



Guidance for students during Remote Teaching & Learning

STUDENTS SHOULD:

- Be up ready and dressed appropriately for the school day as normal and follow each day's timetable classes in an environment where they can learn best.
- Log on to each Subject Team as per timetable and follow the instructions outlined OR attend pre-arranged live/audio sessions when/if requested by teachers. (Not all sessions will be live teaching sessions.)
- Check subject MOS TEAMS or emails on a daily basis and follow instructions posted by staff.
- Work as best they can at the designated times and embrace the opportunity for independent learning and share responsibility for their own progression in learning.
- Inform the subject teacher if she cannot attend a session.
- Contact the Form Teacher or Head of Year by email if there are Wifi issues or any additional concerns which would impact on progress/engagement e.g. illness.
- Submit/complete tasks as instructed, meeting deadlines as much as possible.
- Observe daily break and lunchtimes and take movement breaks regularly.
- Try not to get overwhelmed. Turn notifications off when appropriate.
- Tune in regularly to our social media platforms- Twitter, Facebook and Instagram and our school website.
- Be alert for Year Group Assemblies/PD Sessions.
- Contact Form Teacher, Head of Year or IT Technician Mrs S. McCullagh via email if password expires.



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STUDENTS SHOULD:

- Actively engage with our online well-being platform Connect Café on Teams to promote a sense of belonging and community by emailing Mrs Gavin, Head of Pastoral Care or Ms Fahy, Senior Teacher for Post 16.
- Be aware that if a lack of engagement is being detected, contact will be made as soon as possible with a parent or guardian via email or telephone.
- Respect each Team forum and the confidentiality of the communications and material online. Do not share passwords or codes with anyone else.
- Adhere to the School's E-Safety and Acceptable User Policy for all online communications. Online protocols apply for the safety and well-being of all.
- Students should maintain positive and appropriate language online.
- Use TEAMS groups for the educational purpose for which it was established.
- Respect that time is required for staff to deal with responses.
- Respect the working hours of staff, the communication boundaries established by the teacher and that staff may not be in a position to respond immediately.
- Try to include exercise as part of a healthy daily routine.
- Know that we are here to support and will try to help as best we can.
- Report any pastoral concerns or safeguarding issues to the relevant school personnel via confidential emails or telephone calls.