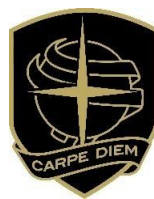


Coronavirus Contingency Remote Learning Plan



Southfields Academy

Information for Parents. This guidance applies to children in all year groups from Wednesday 6th January.

Please find the timetable, Tutor time expectations, overview of the lesson provision and oogle Meet, the live lesson code of conduct and the instructions outlining how to join a lesson.

We hope that you find the information below comprehensive and helpful.

However, if you need any further support, please contact us on: Google@southfieldsacademy.com

The arrangements for students sitting external examinations will be communicated directly to you.

Timetable for online learning when your child is at home.

The school day for students is exactly the same as before:

Year 7,8,9 and Year 12 Level 2 Lesson Times	
Tutor Period	8.20-8.30
Period 1	8.35-9.25
Period 2	9.35-10.35
Break	10.35-11.10
Period 3	11.10-12.05
Period 4	12.15-1.10

Year 10, 11, 12 Level 3, Year 13 and International Group Lesson Times	
Period 2	10.05- 11.00
Period 3	11.10-12.05
Period 4	12.15-1.10
Break 2	1.10-1.40
Tutor Period	1.40 - 2.00
Period 5	2.05 - 2.50
Period 6	3.00 - 3.45

Students will be required to log onto Google Meet at their allocated lesson time slot for the normal lesson that they have scheduled. Failure to log on and submit work will result in contact home.

Tutor time expectations

- Students need to log on and answer the register at the appropriate time abiding by the code of conduct below.
- Teachers will check in with their tutees, discussing the day ahead and any issues arising.

Overview of Lesson provision

How many lessons of each subject does your child have per week?	1	2	3	4	5+
				<i>Mostly likely to be KS4 or KS5.</i>	<i>Mostly likely to be KS5.</i>
Minimum expectations	Week 1 - live lesson Week 2 - the teacher is available on GM for Q&A. Students are expected to log in.	1 live lesson per week 1 lesson where the teacher is available on GM for Q&A. Students are expected to log in.	1 live lesson per week 1 lesson where the teacher is available on GM for Q&A. Students are expected to log in. 3rd lesson could be recorded or students are getting on with work independently. Again students are expected to log in at that time.	2 live lessons a week. 1 lesson where the teacher is available for Q&A 4th lesson could be recorded or students are getting on with work. At each time, students are expected to log in.	2 live lessons 2 lessons + where the teacher is available for Q&A. At each time, students are expected to log in.

- Lessons will be delivered for a period between 20 and 45 minutes using [Google Meet](#)
- Assignments will be set using [Google Classroom](#)
- The same timetable will be followed to ensure that all students are able to access their full curriculum provision.
- Guidance on Google Classroom can be found in this [video](#) and below.
- Any issues with technical support or otherwise, please contact: Google@southfieldsacademy.com.
- If students demonstrate any poor behaviour or conduct whilst using online classrooms, the teacher will remove them from the classroom for that lesson and inform parents as soon as possible.

Overview of Google Classroom & Google Meet

- Google Meet is an online video conferencing (like Skype or FaceTime) where a teacher can also share their desktop.
- Google Classroom is an online space where documents, slides and sheets and pre recorded teacher explanation can be shared with students, once specifically invited to the Classroom. The students can use the uploaded content and any resources to complete assignments set by their teachers.
- All students have been set regular homework on Google Classroom, so understand how to use this. Alongside this all students in Key Stage 3 (Years 7 - 9) have had a 3 lesson introduction/ re-familiarisation with how to use Google Classroom in their Computer Science lessons and a tutor time session.
- Once submitted, work will be individually marked or class feedback provided.

- Attendance to sessions will be captured based on these submissions

Live lesson code of conduct

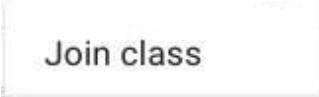
- Google Meet should only be used during timetabled classes.
- Google Meet lessons have the same standards and expectations as a normal lesson. Teachers will verbally remind students of expectations in terms of language, behaviour and expectations.
- The class should always have two or more students.
- Students must turn off their cameras unless they are able to blur their background.
- Teachers will direct students to turn off their microphones, unless the teacher wants to encourage student questions.
- If a teacher believes that something untoward is happening e.g. someone else in the background recording the Google Meet, then the lesson should be terminated immediately and the incident reported to their line manager.
- If an incident with a student occurs in a lesson, the teacher will mute or remove the student from the lesson and report this incident in the normal way in line with standard academy procedure.
- Any safeguarding issues encountered will be reported in line with the school's safeguarding policy.



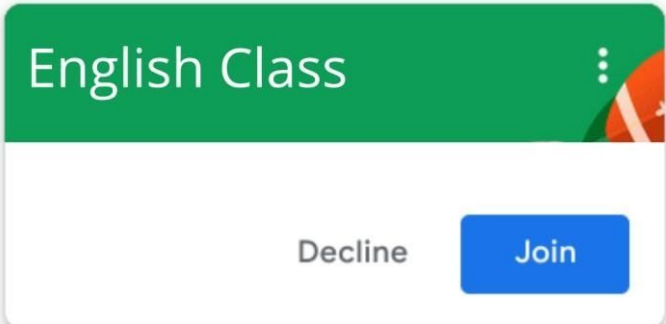
Google Classroom

Student Access Guide


This guide is a reminder of how to access Google Meet and Google Classroom(s).



- Go to <https://classroom.google.com> in your web browser
- Select the + icon in the top right hand corner of the page
- *Note: if this is your first time using Classroom you will need to select 'Student'*



- Select the **Join** button next to the class that you wish to open or select an existing class
- *Note: you can view all of your classrooms in drop-down list by selecting the three horizontal lines in the top left hand corner of the screen:*



Stream

Classwork

People

- Select the **Stream** button at the top of the page
- This will list all of the activity in your Class so far

Stream

Classwork

People

- Select the **Classwork** button at the top of the page

This will show you all of the work and assignments for you to do:

 View your work

 Google Calendar  Class Drive folder



English Work

No due date



Posted 14:20

Assigned

Please complete this English work.

[View assignment](#)

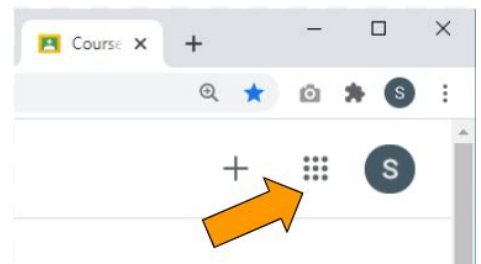
For further information and support with using Google Classroom use this link: [Google Classroom Help](#)

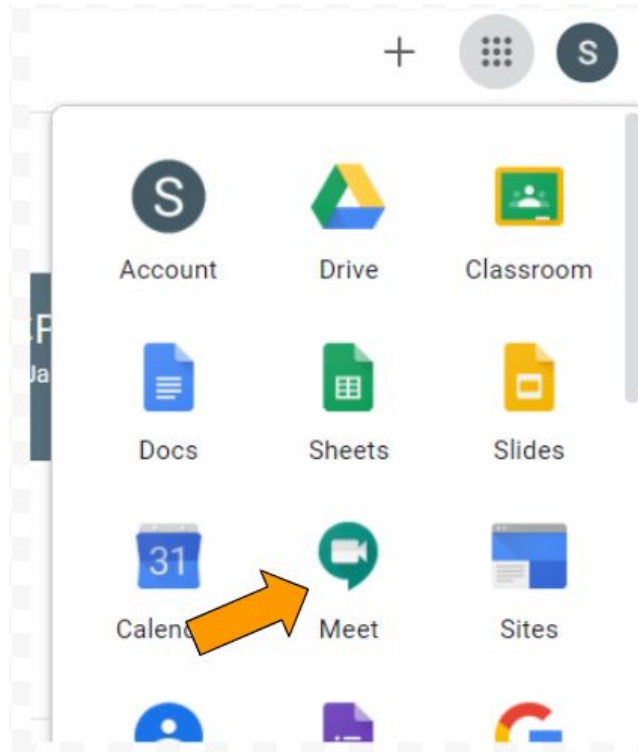
How do I join my virtual lessons?

All your lessons can be joined by using Google Meet.

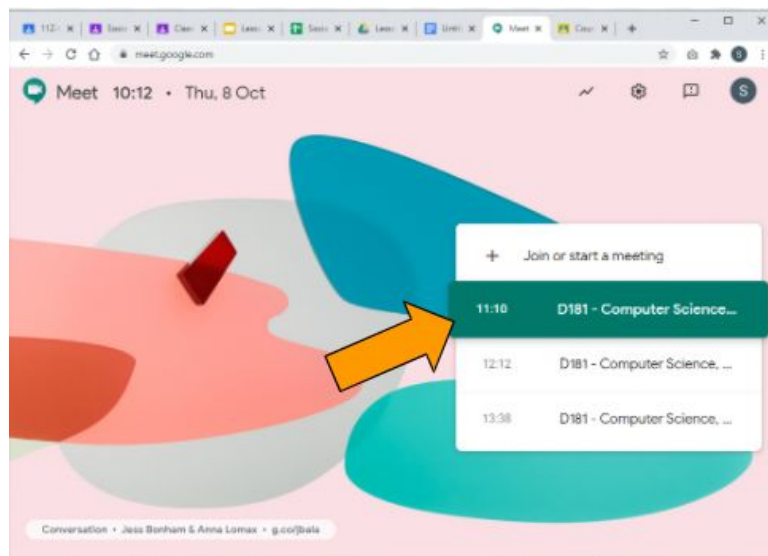
On your computer or laptop.

1. Login to your school Google Classroom
2. Press the waffle (the nine dots) in the top right corner
3. Look in the list for the Meet app and click

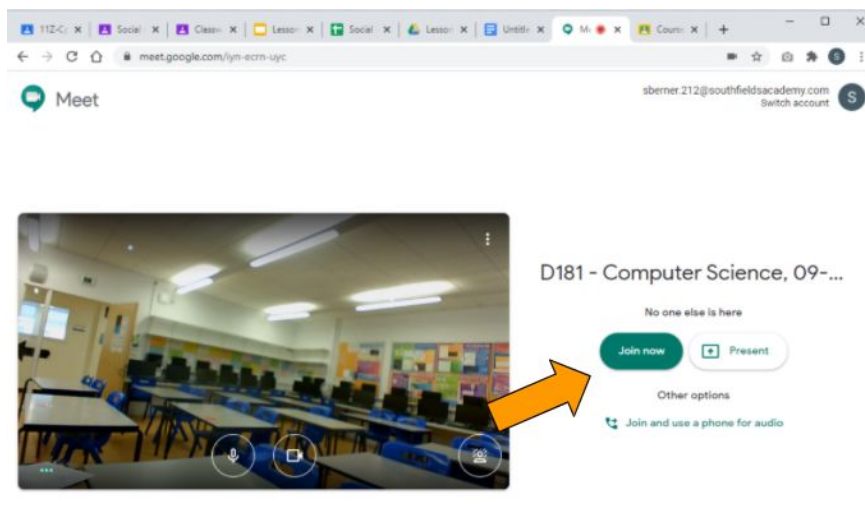




4. Your next lesson will be at the top of the list. Remember to check the times.



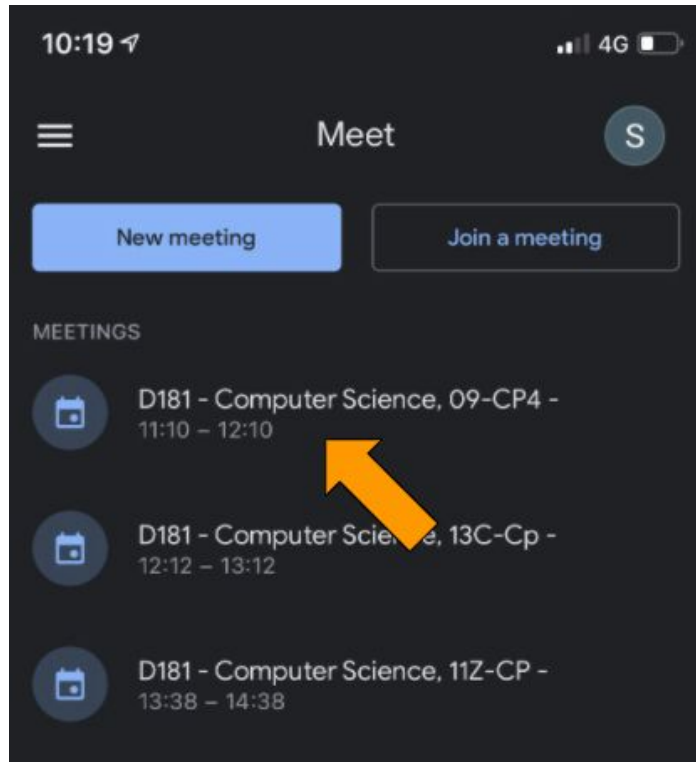
5. Click on your lesson to join. You should see your face if you have a camera.



6. Press the "Join now" button and wait for your teacher to say hello.

On your phone (iPhone or Android)

1. Download the Google Meet app
2. Login into the app with your school Google account
3. Your next lesson will be at the top of the list. Remember to check the times.



4. Tap on your lesson to join. You should see your face using the front camera.
5. Tap Join and wait for your teacher to say hello.

