



## Overview

This document outlines all the information you should need for remote learning over the following weeks. It is important that all students and parents have read this information carefully and follow the guidance. Any queries relating to individual subjects should be sent to the subject teachers in the first instance. Any pastoral concerns should be sent to the Form Tutor in the first instance. If you require assistance accessing Google please email [loginquiries@verulamschool.co.uk](mailto:loginquiries@verulamschool.co.uk)

## Expectations for Learning at Home

- Be up, suitably dressed and logged in to Google ready to learn from 8:40am.
- Have all your exercise books, pens, resources and equipment ready for your lessons.
- Make sure your laptop/digital device is charged and ready to be used for the day.
- Make sure that you know your login details for the day including Google, Kerboodle etc.
- Make sure you have plenty of water available to drink.
- Switch off your mobile phone (unless being used to access the Google Meet), television or other distractions.
- Find a quiet location that is away from other distractions ideally at a table with a chair. Not sat in a bed or on the sofa.

## Lesson Guidance

- Students follow their normal school timetable but from home.
- All Google Classroom codes are available via Show My Homework, Google Meet codes will be in your Google Classroom.
- Students sign in to lessons via Google Meet and access resources on Google Classroom.
- Students will have a 20-30min Google Meet live lesson followed by the teacher being online in Google Classroom. (This may vary in length for some subjects, such as Drama, PE or Media studies)
- Students will have all resources set in Google Classroom.
- Students would only be expected to submit work to their teacher for marking on request. This would apply to assessed key learning pieces and follow our normal school marking policy.
- Homework will also continue to be set for students in Year 10 upwards, not for students in Year 7-9.
- In the event of a staff member being unwell it may be necessary to combine one or more classes for remote education delivery. This will be clearly communicated via Google Classroom to students.
- There will be some lessons where you may not have a Google Meet such as PE, Drama, Music or Games or where lesson content may not be appropriate for home learning. A message will be posted to Google Classroom for these lessons.

## Disruptive Behaviour

- If a student shows disruptive behaviour, a **D1** will be recorded on Bromcom – Disruption to online learning
- This will send an alert to parents/carers and allow us to track disruptive behaviour.

## Absence Reporting

- If your child is unwell and can't participate in remote learning or form time, please notify school in the normal way.

## Procedure for Tutor Time

- Form Time is compulsory as it is used as evidence of attendance.
- Tutorial activities will be taking place daily during this time.
- Each Tutor Group will have a Google Classroom set-up for their group.
- Any pastoral concerns during the week can be communicated to your child's tutor via this Google Classroom.
- Students will have a daily form time at 8:40am via Google Meet .

## Google Meet and Google Classroom Rules

- Students should only enter the Google Meet using their @verulamschool.co.uk email address.
- Students must set their name to their actual name on Google Meets and not use a nickname.
- Students should have a suitable picture for their profile picture.
- If a student needs support with their learning, they should seek this from their teacher in the first instance.
- Students should mute microphones on entering the meeting.
- Students should only turn on their microphone when asked to speak by their teacher.
- If students have a question, please type it in the chat or type 'Question.'
- Video is optional for students to be on or off. Please be aware of your surroundings.
- Google Meets have the same rules as normal school, so please remember who you are sharing with.
- Students should use proper online conduct, such as using appropriate language in messages.
- Students must not share their screen unless asked to do so by their teacher.