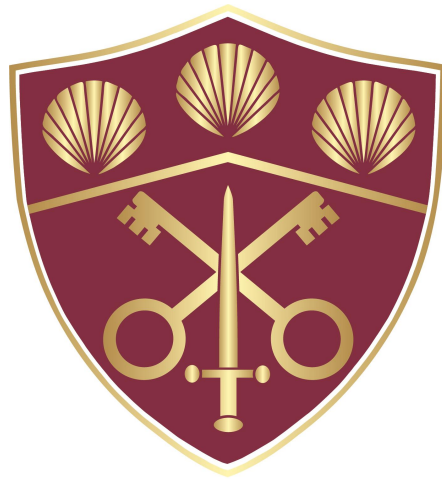


The Palmer Catholic Academy



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Remote Learning Protocol

Students

Introduction

In the instance of Remote Learning, you will be required to take part in a range of blended learning activities which will include: live lessons, pre-recorded video lessons, online video tutorials and various other tasks as directed by each of your class teachers.

Our aim is to ensure that you continue to progress and develop knowledge in all your different subjects.

Your teacher will inform you in advance if the lesson will be live or direct you to the work to complete on your Google Classroom.

Key Information

- Form time will take place every morning at 8.45-9.00 am. This will be LIVE so your form tutor will share the link with you
- You must follow your normal school timetable
- If you have questions about your work or are unsure about anything then please email your teacher directly. Your teachers will be delivering other lessons so might not be able to get back to you right away

Guidance for Live Lessons

- All live lessons will take place via **Google Meet**
 - You will find the link to the Meet on the Google Classroom. Your teacher will add it to the title bar in the Google Classroom when they are ready for you to join the lesson. (You can ask your teacher where to find it if you are unsure)
 - You will only be able to join the meet when the teacher is present and accepts your request to join
- Live lessons will last between 30-60 minutes and likely have follow up tasks as directed by the teacher
- Any online education, including live and pre-recorded video and audio lessons, will follow the same principles set out in the academy's **Codes of Conduct and the Student User Agreement** in your planners
- **Students and staff must not use the record function to record live lessons.**
- To take part in live lessons you must use your academy gmail address
- You must **switch off** both your microphone and camera. Only switch on the microphone if directed to do so by your teacher
- Consider where you will locate yourself when taking part in a live lesson. Find a quiet location where you will not be disturbed. Where appropriate, use headphones to ensure privacy.
- To ask a question either use the 'hands up' button on the Google Meet or type your question into the comments box.
- Communicate with your teacher in a polite and respectful manner

- Failure to follow this guidance/disruption of learning may result in your removal from live learning
- For students who do not have permission to participate in live learning you will be set work on Google classroom by your teacher

Attendance

A register will be completed each lesson. If you are not able to take part in a live lesson you must inform your teacher of your absence but still catch up on the work you will have missed. Please let your Head of Year know immediately if you do not have access to a computer or internet at home.