Remote Learning Protocol for Online Learning
January 2021

Any communication between teachers and students should be done using the School systems. This will primarily be your Outlook School 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 you are in School.
- 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 please use the raised hand icon.
- The **format** of online lesson **may vary** depending upon the wishes of your teacher. This could include full class teaching, seminar work with small groups of students, or one to one meetings. Some teachers may wish to run the online lesson for the full duration of your lesson, others may decide it is appropriate to use a different format (e.g. being online at the start and end, or allowing you some time to complete work before reviewing answers). Your teacher will clarify their expectations.
- The norm during lessons should be **cameras on**. Teachers are interested in viewing body language to check for understanding and to view your 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.
- 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, etc).
- If you are having technical issues during the lessons (e.g. microphone not working, patchy internet) please let the teacher know either via your 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 Harington School VLE site).
- You have planned you day ahead so you are aware of your commitments to attending live lessons.

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On the rare occasion that students do not engage with the work being set this will be followed up initially by the classroom teacher who will gain parental support if required. If issues emerge across a number of subjects we have asked that the form tutor provides additional support.