

## Information on the timetable

- The timetable outlines lessons on a day by day basis from Monday 11<sup>th</sup> January through to March 2021. Prime Minister announces that schools and colleges will return from 8 March at the earliest.
- 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.

The screenshot shows a Google Classroom interface for a class named 'Maths Year 10 GCSE' taught by 'Miss Glinka'. The class code is 'nws5cu7' and the meet link is 'https://meet.google.com/lookup/dfx6vz6kcz'. Below the header, there is an 'Upcoming' section with a list of dates and topics. The main 'Stream' section shows a post from 'Kasio Glinka' dated '6 Nov' with a blue link to a live lesson: 'https://meet.google.com/odi-vqx-tjpe'. An orange arrow points to this link with the text 'Link to a live lesson'.

- 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](#)

## **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 ((preferably not in a bedroom)
- Use of blurred background feature if a neutral background cannot be found.
- Make sure background space is child-friendly, ensuring nothing inappropriate is on display
- 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.
- Live lessons will be conducted on a school device and may be recorded by the teacher for safeguarding reasons; any inappropriate behaviour is therefore also recorded. Any pupil or student who behaves inappropriately by not following any of these protocols will be removed from the lesson and may be excluded from future live lessons and parents/carers will be contacted.
- All live lessons will be recorded by the school and if appropriate, made available later on Google Classroom. 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.
- Every half term teachers will remove published live lessons from the on Google Classroom platform. Removed lesson will be stored for the safeguarding reasons.
- You must not share you Google Classroom logins.
- 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](mailto: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/>