

Remote Learning | Information for parents and carers

If we ever need to close to some or all students, for example because of **inclement** weather or another disruption, learning continues at home. This sheet explains what your child can expect and how you can help. **All remote learning takes place through Google Classroom (GC).**

What your child will do

- **Every lesson, every day.** Your child follows their normal timetable from home. Work is set on Google Classroom for every timetabled lesson.
- **About half are live.** We aim to deliver a minimum of 50% of each week's lessons as live lessons. We deliberately balance live teaching with independent work so that students are not sitting in front of a screen for the whole day.
- **Attendance still counts.** A register is taken for every live lesson. If your child cannot log on, they should email their class teacher and tutor as soon as possible.
- **Same expectations.** Students should engage fully, aim to complete work on the day it is set, try their best, and behave exactly as they would in school.

Live lessons

Live lessons run through Google Classroom. So that they work well for everyone, a few simple rules apply:

During a live lesson, students should:

- **Have their camera on.** Uniform is not required, but students should dress appropriately and use a plain or blurred background.
- **Keep their microphone off** unless the teacher asks them to speak.
- **Only use the chat** when the teacher directs them to.
- **Conduct themselves as they would in a normal lesson;** the same standards and consequences apply.
- **Spotlight** – use the spotlight view so only the teacher is shown on the screen.

Devices and internet access

- If your child does not have a suitable device or internet connection at home, please contact their Form Tutor or Head of Year.

How you can help at home

- Provide a quiet, suitable space to work where possible.
- Encourage your child to engage with every lesson and to keep to a routine, including breaks and time outside (when appropriate).
- Engage positively with contact from your child's tutor (for remote periods longer than a week).
- Contact your child's tutor to discuss any concerns; we would always rather know early.

Engagement, feedback and extra support

- Teachers track engagement and will contact home if there are concerns. Tutors make weekly contact, and Heads of Year may follow up where needed.

- Feedback takes many forms, including whole-class feedback and quizzes. Students receive feedback on their work at least once every ten lessons.
- Families of students on the SEND Register are contacted by their keyworker weekly.
- Useful links for your child to supplement their learning: [Useful Links - The Quest Academy](#)
[The Quest Academy](#)

Questions? Your child's Form Tutor is the first point of contact and is always happy to help.



Appendix | Student guide

How remote learning works



You will follow your normal timetable from home. Work is set for every lesson on Google Classroom (GC).

 <p>Work for every lesson</p> <p>Every lesson on your timetable will have work set on Google Classroom for you to complete.</p>	 <p>About half are live</p> <p>Around 50% of your lessons each week are live, so you are not in front of a screen all day.</p>	 <p>Check the night before</p> <p>Your teacher posts which lessons are live the night before. Check GC so you know what to expect.</p>	 <p>Registers are taken</p> <p>We take a register for every lesson. Email your teacher and tutor if you cannot log on.</p>
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Aim to complete work on the day it is set. Try your hardest and behave exactly as you would in a normal lesson.

Learning Changes Lives



How to join a live lesson







Live lessons run through Google Classroom. Follow these four steps when it is time for your lesson.

<p>1</p>  <p>Open Google Classroom</p> <p>Go to the class for the lesson on your timetable.</p>	<p>2</p>  <p>Read the instructions</p> <p>Open the lesson post. Read the task and download any materials you need.</p>	<p>3</p>  <p>Click the Meet link</p> <p>The link appears just before the lesson starts. Click it to join the live lesson.</p>	<p>4</p>  <p>Camera on, mic off</p> <p>Join with your camera on and microphone off, ready to learn.</p>
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Tip: you can only see the Meet link just before the lesson. If it is not there yet, wait and refresh; it will appear.

Where and how to join

A live lesson is just like being in class. Set yourself up in a sensible place so you are ready to learn.

 <p>Pick a communal room</p> <p>Where you can, join from a shared space like the kitchen or living room, not your bedroom.</p>	 <p>Never a bathroom</p> <p>You must not join a live lesson from a bathroom.</p>	 <p>Dress for the day</p> <p>You do not need uniform, but dress appropriately, as you would for a school trip.</p>	 <p>Camera on, blur on</p> <p>Keep your camera on and turn on background blur for the whole lesson.</p>
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Remember: your teacher will not start a lesson if a student is somewhere unsuitable or not dressed appropriately.

Key reminders for live lessons

 <p>Camera on, blur on</p> <p>Keep your camera on with background blur throughout the lesson.</p>	 <p>Microphones off</p> <p>Keep your mic muted unless your teacher asks you to speak.</p>	 <p>Spotlight the teacher</p> <p>Use spotlight view so only your teacher is shown on your screen.</p>
 <p>Chat only when told</p> <p>Only use the chat when your teacher asks you to.</p>	 <p>Behave as in school</p> <p>The same conduct and consequences apply as in a normal lesson.</p>	 <p>Check GC for links</p> <p>Check Google Classroom regularly for your lesson links and materials.</p>

Need help?

We are here to support you. If something is not working, get in touch straight away.

 <p>Can't log on?</p> <p>Email your class teacher and your tutor as soon as you can so we know and can help.</p>	 <p>Need a device?</p> <p>If you do not have a laptop or internet at home, contact your Form Tutor or Head of Year.</p>	 <p>Stuck on the work?</p> <p>Ask your teacher through Google Classroom. They will give you advice, guidance and extra explanations.</p>
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Remember: engage fully, try your best, and treat everyone with respect. You've got this.