

# January 2021



## Remote Learning Overview for Students, Parent and Carers

### Contents

**Slide 2-4- OSA Remote Learning Overview & Expectations – Learners, Parent/Carers**

### **Slide 4 - Student 'How to Videos'**

Short loom videos to help you grasp the basics of remote learning using Google Classroom.

## Responsibilities and Expectations when Remote Learning is taking place



### Learner

*The learner's role during a period of self-isolation or forced home learning is to follow their timetable throughout the remote school day logging on to Google Classroom/Meets:*

#### Lessons

- Log onto Google Classroom/Meets and complete all work set for that day as per the timetable.
- Follow the provided lesson instructions and make sure work is completed and submitted on the day it is set (by 4pm)
- Seek support when needed through the GC chat function
- Use the self-assessment mechanisms to assess work
- Complete assessments in the allotted time and submit as requested by your subject teacher.
- Respond to feedback given

#### Engagement and Effort

- All work should be completed with maximum effort
- Learners should try to solve any issues they have with completing the work by contacting their teachers via email or the chat function on Google Classroom
- If learners do not engage with online learning, parents will be informed. If this does not improve the situation, action will be taken on the students return to work.

#### Behaviour & Safeguarding

- Follow behaviour and remote learning policy.

#### Access

- We understand that in some cases, learners might have to share devices with other family members. Teachers will be understanding if this is the case and learners need to submit work as soon as is possible.
- If learners have a problem with accessing Google Classroom or their emails, they or their parents should contact the technicians at school [technicians@onslow.herts.sch.uk](mailto:technicians@onslow.herts.sch.uk)

Our expectation is that you treat working remotely just the same as working at school. Therefore:

- ⇒ Each day you should get up as though you are going to school
- ⇒ You should get ready to work and log into Google Classroom to see what has been set for you. **Remember that our school day starts at 8.40am**
- ⇒ You should aim to follow your timetable – **KS3** teachers will let you know if they are going to be 'live' on Google Meets by putting a message on the class stream. **KS4/5** teachers will expect you to log into the Google Meet at the beginning of each of your lessons to hear the explanation of the task.
- ⇒ You should complete the work set for each lesson and then 'submit' on GC so that the teacher knows you have done it – even if it is an Oak Academy lesson, Hegarty Maths etc
- ⇒ If you share a laptop and can't get on the Google Meet, let your teacher know by emailing from your phone (or use your phone to join the meeting via Google Classroom)
- ⇒ It is **YOUR** responsibility to let us know if you can't log in/access something/the tech doesn't work/you can't do something.
- ⇒ **We can't help if we don't know!**

## Responsibilities and Expectations when Remote Learning is taking place



### School

To support in the delivery of remote learning for isolating learners or in the event of all teaching to be delivered remotely, the school's role is to:

#### Lessons

- Teachers will upload lessons /resources to Google Classroom to ensure that isolating/absent learners are able to keep learning.
- Teachers will use Google Meets at the beginning of each lesson to ensure students understand the work that has been set and to give learners the opportunity to ask questions, explore key ideas etc.
- Teachers and leaders will ensure that resources provided are challenging and appropriate for the students in that class.
- Teachers will ensure that there are self-assessment mechanisms embedded in lessons and provide feedback on submissions where appropriate.

#### Engagement and Effort

- The school will monitor learner engagement in lessons by checking work submitted and submit this information on the tracker.
- Challenge learners over failure to complete work or complete work to the expected standard using the Google Classroom chat function.
- Have high expectations of learners

#### Safeguarding

- Teachers will follow all remote learning policy guidelines when delivering remote learning, including live lessons.
- Teachers will adhere to the safeguarding policy and procedure and follow up any concerns, reporting any concerns to the pastoral team.

#### Access

- To identify and support any learner that doesn't have access to a device or have adequate internet access
- To provide technical support for learners that had log-in issues.



### Learner

The learner's role during a period of self-isolation or forced home learning is to follow their timetable throughout the remote school day logging on to Google Classroom/Meets:

#### Lessons

- Log onto Google Classroom/Meets and complete all work set for that day as per the timetable.
- Follow the provided lesson instructions and make sure work is completed and submitted on the day it is set (by 4pm)
- Seek support when needed through the GC chat function
- Use the self-assessment mechanisms to assess work
- Complete assessments in the allotted time and submit as requested by your subject teacher.
- Respond to feedback given

#### Engagement and Effort

- All work should be completed with maximum effort
- Learners should try to solve any issues they have with completing the work by contacting their teachers via email or the chat function on Google Classroom
- If learners do not engage with online learning, parents will be informed. If this does not improve the situation, action will be taken on the students return to work.

#### Behaviour & Safeguarding

- Follow behaviour and remote learning policy.

#### Access

- We understand that in some cases, learners might have to share devices with other family members. Teachers will be understanding if this is the case and learners need to submit work as soon as is possible.
- If learners have a problem with accessing Google Classroom or their emails, they or their parents should contact the technicians at school [technicians@onslow.herts.sch.uk](mailto:technicians@onslow.herts.sch.uk)



### Parent/Carer

The parent/carer's role during a period of self-isolation or forced home learning is to ensure that their child is following their timetable, completing the work set and submitting it by the deadlines given.

- The role of the parent is to ensure that their child continues to engage if absent, and well enough, or self-isolating. Parents should continue to monitor, encourage and motivate their child to complete work set, always to the best of her/his ability.

Parents can support by observing the following:

- Ensuring that each day their child logs in to Google Classroom/Google Meets and opens/joins relevant lessons. This can be done on laptops and on mobile devices. If using paper copies of work, they must have these resources ready to commence their day.
- Assignments will regularly be set by class teachers. These should be completed by the deadline set and submitted in the format indicated by the teacher's instructions.
- Learners who have been absent for any reason will be expected to complete previously assigned work or work missed during absence on return to school.
- We understand that in some cases, devices will be limited within a family. Teachers will be understanding in this case and understand that work might be submitted at different time. To contact the IT technicians [technicians@onslow.herts.sch.uk](mailto:technicians@onslow.herts.sch.uk) if they are experiencing any access issues
- To contact the HOY/YL if any other issues that they feel are important for the school to know.

# Hints and Tips - Learners

How do I sign in to Google Classroom?

<https://www.loom.com/share/680d1e1edf6b418d87de3fe505f77957>

How to find the work set and how to submit it when its completed

<https://www.loom.com/share/0456ed07f10144a1ab7cc4b66c62ffed>

How to attach a document/photo from your computer to an assignment

<https://www.loom.com/share/b3179d2e0ab549a88b62503e788313c7>

How to attach a document/photo to work in classroom from your phone

<https://www.loom.com/share/18a49747bb96446686ab72e542b26877>

Joining a Google Meet from your class

<https://www.loom.com/share/88c7883f7>

Here are some short video clips to help you with some key issues with Google Classroom/Meets.

We will add to this as issues arise.