



Remote Learning Protocols

Focus on Learning

Students should:

- Check their timetable, Google Classrooms and write a **“To Do List”** for the tasks that you are required to complete for the day/week.
- Remove all possible distractions – social media, phones, TV, music etc., when engaging in remote learning for the day.

Positive Learning Environment

In order to maximise their learning at home it is important that students:

- Find a quiet and comfortable learning space where they can sit up, listen and take notes.
- Are respectful of shared spaces at home and use headphones if needed.
- Ensure that their workspace background is appropriate if using video conferencing.

Preparedness for Learning

In order to be effectively prepared for learning, students should:

- Ensure that they log on to Google Classroom each day and check for any posts from their teacher/s.
- Ensure they have all their learning tools for the lesson as they would have in the classroom environment (pens, course materials, calculator etc.).
- Test their device/s and ensure they work.

Digital Learning

In order to participate effectively in digital learning opportunities students should follow the following guides:

- Google Classrooms will provide details in regards to the date and time scheduled for a video conference lesson. These will be scheduled during your normal timetabled lesson.

Video conferencing guidelines:

Teachers will choose an appropriate video conferencing platform to deliver online video lessons. It is important that students follow their teacher’s instructions in regards to appropriate and effective use of this platform. It is expected that the following guidelines are maintained:

1. Students should enter the lesson at the required start time of the conference.
2. Mobile phones and other sources of distraction are to be switched off.
3. Microphones and video are switched off until a teacher requests otherwise.
4. Students are dressed in comfortable, casual day attire.
5. Students exit the session once it has concluded.

Time Is Valuable

Students are required to:

- Engage in their learning. An active participation in all remote learning opportunities is required of all students.
- Manage their time and use their time for learning.
- Submit all of their completed work/tasks by on the Google classroom as evidence of completing the course requirements. Your teacher will provide you with the details of what to upload. (e.g. photographs of completed booklet exercises etc)
- Use any free time during the school day to revise.
- Pack up at the end of the day, ready for a fresh start tomorrow.

Wellbeing Is Important

It is important that students take time to rest and recharge to maintain their wellbeing, in order to do this, students should:

- Take set breaks for recess and lunch and drink plenty of water each day.
- Eat healthy and nutritious food.
- Ensure you are getting 8-10 hours of sleep.
- Contact their teacher, Personal Mentor or Mentor for additional support and advice if required.
- Turn off notifications at 3:30 pm each school day – and remember to switch them back on by 8:20 am each school day - in the event that notifications regarding emails received or posts in online platforms are causing distress.

Supporting Learning

The school is here to help! Students should:

- Let us know if they are experiencing any IT problems.
- Post any course related questions on the Google Classroom.
- Contact your teacher, Mentor, Personal Mentor, Student Adviser, Head Teacher Learning and Wellbeing or Deputy Principal during school hours via email if you need additional help.