




ROSSALL SCHOOL PARENT AND PUPIL GUIDE TO REMOTE LEARNING

CORE EXPECTATIONS

- Ensure that you have access to **Google Classroom** for all your taught subjects.
- Install the **Google Hangouts Meet** app (icon as right) from the **Self-Service** app (if you have not already done so) and familiarise yourself with the main functions. 
- You need to set up a suitable **study area** in your home. It needs to be a quiet space with a table and work surface for your iPad and other equipment.
- **You will be able to access a copy of your timetable** using the *iSams Student* app
- Your **parents can view your timetable on the parent portal and the iSams Parent app**

SHAPE OF THE DAY

Sch 1 08.05 - 08:45

Sch 2 08:55 - 09:35

Sch 3 10:00 - 10:40

Sch 4 10:50 - 11:30

Tutor Period 11:35 - 12:25

(see below for an explanation)

Sch 5 13:00 - 13:40

Sch 6 13:50 - 14:30

Revision Slot 14:40 - 15:40

REMOTE CLASSROOM ETIQUETTE:

- **Pupils will be registered at the start of every lesson** using Google Meet. It is important that you log into *Meet* a few minutes before your timetabled lesson is due to start.
- Your **parents should contact the school in the usual way if you are unwell** and unable to attend the day's remote lessons.
- It is vital that all pupils benefit from the best possible remote learning experiences - ***Google Meet* should be used solely for communication from the teacher with individuals or with the class.**

BEFORE THE LESSON

- Make sure that you **have all the equipment that you need for the lesson** including your iPad, pens, paper, books, calculator, ruler etc.
- Log in to ***Google Classroom*** and open the correct subject *Classroom* as per the timetable.
- Click on the ***Google Meet* link** provided by your teacher. This should be located at the top of every subject *Classroom* via the *Classwork* tab.
- The **lesson for the day will be labelled clearly** - e.g.: "*Tuesday 17th March - Sch 1*"

DURING THE LESSON

- During your timetabled lessons, your subject teachers will provide you with *direct instructions* for the lesson through a **short video clip** on Classroom and via *Meet*
- **All work to be completed will be hosted on *Google Classroom*** with *clear written instructions* and any attachments you may need.
- You will be able to communicate with your teacher when spoken to directly. Otherwise please keep your **microphone off** so as to not disturb others while they are working. You can also use the **chat** function to communicate with your teacher.
- After the initial explanation, you will be given time to complete your tasks. Your teachers will check in with the whole class regularly throughout the lesson.
- All work done during the lesson should be uploaded and submitted via the assignment for the lesson in Google Classroom.

- **5 minutes before the end of the lesson you will be asked to submit work** you have done during the lesson. This must be done in the lesson assignments set by:
 - Taking and uploading a **photograph** of your work.
 - **Closing any Google Doc, Sheets or Slides** that your teacher has shared with you and you have been working on.
 - Uploading other work produced digitally.
 - You must press the **SUBMIT** button on the assignment to show you have completed the work.

AFTER THE LESSON

- **Homework** will continue to be set
- **Years 7-9**
 - Homework will take the form of **self-directed study**
 - Your teachers might set small-scale individual or collaborative projects.
- **Years 10 & 12**
 - It may take longer than a lesson to complete a strong piece of work, and so homework might be to complete an essay or a set of questions begun in class.
 - Any work set should be **submitted on the same day**.
- **Year 11 & Year 13**
 - Homework should be based around **exam practice**.
 - You might begin a paper/essay in class that is then completed at home.

TUTOR TIME

- Tutor time will take place each day 11:35 - 12:25
- Across Monday, Tuesday, Thursday and Friday pupils will be allocated two individual slots for a 1 to 1 Google Meet with their form tutor
- On Wednesday each tutor will have an open session during which time any pupil can contact the tutor

TESTS AND ASSESSMENTS

- Testing, where necessary, will be carried out remotely
- Logistics related to any such assessments will be sent out in due course

GAMES LESSONS

- As there will be no Games lessons for pupils this will be allocated as “wellbeing” time
- Our Head of PSHE will circulate via email an activity/video/article each week addressing a variety of topics relevant to young people within the context of wellbeing

BEHAVIOUR FOR LEARNING DURING ONLINE LESSONS

- You should be **appropriately dressed** and at your work space
- Your **microphone** must be muted in the *Meet* app (unless you are instructed otherwise - e.g. small classes).
- You should also **mute your device** to prevent noise interference - e.g. notifications etc.
- You must **keep your camera turned on**.
- You are expected to conduct yourself according to classroom expectations and any **inappropriate conduct will be addressed** according to the school behaviour policy.