
Guidelines for Students

— Remote Learning —

Google Classroom

- Students are asked to enrol in Google Classroom for all subject areas.
- Students must remain in the “Google Classroom” once they have been enrolled.
- Please use appropriate language when emailing teachers and remember that the same rules apply online as in class.
- Please remember that all communication with your teacher should be confined to normal school hours.
- Please ensure that profile pictures are appropriate.
- Materials posted by the teacher must not be shared with others outside the class.
- Students are asked to keep up to date with notes and assignments.
- Students are advised to email their teachers or use the class or private comment section in Google Classroom if they have any questions or concerns about classwork or homework.
- All students should use the ebook where possible to reduce the weight of the bags.

Live/ Recorded Check in/ live Class

- In the event of full or partial school closures, teachers may facilitate one or more live/recorded check in or live/recorded class per week.
- Classes will be scheduled as per their timetable (Q & A, etc) This may be used to introduce topics for the week ahead or whatever is appropriate to that subject.
- Online classes may be recorded and shared by the teacher only.
- Attendance will be recorded.
- If facilitating a live class/ live check in, students are required to present themselves appropriately with the camera on for the duration of the live feed.

Scheduling of Work

- Communication should only happen through G Suite i.e. gmail, classroom
- Work will be scheduled daily for students as per the allocation of classes on their timetable (i.e if you have a class four times a week, work will be scheduled for these four classes).
- Work will be scheduled for the mornings on Google Classroom and classes will be scheduled as per the timetable.

Additional Support

- In the event of full or partial school closures, the SEN department will continue to support students with their learning needs and make contact with their students at least once a week or more often as the need arises.

LCA Students

- Teachers will hold at least one online class each week.
- Teachers will take attendance following the agreed procedures.
- Teachers will set work for the students to do on a weekly basis, based on what we cover in class.
- **To be considered for full credits students must submit assignments online via the Google classroom. It is not enough for students simply to attend class. Students must also do the work assigned.**
- Teacher Feedback will be given on the assignments submitted.

TY Students

- Tutors/ Teachers will hold at least one online class/ check in each week.
- Tutors will link in re: competitions/online events etc.
- Attendance will be recorded
- When attending a live class/ live check in, students are required to present themselves appropriately with the camera on for the duration of the live feed.
- Project work will be assigned by teachers on a weekly basis.
- Oral/written feedback from teachers will be given at the end of their task/project
- TY Students are responsible for keeping their Digital Portfolios up to date - tutors and Mr Kenny will monitor these.
- Work Experience/Community Placement will still go ahead pending DES Guidelines.

Feedback

- Feedback will be provided on at least one piece of work per week.
- Class notes/instructions will be made available to students on Google Classroom to facilitate students working remotely.
- Google Forms and other applications may be used to assess the learning and gauge understanding.
- Teachers will be available to answer questions, but no emails should be sent to teachers outside of school hours.

Code of Behaviour -

- VSWare will be used to monitor engagement, behaviour and progress.
- Student progress will be monitored and endorsed through the VSWare Behaviour Tab using positive points.
- Lack of engagement will be logged on the VSWare Behaviour Tab using negative points.
- If there is an extended period of closure, a student engagement report will be created and sent to parents.
- Calls may be placed to parents to follow up on engagement reports by the Year Teams and Management.
- Normal school rules apply when working online and students remain subject to the code of behaviour. Cyberbullying is never acceptable.
- The Code of Behaviour and the Use of Technology for Remote E -learning Policy are applicable.

Relevant policies: Code of Behaviour, Acceptable Use Policy, Social Media Policy, IT Policy amongst others.