turned on to answer questions and but must be put back onto mute when the contribution is complete
- The expectations of behaviour in a live lesson is the same as a lesson in school. Appropriate language must always be used and answers to questions must be provided if requested from the teacher

**Parents/Carers should:**

- As far as possible, ensure that your child has an appropriate space in which to work/login to GCs and any other online learning platforms
- Remind their child of the appropriate way to behave while working online and only post comments that are related to the subject and are sensible
- Ensure there are parental controls on any device your child is using for help with this, please follow this link: <https://www.nspcc.org.uk/keeping-children-safe/online-safety/parental-controls/>
- Know how to keep children safe online. The government's guidelines on this is here <https://www.gov.uk/government/publications/coronavirus-covid-19-keeping-children-safeonline/coronavirus-covid-19-support-for-parents-and-carers-to-keep-children-safe-online>

Yours sincerely,

Mim Hall  
Principal



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