



## **St Malachy's College** **REMOTE LEARNING PROTOCOL**

### **Students will....**

1. Contact the class teacher by email if there are any problems logging on/accessing codes from home.
2. Ensure they have access to each individual subject Google Classroom from home. They should make sure they have the correct code and that they have logged into classes using only their C2k email account.
3. Keep to normal school hours as much possible, including break and lunch.
4. Wherever possible, complete their work on laptop or desktop rather than a mobile phone.
5. Meet assignment deadlines as set and communicate with their teachers, through Google Classroom, if they encounter difficulties
6. Ask questions of their teachers through Google Classroom, recognising the expectation to receive a response during school hours (9:00 – 3.25pm). Students should be proactive in seeking answers to their questions before asking the teacher.
7. Be courteous and polite when communicating with teachers.
8. Check their 'To-Do' list and Classroom Stream on Google Classroom daily.
9. Contact their subject teacher or Form Tutor if they are struggling to manage workload.
10. Get regular exercise, engage in hobbies and take a break from screens in the evening.

### **Parents will....**

1. Ensure that their child uses the Google Classroom and Google Meet, appropriately and as if they were in school.
2. Encourage their child to keep up to date with their work and that their child asks for support when needed.
3. Make sure that their child takes regular breaks and not encourage their child to work excessively long hours on their school work.
4. Get in touch with their child's teacher if there are any difficulties with the work or if their son is unable to engage in Remote Learning due to illness or another pastoral reason.
5. Contact the school if regular access to an IT device or Wi-Fi is not possible.
5. Ensure their child practises safe online learning.
6. Not screenshot or copy any of the materials provided by St. Malachy's College teachers or share on any social media platforms.

The College Staff will be delivering Remote Teaching using Google Classroom, providing learning activities according to the timetable weighting of the subject for each week. For example, 30-40 minutes per lesson at KS3. The assignment functionality within GC will be used to help the students manage their time and adhere to deadlines. Once work is received, staff will provide appropriate feedback within a reasonable time frame, however the depth of feedback will vary according to tasks set and year group of student.

In some cases, staff will arrange to make live contact with the classes using Google Meet. Live lessons can only take place at times in line with the College timetable. When participating in live lessons students must adhere to the code of conduct provided.