The Royal School

Guidance on
REMOTE LEARNING IN THE SENIOR SCHOOL

Purpose:
This document is intended to provide instruction and detail on the principles of communication in order to maintain continuity of curriculum provision whilst pupils are learning remotely during the summer term.

Pupils:

Q. Am I going to follow my normal timetable?
A. Yes, you should endeavour to follow your normal timetable to maintain the structure of the day. There will be some flexibility in when you complete work, but it will be a helpful discipline to follow your existing timetable and teachers have been asked to ensure lessons are set to reflect your timetables.

Q. Which platform should I be using to receive and send work?
A. Your first port of call should be to login to Google Classroom in good time to receive the work and communicate through posts within this application. Emails can still be used, but it is neater and more efficient to communicate within the Google Classroom environment. Teachers will provide each lesson post with a title in the format: **SUBJECT, YEAR GROUP, SET, DATE, PERIOD,** for example: *Maths, Year 11 Set 1, 23-4-20, Period 3*. This should be done by 9.00am on the day, and at the very latest, by the time of the lesson.

Q. Do I need to meet the deadlines set?
A. Yes, you should complete all work set as detailed within the Google Classroom lesson post.

Q. Will all my lessons be live?
A. Not every lesson will be live. However, several will be. Your teachers have been asked to use (and have been practising!) 'Google Meet' when they wish to live stream. You will be informed in advance about when your teachers intend to conduct a live session. However, the main workflow platform is still Google Classrooms. Please ensure you follow the IT guidance and safeguarding advice at all times. You may also be invited to view 'voice-over' PowerPoints that teachers have created for you.

Q. Will I continue to receive prep?
A. Yes, your existing prep timetable should still be followed and teachers will endeavour to set separate tasks for this.

Q. What should I do if a have a problem?
A. You should communicate with your subject teacher in the first instance for academic assistance. Your Form Tutor should be contacted for pastoral support. If you have a technical issue there will be support available through the IT team; your teachers should be informed first so that they are aware that you are experiencing a difficulty and direct you to the help desk.

Tutor Support:

- Separate guidance has been sent out by Miss Huyton regarding pastoral support.

***Safeguarding*:**
- Live video links must be conducted according to the acceptable use policies.
- Formal greetings should be used in all communications between staff and pupils e.g. *'Dear 10T', 'Kind regards, Mr Smith'.*
- Concerns should be sent to: safeguarding@royal.surrey.sch.uk – this will be received by the Designated Safeguarding Lead (DSL) and deputies.