

Remote Learning Protocol for Online Learning

January 2021



Any communication between teachers and students should be done using only the academy systems and not using any personal email or social media accounts. This will usually be your Outlook email, Show My Homework and Microsoft Teams. This protocol focuses on attending live lessons via Microsoft Teams which enables students to interact with teachers and fellow students in a safe learning environment.

Our expectations are:

- Students attend live lessons **on time**, following the same positive routines as when they are attending lessons on site.
- Students are expected to take an **active part in lessons**. This involves answering questions and asking for clarification when required. Teachers may ask that responses are either spoken, written in the chat, or through submitted work. To ask questions during the lesson students should use the raised hand icon.
- The format of online lessons may vary depending upon the wishes of the teacher. This could include full class teaching, seminar work with small groups of students, or one-to-one support. Some teachers may wish to run the online lesson for the full duration of the lesson, others may decide it is appropriate to use a different format (e.g. being online at the start and end, or allowing time to complete the work before reviewing answers). Teachers will clarify their expectations.
- The norm during lessons should be **cameras on** and muted unless invited to speak. Teachers are interested in viewing body language to check for understanding and to view overall engagement in the lesson. This is no different than being in a normal lesson. Clearly, students should dress and behave appropriately at all times and be conscious of what is behind them. Microsoft Teams offers the option to blur backgrounds, please do not use other backgrounds.
- Teachers will set lessons up with limited permissions for students. Please do not try and override the system or disrupt learning (e.g. muting other students, making inappropriate comments etc). If students disrupt a live lesson we will follow this behaviour up with parents and issue sanctions as we would normally.
- If students are having technical issues during the lessons (e.g. microphone not working, patchy internet), please let the teacher know either via email or the message on chat.
- Teachers may record the live lessons, which will appear in the folder as a Microsoft Stream. This is particularly important if a larger number of students are absent due to illness.

To help prepare yourself please ensure that you:

- have the app on your phone and/or home computer (the app is easier to use than the web version).
- remember that this can be accessed through the Microsoft 365 (use Office 365 log in on the Academy sites).
- plan your day ahead so you are aware of your commitments to attending live lessons.

Behaviour Protocol

We are confident all students understand the importance of remote learning and understand the value from participating effectively in online lessons. Staff will set up the meeting with the appropriate permissions in place. These permissions are designed to allow you to fully access the lessons but not disrupt the flow of learning. In any instances of poor behaviour, teachers will follow up directly with students and inform parents where appropriate. The flow diagram below explains the stages your teachers will use if required.

If these stages do not address this behaviour and disruption continues, we will escalate our sanctions as we would normally. Any behaviour that cannot be followed up whilst under lockdown will be addressed on your return.

