

Pupils – Remote Learning

General Guidelines & Advice

- ✓ Find somewhere quiet and comfortable to work
- ✓ **Make sure that what you are wearing and what is around you is appropriate when your camera is on**
- ✓ School timetable will run as normal
- ✓ Complete tasks on time
- ✓ Stay healthy and take screen breaks during your normal lesson time
- ✓ Avoid food or sugary drinks during lessons

Joining Online Lessons

- ✓ All lessons will be delivered via Teams & Google Classroom
- ✓ Many of your lessons will be live – a link will be shared to Google Classroom on the stream and you may receive a teams invite via email
- ✓ Work should be handed in via Google Classroom
- ✓ Teachers will be live on Google Classroom during your lesson to help you

Communicating with Teachers

- ✓ All communication must remain formal and polite as if you are speaking to them in school.
- ✓ Use Google Classroom 'Private' comments on assignments to communicate with your teacher.
- ✓ If on a live lesson call, use the chat function when directed to, turn your camera or microphone on when invited to do so
- ✓ Submit your work on Google Classroom

Support and Technical Help

- ✓ For technical support, email passwords@tedwraggtrust.co.uk
- ✓ Beware of multiple devices on your home network – this could slow down your home broadband.
- ✓ If you need any help, speak with your teacher, tutor and your parent/carer.
- ✓ There are lots of help guides on the school website: www.stlukescofe.school

Expectations on a Teams Live Lesson

- ✓ Live meeting link will be posted in Google Classroom at the start of the lesson
- ✓ Type your real name when prompted on joining a teams call
- ✓ Turn your camera on when asked to, turn it off when you are asked to
- ✓ Ensure that your microphone is turned on when asked to, off when asked to
- ✓ Ensure that your audio is turned up so that you can hear your teacher
- ✓ Only use the chat function (or turn on microphones and cameras) if invited to directly by your teacher
- ✓ Use the 'hand up' button to attract your teacher's attention
- ✓ Leave the teams call when your teacher asks you to
- ✓ Teachers can remove pupils from live lessons – this will be recorded as a parking

