



A traditional school classroom is an incredibly rich learning environment, and impossible to recreate fully as a remote experience. That said, staff, students (and parents) have learnt a lot about online education since March 2020 and we are determined to keep on developing and improving our practice for as long as remote learning is needed.



Google Classroom

- Students have a separate Google Classroom for each of their subjects. They have been added automatically to these groups and do not require 'class codes' to join. Work is set through the classroom, along with any updates about scheduled live lessons.

DAILY ROUTINE:

- It is a good idea to try and get students into their normal working day habits. This way, they will be able to attend any live lessons that are scheduled. Students are following their normal 2 week timetable.
- Teachers will deliver online lessons according to the usual lesson timings. However, each day's lesson materials will be made available from 8am and recordings of any live elements of lessons will be shared afterwards so that any student unable to join a lesson live can still access the lesson content and benefit from their teacher's guidance.

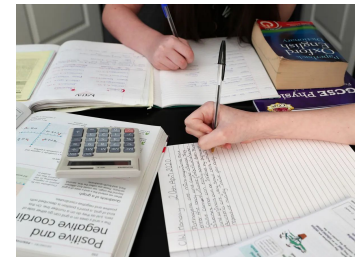
ONLINE LESSONS:

- Students are not expected to be able to print worksheets (but may do if they wish).
- Many assignments can be completed on any online document. Students should use their school exercise books and upload photos when required.
- As part of the lesson, students may experience a live presentation of material and tasks, or be guided to pre-recorded presentations/other instructions and material regarding tasks set, or a mixture of the two approaches.
- Staff are available answer questions that students have about the work, offer support and give ongoing feedback as appropriate. This may be replying to emails/private messages on assignments or through marking and grading individual pieces of work. Where suggested, students should aim to make the relevant changes to their work.



TOP TIPS:

1. **Make sure you check your emails.** If work has got any particular feedback, then this will come through as an alert in your emails. Also, there may be notices about upcoming live lessons. To access your emails, [go to GMail](#).
2. **Make sure you have attached your files.** Students often forget to attach the relevant files to their submissions, so please check that you have done so.
3. **Upload photos.** Some of the tasks may require students to take photos of their work / may not be suitable for a Google document style submission. Please make sure that you upload the photos of your work as evidence of what you have completed - these can also be marked and fed back upon.



4. **Check if you are not sure.** Your teachers will be able to help you if you are unsure about the work that is set. Use the “private message” function or email your teaching staff directly and they will aim to respond to you as soon as they can.

5. **Keep an eye on the deadlines.** Most work will have a due date set. Make sure you know when it is and that you do not miss these dates. If you have a problem keeping to a deadline, speak to your teacher through the methods outlined above.

6. **Make sure it is your own work.** Although you have the internet available to you, we only really want to see what your knowledge and skills are like. This is the best way we can help you!



7. **MOST IMPORTANTLY - Try your hardest!** We know it is very difficult for everyone at the moment. But, make sure that the work you submit is your best work! An easy way to think about it is to ask yourself the following question - would you be happy for us to pass that work on to the exam board to prove your ability?