

## Student Remote Learning Guide – January 2021

### Daily routine

You will follow your school timetable at home and should log in to Google Classroom every morning and will begin each day by attending Form Time.

The timings of lessons, and indeed the school day, remain as they were at the end of last term, therefore, each lesson starts at the following time:

Form Time	8:30am
Period 1	8:50am
Period 2	9:50am
Break	
Period 3	11:10am
Period 4	12:10pm
Lunch	
Period 5	1:50pm

	1Mo	1Tu	1We	1Th	1Fr
1	Science 8EY/Sc R3 Mrs LJM Browne	Technoloev 8Y/Te3 R14 Miss S C Haggis	Physical E 8EY/Pe GM1 Mrs CA Brice	Science 8EY/Sc C7 Mr AJ Stratton	Drama 8EY/Dr D2 Mrs J K Dover
2	Maths 8Y/MaHYP M12 Miss N N Nasir	Geographv 8EY/Ge Geol Mrs N Boudry	Maths 8Y/MaHYP M12 Miss N N Nasir	Spanish 8EY/Sp E7 Mrs S Goodham	Library 8EY/Lb LIB Mrs J E Little
3	Religious Stud 8EY/Re R1 Miss V Nigad	Spanish 8EY/Sp E7 Mrs S Goodham	Technoloev 8Y/Te3 R14 Miss S C Haggis	English 8EY/En C11 Mrs V Nigad	English 8EY/En C11 Mrs V Nigad
4	English 8EY/En C14 Mrs K Lucas	Physical E 8EY/Pe GM1 Mrs CA Brice	Science 8EY/Sc R3 Mrs LJM Browne	Religious Stud 8EY/Re R1 Miss V Nigad	Science 8EY/Sc C7 Mr AJ Stratton
5	History 8EY/Hi OK9 Mrs A White	Maths 8Y/MaHYP M12 Miss N N Nasir	Spanish 8EY/Sp E7 Mrs S Goodham	Drama 8EY/Dr D2 Mrs J K Dover	Maths 8Y/MaHYP M12 Miss N N Nasir

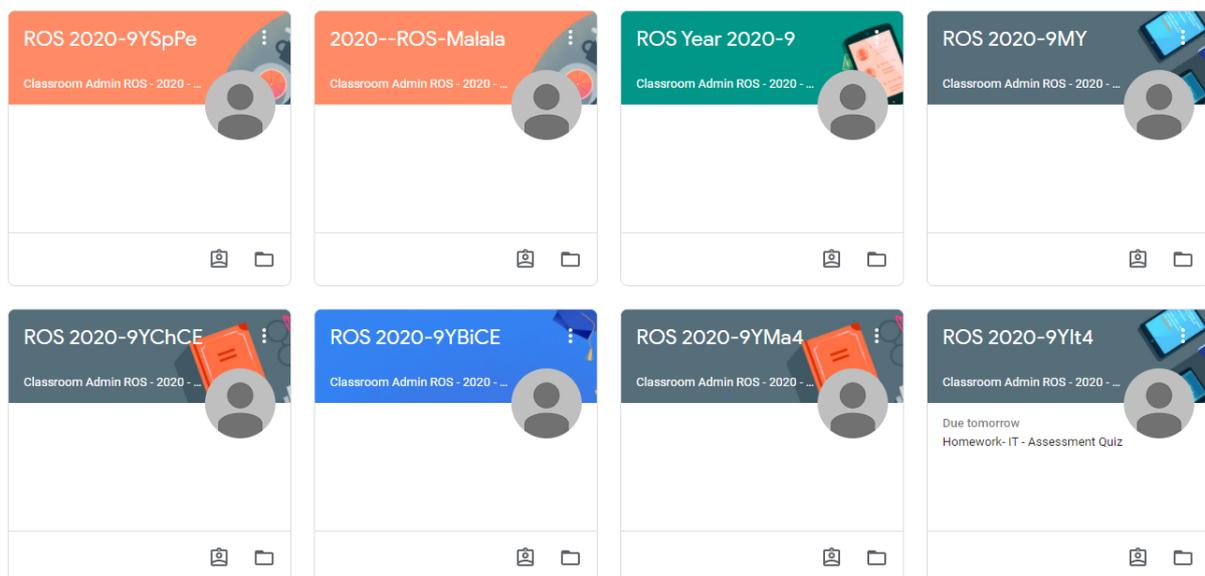
### Step 1 - Get Ready and log in to Google Classroom

Please have your timetable in front of you so you know which lesson/subject that you have each period on a given day – make sure this is the updated timetable that you were sent electronically on 4 January. You should also make sure you have any relevant books, equipment and resources to hand for the start of each lesson. Teachers will end each lesson before the start time of the following lesson, so you and they have time to prepare for the next lesson.

Once logged into Google Classroom (make sure you are using your school Google Account and that any other accounts/users are logged out of Google and or Chrome) select the appropriate Google Classroom for that lesson:

☰ Google Classroom

📅 To do 📅 Calendar



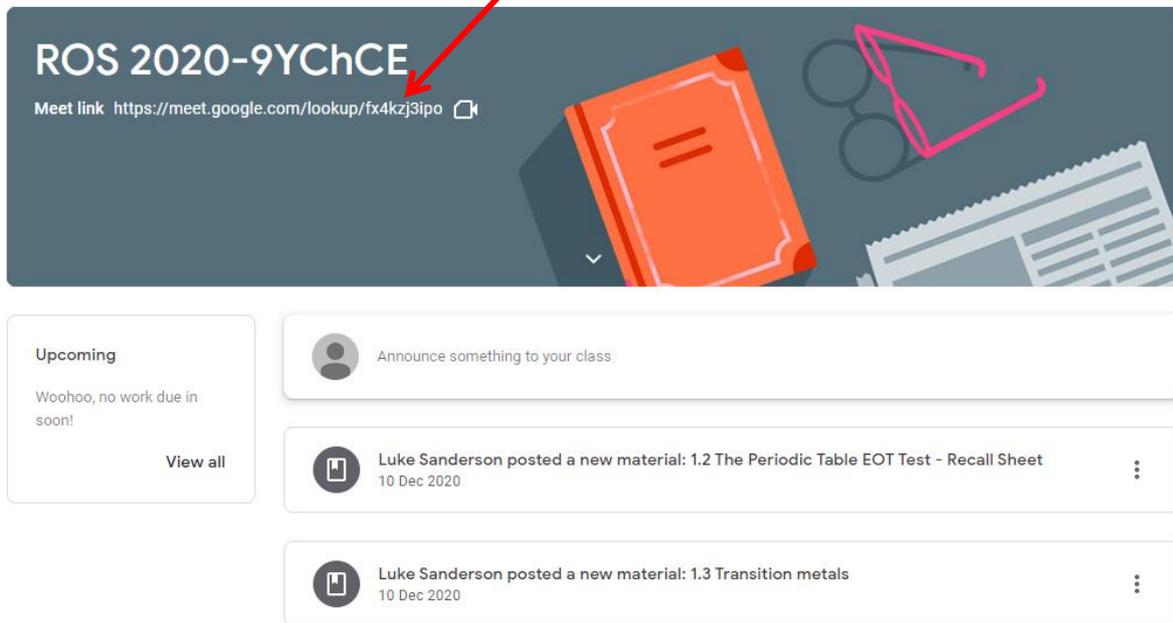
The screenshot shows a grid of Google Classroom cards. Each card has a header with a subject/year code, a profile picture of the classroom admin, and icons for attachments and folders. The cards are:

- ROS 2020-9YSpPe (Classroom Admin ROS - 2020 - ...)
- 2020--ROS-Malala (Classroom Admin ROS - 2020 - ...)
- ROS Year 2020-9 (Classroom Admin ROS - 2020 - ...)
- ROS 2020-9MY (Classroom Admin ROS - 2020 - ...)
- ROS 2020-9YChCE (Classroom Admin ROS - 2020 - ...)
- ROS 2020-9YBiCE (Classroom Admin ROS - 2020 - ...)
- ROS 2020-9YMa4 (Classroom Admin ROS - 2020 - ...)
- ROS 2020-9YIt4 (Classroom Admin ROS - 2020 - ...)

The last card, ROS 2020-9YIt4, has a note: "Due tomorrow Homework-IT - Assessment Quiz".

## Step Two - Access the Google Meet for that Lesson

You will then be taken to the 'Stream' page for that Google Classroom from which you will be able to see and access any resources that your teacher has uploaded for your lesson. However, do not click on these yet! First, you need to access the Google Meet associated with that class, which you can find in the Classroom Banner:



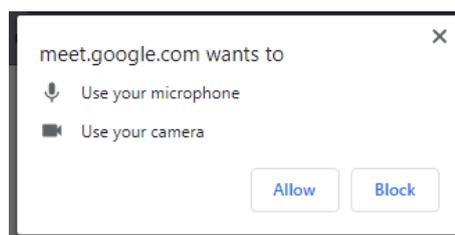
Please note that you will not be able to join the Google Meet until the teaching is in the meeting, so if you join too early you will see this screen. If this is the case, wait for your teacher to join and start the meeting. You should click 'reload' at or shortly before the lesson start time.

You can't create a meeting yourself.  
Contact your system administrator for  
more information.

If you're joining a meeting from Google Classroom, wait for your teacher to join and then refresh this page.

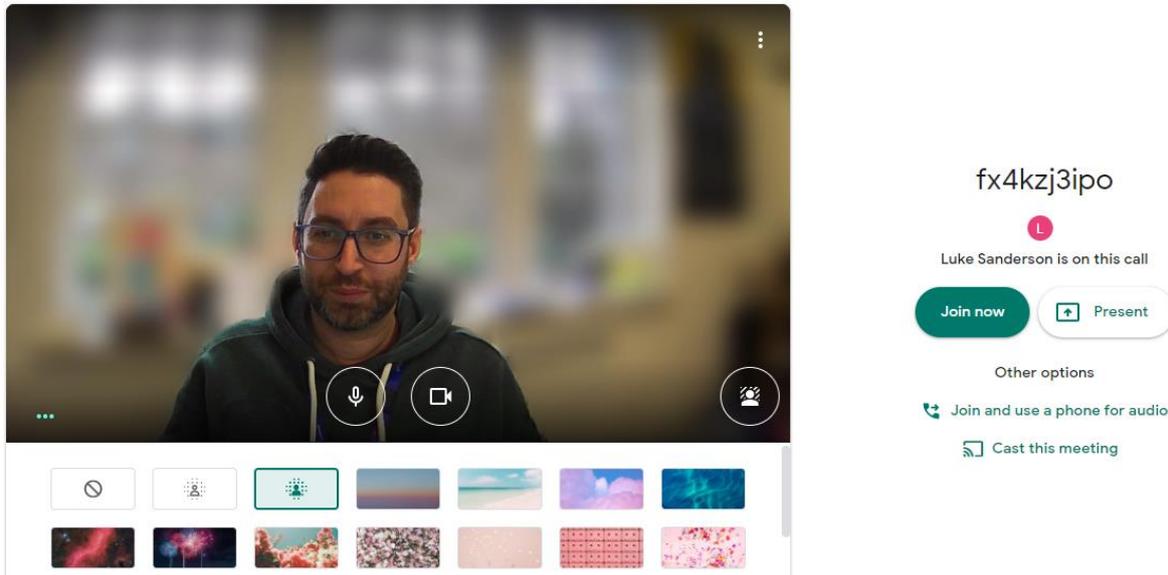


When you enter the Google Meet, you may see the following message, if this is the first time that you have accessed Google Meet on that device. You need to allow access to your microphone and camera, so you will need to click 'Allow'.



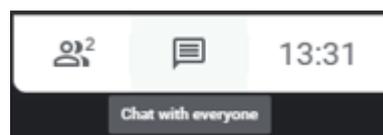
You can change your microphone and camera settings within the Google Meet later.

You will then see the familiar Joining screen, where you are able to turn your mic and camera on, or off, before you enter the meeting, as well as choosing an appropriate or blurred background. Again, you can also change these settings within and during the Google Meet. We'd suggest that you log in with your microphone off and that if your camera is on, you use a background or blurring.



Once you join the Meet, your teacher will welcome you and will begin the lesson promptly, when the majority of the class are present. Please note that lessons may be recorded and that your teacher will be taking a register which your parents/carers will be able to access via Insight.

If you need to ask a question during the lesson, please use the Raise Hand icon at the bottom of the screen (hover the cursor over the bottom of the screen), or use the Chat function (top right) to write a comment to your teacher. If you need to speak during the lesson please remember to turn your microphone on, unmute!



Please be aware that your teacher is able to toggle the chat function on and off, so it may not always be available and that your teacher is also able to mute you and remove you as a participant – so best behaviour throughout the meeting please.

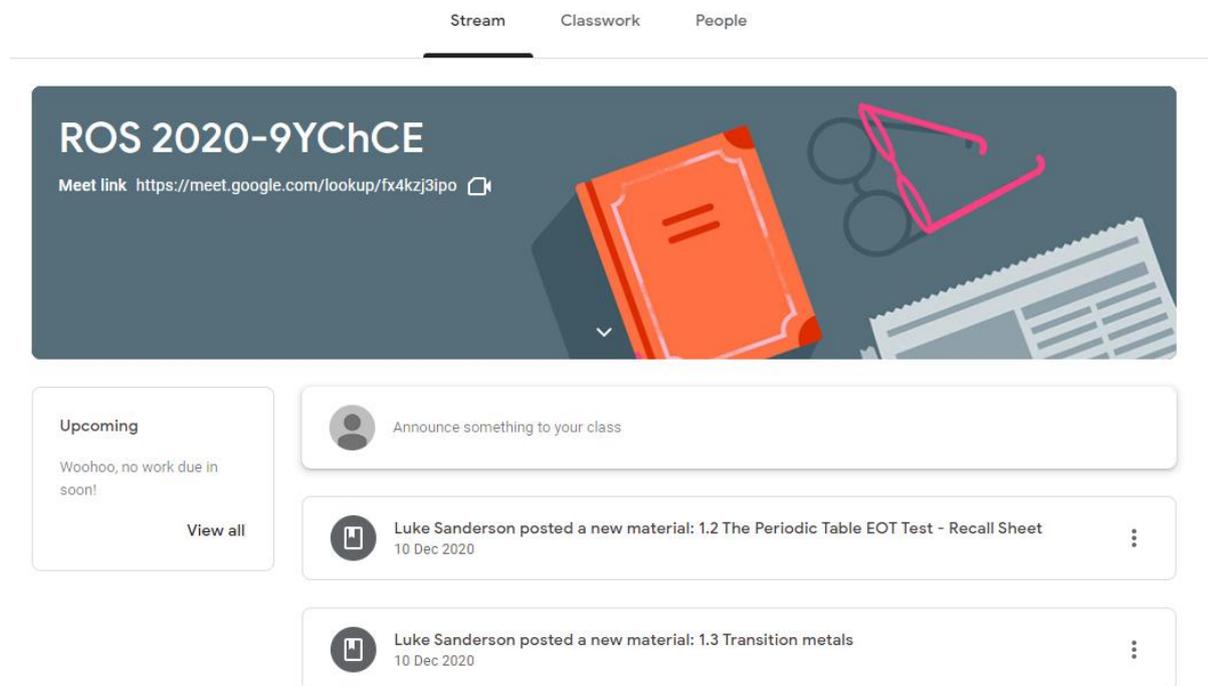
Once the lesson has begun, your teacher will direct you to any resources that you may need to access via Google Classroom, and it is likely that you will have a period of time where you are working independently. During such time your teacher will be on the Google Meet and able to answer any questions you may have. Again, use the chat or raise your hand accordingly.

You should remain logged in to the Google Meet for the whole lessons so the teacher can check the register during the lesson and can offer you further help, guidance and explanations throughout the lesson as required.

The teacher will then end the lesson by summarising the learning that has happened and ensuring that you are clear on your next steps, as well as anything that needs to be completed by your next lesson. They will also do a final check of the participants list to see who is present and ensure that registers are as accurate as possible.

### Step 3 Access other resources in Google Classroom

During, after, and sometimes before a lesson, your teacher will direct you to resources that they have uploaded onto Google Classroom for you. These will appear in the 'Stream' as we saw earlier in chronological order and you can access all resources and work for that 'Classroom' in the Classwork Tab.



Upcoming assignments requiring submission via Google Classroom will appear in the 'Upcoming' Box and your teacher will direct you to the resources you need to access each lesson.

Clicking on a resource in the 'Stream' will then open the link to that resource, which students will then need to open and follow the associated instructions. Remember, your teacher will be in the Google Meet, if you have questions.

