



# KINGSWOOD SECONDARY ACADEMY

## Remote Learning Guidance for Year 12 and 13 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. Use the academy email address and the password that you use to log-in when you are at school and log on at [gat.airhead.io](http://gat.airhead.io)

### Our Expectations

- Students must attend live lessons on time. If you are unable to attend a lesson for any reason you must email your subject teacher and the Sixth Form Manager ([kalexander@kingswoodsecondaryacademy.org](mailto:kalexander@kingswoodsecondaryacademy.org)) to explain why.
- If you are unable to attend the lesson at the time it is scheduled, the recording of the lesson will be available on your Microsoft Teams page. You will need to watch this and submit any missed work to your teacher as soon as possible.
- We expect VI Form students to take an active part in their lessons. This involves asking and answering questions. Teachers may ask that responses are spoken and so you should be familiar with unmuting yourself. If your device does not allow you to speak then please let your teacher know and responses can then be submitted into the chat bar.
- To ask questions during the lesson when the teacher is talking you should use the raised hand icon.
- The norm during lessons should be cameras off and muted unless invited to speak by the teacher.
- The register will be taken at the beginning of each lesson and non-attendance will be recorded on Class Charts. There will be a Do Now Activity for you to complete. Additional work/assignments will be set to be completed in students' free time.

### Pastoral Information

- Form tutors will message their students once a week and have set up a non-compulsory drop in session for their group to join to connect with the school and their fellow students.
- The Head of Sixth form will send a weekly bulletin for all students that will contain important information, resources for PHSCE, Careers news and competitions.
- If you need any support at all with your wellbeing or mental health please email Kaye Alexander, who can arrange support for you.
- One to one Careers guidance is still available via our Careers advisor, Ian Doherty, who can be reached on the following email address: [ian.doherty@prospects.co.uk](mailto:ian.doherty@prospects.co.uk)