



# Virtual Learning Protocols

September 2020

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## STUDENT PROTOCOLS FOR LIVE SESSIONS

### Timetable

- Students **MUST** follow their regular school timetable. Live session start times are as follows:

<b>LESSON 1:</b>	08:30	
<b>LESSON 2:</b>	09:20	
<b>LESSON 3:</b>	10:50	
<b>LESSON 4:</b>	11:40	<i>(Lower School Lunch)</i>
<b>LESSON 5:</b>	12:30	<i>(Upper School Lunch)</i>
<b>LESSON 6:</b>	13:20	
<b>LESSON 7:</b>	14:10	

- **SPECIALIST CURRICULUM** lessons for students in Year 7 and Year 8 **WILL NOT RUN** virtually, nor will **LECTURE SERIES** lessons for students in Year 10 (except for those students studying Triple Science).

### Expectations

- Students **MUST** be kind, polite and considerate when contacting teachers. Similarly, when there is a live session, students **MUST** treat all participants with kindness, politeness and consideration.
- Students **MUST** act in a way that shows that they understand the boundaries which exist between teachers and students **AT ALL TIMES**.
- Teachers will set out explicit expectations of student behaviour during online learning at the beginning of each live session. These expectations **MUST** be followed. Failure to do so will result in a **SANCTION**.
- During the live session students **MUST** be appropriately dressed and be in an appropriate area of their home (this must **NOT** be a bedroom).

- Students **MUST** act appropriately during the live session, and this includes any other members of the household who are in sight / sound of the session.
- Teachers will manage the sessions like they would their classroom. This means they will decide whether they want webcams to be turned on during the sessions, whether they mute all participants, etc.
- If students behave in a disruptive or unkind way during any live session, or if a staff member feels there is inappropriate interaction, then the teacher may warn the student and / or remove them from the session.
- Failure to follow this guidance will result in a concern being logged on **Go 4 Schools**, which Pastoral Managers will follow up.
- An attendance register will be taken for **ALL** live sessions, and non-attendance will be followed up.

### Use of Google Meet

- All live sessions will take place via **Google Meet**. Tutors / teachers will share a secure link with their students for the session. These will also be available via the Home Learning timetables and Google Classroom.
- Google Meet links will only become active at the scheduled start time for each session. Attempting to access the link before this time will result in an error message. If an error message is displayed, please retry in a few minutes.
- To access the Google Meet live session, students will need to log in to their **SCHOOL GOOGLE ACCOUNT** (via the [school website](#)). Once logged in Google through the school website, they must paste the meeting link into their browser to access the session.

*NB - Students may need to log out of any personal Gmail/Google accounts first, then refresh their browser.*

- Students **MUST** only enter the live session of a group for which they are a member. Disruption of other sessions will result in a sanction (up to and including removal of Google Meet access).
- Students **MUST** turn their webcam and microphone **ON** during the attendance register. Once the attendance register has been completed, then students must turn **OFF** their webcam and **MUTE** their microphone (unless the teacher requests otherwise).
- Students may ask / answer questions using the **text chat function** within Google Meet, or may use their microphone if the teacher has given consent for them to do so.
- Students **MUST** use headphones during **ALL** live sessions.
- Any misuse of a webcam or other device (including mobile phones, tablets, etc.) during a live session will result in a sanction being issued.
- Taking photographs or screenshots of the screen is **STRICTLY FORBIDDEN**.
- All live sessions **WILL BE RECORDED**.