



## ON-LINE SCHOOL – A LEARNER'S GUIDE

During times of 'Lockdown' and restricted access to school, we are determined to ensure that every child continues to learn and make progress, whether they are at school or learning at home.

We have things in place to make on-line school more effective, such as the Seesaw Learning Platform, Zoom meetings (including live teaching sessions) and personal contact via telephone.

To get the most out of these arrangements, it is important for learners to follow the guidelines below:

### **Seesaw Learning Platform**

- Do not change the settings on your profile
- Check your Seesaw inbox for newly posted activities regularly
- Try to avoid printing – there may be templates for you to complete on screen, or a task might be best handwritten, then scanned or photographed and uploaded
- Submit the work by the deadline so your teacher can check it and respond
- Use the messaging facility for queries about the task

### **Zoom and Google Meetings (including 'live' teaching)**

- Join your meeting in good time, using the invitation you have been sent
- As you join the meeting, ensure your microphone is set to 'MUTE'
- Be respectful – ensure you are appropriately dressed and avoid eating your breakfast!
- Concentrate on what is being presented and/or discussed rather than changing effects and backgrounds
- While it is great to see your smiling faces during a Zoom Meeting, there are times when it is appropriate to turn your camera off – your Host will ask you to do this when required
- If you wish to speak, please raise a hand and unmute when asked (you can unmute temporarily by pressing the spacebar)
- Only use the chat facility if the Host invites you to
- Don't forget that the Host of the Meeting can remove you if you are not following these expectations

## Telephone Calls from School

- School staff will want to talk to you about your work and how you are getting on generally. This is because we want to check that everyone is happy and getting the best out of the work we are setting
- The member of staff calling will want to speak to you primarily, but will be happy to talk to your adults as well
- Speak politely and clearly, and make sure you are prepared with any questions about tasks
- If you answer the telephone, you must ensure that your adult knows who you are speaking to, and is available if the member of staff needs to talk to them, too
- If we cannot reach you, we will leave a message where possible. If there is something urgent you want to talk about, your adult can call or email, asking us to ring you back