



KINGSWOOD SECONDARY ACADEMY

Remote Learning Guidance for online lessons

Communication

All communication between teacher and students should be done using Class Charts, Microsoft Teams or your Kingswood Academy email address. No personal email or social media should be used for communication. This guidance focuses on attending live lessons via Microsoft Teams which enables students to interact with teachers and fellow students in a safe learning environment.

Our Expectations

- Students attend live lessons on time, following the same positive routines as when they are attending lessons at Kingswood Secondary Academy.
- We expect students to take an active part in their lessons. This involves answering questions and asking for clarification or help if needed. Teachers may ask that responses are either spoken or are written in the chat bar.
- To ask questions during the lesson students should use the raised hand icon.
- The norm during lessons should be cameras off and muted unless invited to speak by the teacher.
- If students are having technical issues during the lessons (e.g. microphone not working, patchy internet), please let the teacher know either via email or the message on chat.
- Live lessons will be recorded, and these will appear in your Teams channel as a Microsoft Stream.

Be Prepared

Make sure you have access to Microsoft Teams. You can access this through your school Airhead account. Ensure you know your log in details for Class Charts and have the app downloaded to your device. Have your timetable to hand so that you know what live lessons you should be attending for the day. All finished work should be submitted electronically to your teacher through Class Charts. You can write your response clearly in an exercise book (available for collection from school) and take a photo to upload and send to your teacher or you can type your answer in a word document to send.

Behaviour Expectations

We are confident all students understand the importance of remote learning and understand the value of participating effectively in online lessons. Teachers will set up the lesson in Teams and send you an invite to the lesson. Any instances of poor behaviour will be followed up directly by the teacher in the first instance just as it is when you are in the classroom. If behaviour is deemed to be so disruptive you may be removed from the lesson and this will result in your parents and Head of Year being informed.

If these stages do not address this behaviour and disruption continues, we will escalate our sanctions as we would normally in school.

January 2021