



## Remote Learning Protocols

Welcome to your Google Classroom!

You will need to join your Google classroom every day whilst the school is closed so that you can continue with your learning in the most effective way possible.

Your teacher will post teaching and learning resources for English, Maths and a third subject (e.g. science, geography, art) **every day**.

You will be expected to use the teaching resources they have posted (a live Google Meet, a PowerPoint, a video or learning prompts) covering the day's learning objective.

Then, following your teacher's instructions, you will need to complete the activities they have set for you.

Your teacher will be in the Google classroom at the following times each day:

Session 1: 9.00am – 10.30am

Session 2: 10.45am – 12.30pm

Session 3: 1.30pm – 3.00pm

The teacher will be available at these times to provide some live Google Meet sessions, assign your work, provide resources to support your learning (e.g. videos, PowerPoint Slides, useful links), check the work you have completed, give you some feedback and help you with any learning questions you may have.

If your teacher is not able to comment or respond to you straight away, please be patient, do your best to complete an activity and check back later for their response.

## Expectations of Pupils and Parents/Guardians

In order for our Google Classroom sessions to work effectively:

- Live Meet sessions may be recorded to enable other pupils to access learning later on. **Where a parent/guardian does not wish their child to be recorded, the pupil should be directed by the parent/guardian to turn off their camera and microphone.**
- Pupils must not share any materials from these sessions with anyone else. If materials are found to be shared (on any platform) then the pupil may be blocked from future sessions. All concerns will be reported using the usual behaviour management protocols in school.

- Pupils should turn their microphones to mute before joining the Meet and when not talking as this prevents noise disruption during the lesson. If they wish to ask a question or respond they can either raise their hand, use the hands up icon or type their comment in the comments tab.
- Pupils must behave appropriately at all times. All comments and contributions must reflect the same manners, politeness and cooperation that you are expected to show everyday when you are at school.
- Have a pen/pencil and some paper beside you in case you need to note something down.
- Pupils should not use slang or inappropriate words when posting a message or comment to the teacher.
- Pupils must not make comments about other pupils.
- The teacher is able to mute a pupil and can remove them from the Meet session/class stream (and future sessions) if it is felt that behaviour is not appropriate.
- Please ensure appropriate dress during live streamed sessions.
- Please avoid chewing gum or eating during lesson time. Drinking water is a good idea but don't spill it on or near your device. Make sure you take a morning break and lunchtime break.
- Pupils should only contact the teacher through Google Classroom or the email address given to you by your teacher for submitting your work if you are unable to upload it in another way.
- Remember, this is your classroom while you are away from school. Your usual classroom rules should be followed.
- Parents should not get involved in the lessons, but please talk to your child about them afterwards and encourage them to take part. If you need to listen to the lesson to support your child's learning, please do so out of screen shot and do not make comments during the lesson as this unsettles other children.
- Parents should not use Google Classroom to contact the teacher for information. Parents should use existing methods of communicating with the school, phone the school office on 02073875909 or email [admin@rcobden.camden.sch.uk](mailto:admin@rcobden.camden.sch.uk) and someone will get back to you.
- Members of the Senior Leadership Team will be visiting classrooms each week to see all the great work you are doing.

**Unfortunately, if anyone breaks these rules, they will be stopped from communicating in Google Classroom and their teacher will speak to their parent/guardian about checking that they stick to the code of conduct in future. This is so that you can all make the most of your learning whilst you are away from school.**

You may have to share a home computer or tablet with your brothers and sisters. If you do, your parents and guardians will need to make a timetable that says when it is your turn to use the computer.

Your parents or guardians will make sure this timetable is fair, and they will also make sure that everyone sticks to it so that you all get a chance to do the activities your teacher has set for you.

If you would like to do some extra online learning, or to try some project work, there is a Home Learning Information sheet for each year group on the school website 'School Closure – Home Learning' page. Have a look at that for ideas of extra things to do. If you are able to take a photo of your finished work and upload it into Google Classroom, your teacher will be thrilled to see what you have done.

Make sure you are reading every day on **Oxford Reading Buddy** and doing some mathematics on **Mathletics or Hegarty Maths** (if you are in Year 5 or 6). You should also be learning and practising your **times tables**, **spellings** and doing some daily **handwriting**.