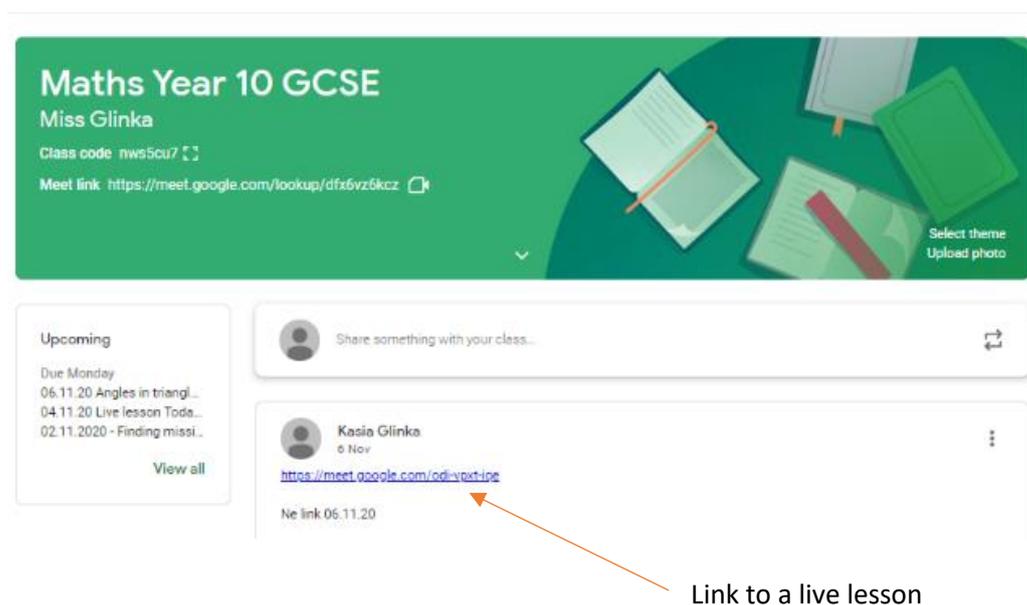


Information on the timetable

- The timetable outlines lessons on a day by day basis from Monday 11th January through to February half term.
- Live lessons are highlighted in Blue
 - Lessons in white will be for students to complete the set tasks independently. The majority of information for this will be shared on Google Classroom
 - Tutor Time will start at 08:50am every day. All students are expected to attend.
- Students should aim to complete as much work as they can.
- Timetabled lessons will be delivered in one of three ways:
 - Live lessons with their class teacher
 - Pre-recorded video and/or narrated lessons
 - Independent resources such as videos, quizzes, PowerPoints and worksheets.
- Due to Covid restrictions marking and feedback cannot happen in the 'typical' manner
 - Students work may be commented on upon returning to school but this work will not be comprehensively marked
 - Teachers, Teaching Assistants and Support Staff will be engaging with support on Google Classroom and will be tracking and monitoring engagement
 - Feedback may include written or audio feedback, general class feedback, short feedback statements or a mark for correct answers.
- When live lessons are being delivered, teachers will send a link on the 'Stream' on Google Classroom prior to the lesson (see example below). For every live lesson, students will receive a new link.



- We are currently updating the 'Remote Learning' section the homepage of our school website with videos on:
 - [How to access Google Classroom](#)
 - [How to upload work to Google Classroom](#)
 - [How to join a live lesson on Google Classroom](#)

Information on Live Lessons

- In order to safeguard both students and staff, all live lessons will also be recorded. The majority of live lessons will be as a 'live event' meaning the only interaction students can give is via a chat box.
- It is not permitted to share any part of a live lesson online or otherwise
- Students should be aware that if there is a technical failure we will endeavour to get in touch but this is not always possible

Student Guidelines for the Safe Use of Google Classroom

Before the Session

- Wear appropriate clothing (not pyjamas!)
- Other householder who may appear on camera during live lesson needs to be dress appropriately and aware of taking any privet conversation
- Ensure a responsible adult is around.
- Be in a shared room within your home
- Make others in the house aware that you are going to be involved in an online session.
- You need to be prepared. E.g. bring equipment that would be needed for that subject (for example have your Maths book ready if you have a Maths lesson) to the live lesson

During the Session

- Your teachers will have the same conduct and behaviour expectations in a Google Classroom session as they would in a classroom at school.
- Use the 'hand up' feature if you wish to ask a question.
- At all times, unless directed otherwise by the teacher, your microphone function must remain switched off.
- During a live lesson, you will be able to hear and/or see your teachers. However, you should not be able to use your cameras so you will not be able to see each other.
- You will be able to communicate with the teacher through the typed chat function, use this to sensibly ask or respond to questions.
- As part of a live lesson you might be asked to turn on your camera or microphone, but there is no obligation for you to do so.
- Live lessons or pre-recorded lessons remain the intellectual property of the school and/or class teacher and must not be recorded, shared online via social media or otherwise in any format.
- All live lessons will be recorded by the school and if appropriate, made available later on Google Classroom. The live lessons will also be recorded for the purposes of safeguarding and support. They will be archived securely within Google Classroom and not publicly accessible.
- Recorded live lessons published on Google Classroom will allow you to go back to the lesson to refresh your memory when completing any further learning or tasks related to this topic.
- Recorded lessons stored on Google Classroom must not be copied or shared with any other person, internal or external to the school.
- You must not share you Google Classroom logins.
- Any misconduct will result in the teacher removing the student from the live lesson.
- All the normal rules that we follow at school apply online too.
- We hope that parents will be able to check in with their children during the live lessons

Safeguarding and Student Well-Being

If you have concerns about the safety of a child (including your own child), please call the School Office immediately on 01509 890237 or email: dsl@maplewell.leics.sch.uk. For out of hours concerns contact Leicestershire First Response Duty Team on 0116 305 0005

You or your child might also find it useful to talk to one of these services:

Childline: 0800 1111

Safe Speak: 01332 349301

Samaritans: 116123

Get Safe Online <https://www.getsafeonline.org/>