

JOINING REMOTE LESSONS: STUDENT GUIDE

Many of you have joined lessons remotely before, either in the previous lockdown, or if you have had to self-isolate from school. Until we are able to get you back into school and in lessons, it is vital that you do everything possible to join your lessons remotely and engage with the learning that your teacher will guide you through.

Joining the lesson:

Your teacher will send you details of how to join through a message on showmyhomework (Satchel). You will need to be logged into your school google account (your username is the same as your lgfl username, but with '@lgflmail.net' replaced with '@haydonschool.com'). If you have forgotten your login details or password, please email ict@haydonschool.org.uk to obtain them. Make sure you do everything you can to log in, as your attendance at these lessons will be recorded and parents contacted if necessary.

During the lesson:

Your teacher may not speak at you for the entire lesson, they may set some work for you to complete independently, so make sure you have pens, paper, and your books ready. It is very important that unless directed otherwise by the teacher you have your microphone muted so that the teacher can speak uninterrupted. Use the chat function on the right if you need to ask a question.

After the lesson:

Make sure you are completely logged out of the googlemeet when your teacher asks you to do so.

If you need any other support over the next few weeks, remember that your form tutors are there to help - please contact them if you need to and they will do what they can to support you, be this help with remote learning or anything else you need.

<https://www.haydonschool.com/attachments/download.asp?file=560&type=pdf>

Student Code of Conduct

Please make sure you have read the below code of conduct in advance of joining your lessons. By doing so you help us deliver the best remote learning that we are able to!

Ready Respectful Safe

Student Code of Conduct During a Live Google Meet Lesson

READY

- Check the compatibility of your device and that the camera and microphone are working
- Practice using Google Meet with a friend or family member, if you have not used it before
- Check Satchel for the lesson details, and resources for the lesson and Google Meeting code
- Be on time, ready to access your lesson link
- Be dressed appropriately
- Mobile phone away (unless you are using it to access the learning)
- Pen, paper and charger
- Ensure you are logged into your @haydonschool.com G Suite account

RESPECTFUL

- Click on the 'raise you hand' icon on the bottom right hand corner of your screen, physically raise your hand or ask questions using the chat function to share ideas

- On entering the room, greet the teacher and then mute yourself by clicking on the bottom of the screen
- Unmute yourself when the teacher directs you to, then mute again afterwards
- Try to look at the camera, not your screen
- Only use the chat function to communicate with your teacher or for learning purposes
- Stay engaged - *Nod or do "thumbs up" when others are talking*
- When directed by the teacher to speak - select the mic button on the bottom of your screen, pause for a moment to allow for the audio delay and talk normally

SAFE

- Location - Find a spot with a plain background where it is quiet, and or use the 'change background' function by clicking on the 3 dots on the bottom right hand corner of the screen, select '*change background*' and either blur or choose a theme
- Dress - In line with our school policy on non-uniform days
- Do not screenshot or record anything during the meeting
- Do not re-enter the classroom once the lesson has finished
- Your login details and class codes supplied by your teachers are confidential and should not be shared with anyone else

Finally...

Please remember if it wouldn't be appropriate in the classroom, it isn't appropriate in the lesson.