Clifton Community School

Remote Learning Policy:

Expectations and Information for Students

Remote education provision: information for students

This document has been produced to clarify for students the expectations of them during any COVID-19 related school absence.

This guidance applies when students are asked to remain at home as part of a school or bubble closure or when self-isolating.

The remote curriculum: what is taught to students at home and what we expect of students

- You will follow your existing curriculum remotely when working from home
- You should ensure you follow your existing timetable
- You should log on to your lessons that will be taught via Google Meet following your normal timings of the day.

Student expectations/code of conduct during remote learning

- You are expected to follow your existing timetable.
- You must only take part in live lessons if your member of staff is present.
- You must ensure you keep your login details private and not share them with anyone else.
- You are responsible for your behaviour, conduct and attitude to learning during remote lessons.
- You must ensure that any communication with your teacher and other students is sensible and in line with your learning.
- You must ensure all communication is through the chat facility or, if permitted by your classroom teacher, by turning your microphone on to answer a question.
- **You must ensure that your camera is turned off at all times**
- You must not browse, download, upload or forward any material that could be considered offensive or illegal. If you accidentally come across any such material, you will report it immediately to your teacher.
- You must not, under any circumstance, share resources or videos created by your teachers with anyone who is not in your class or a teacher at Clifton Community School
- You must not record or take photos of your classmates or teachers during a face-to-face session.
- You must not share any school content on social media platforms
- Whilst you are participating in Google Meet remote lessons and using any other applications provided by the school your use can be monitored and logged.
- Remote lessons may be recorded by your teacher
- You must continue to follow the school code of conduct in line with your on-site learning.

You must understand that these rules are designed to help keep all students and staff safe and that if they are not followed, school sanctions will be applied and parents will be contacted.

When participating during a live lesson via Google Meet you must ensure that:

- You are on time for your remote lesson to ensure it can start promptly.
- Be dressed appropriately for learning.
- Interact with your classmates and teachers as directed and do so appropriately.
- Be patient during blended learning. Teaching students in two locations is challenging for staff and you may need to wait for your questions to be answered.
- Where possible ensure you are working from an environment that is quiet and free from distractions.
- Never record any interactions during remote learning.
- Ensure you leave the lesson as soon as it has ended. This is to ensure the recording can be uploaded to Google Classroom promptly.
- Only use your video conferencing tools (camera and microphone) if directed by your classroom teacher.

How long should students be working for remotely during the day?

- You should follow your classes online and work along at home for the full lessons, taking breaks as you would during the school day.
- Independent learning tasks will be set in addition to your remote learning as they would if learning on-site.Accessing remote education

How to access your online remote education?

At Clifton we use **Google Classroom** and **Google Meet** to ensure that you can follow your normal curriculum and timetable remotely. All subject classes have their own Google Classroom. These can be accessed through their School email account at **classroom.google.com**

All lesson resources are uploaded onto your subject Google Classrooms, including instructions for completing work remotely.

You should access your live lessons through

- An email sent directly to you each morning with a Google Link to access live lessons
- Your Google Calendar
- Your subject Google Classrooms