

Online Learning Protocol

These protocols have been designed to keep everyone safe when attending lessons remotely.

Student Protocols:

1. Students are expected to login to their email/TEAMS at the start/end of each lesson during the school day.
2. Attendance, participation, engagement, and understanding will all be monitored through online learning and submitted work.
3. Students who fail to attend a live lesson or fail to submit work for a lesson will be marked absent on the register. This will be monitored and Heads of Year will contact parents/carers.
4. Students will follow their normal school timetable and MUST login to their class Team (In Microsoft Teams) at the start of the lesson to complete the set work or join a live lesson.
5. Students must turn on notifications. To do this they need to click on their profile picture in Teams, settings, notifications and allow all activity. On a mobile select settings, notifications, Teams and allow notifications.
6. Students must adhere to the school's usual behavioural expectations.
7. It is the students' responsibility to ensure that they attend all scheduled sessions on time and complete work to the best of their ability.
8. Students will follow the teacher's directions as to when their cameras should be on.
9. No sessions are to be recorded or photographed by students.
10. Students should mute their microphone until asked to speak.
11. Students can ask a question by writing in the comment box or selecting the 'raise hand' icon
12. The text function should only be used to ask and answer questions and discuss the work and not for general chat.
13. Any inappropriate comments will be recorded in a screen shot and sent to the Head of Year who will communicate with parents.
14. Try to use correct spelling, punctuation and grammar in your comments to teachers.
15. Face to face sessions are for students and teachers only. All parent/teacher communication should be via the usual procedures.
16. Parents/Carers may not record, share or comment on public forums about individual teachers.