

## How to engage in virtual learning – A student’s guide to virtual learning

We are now working on Google Classrooms and staff will be available during the lesson (that is scheduled on your timetable) in order to support you. Therefore, to ensure that you can learn with teacher support, you need to follow this guidance where possible:

1. Follow your original timetable and the times of your lessons that you would have followed were in school
2. You need to be logged on to a laptop/desktop and ready to start working when the teacher signs in at the start of the lesson
3. You will be asked to sign in – this could be by answering a question or responding to the message stream – if you haven’t signed in to your lessons, a member of the school administration team will contact your parent/carers to make them aware that you have not signed into the lesson so we can support your learning should there be an issue, and give you an opportunity to complete the work
4. Upload the PowerPoint with the voice over on it and open this in order to listen to your teacher’s instructions. You can pause this video at any time and use the other resources in order to support your progress.
5. Write in your exercise book / on paper or in the format that your teacher tells you to – this will help you have an accurate record of your learning for future assessments and to use this knowledge in tests
6. Your teacher will tell you what work they would like you to download for marking. Teachers will not mark all your work, in the same way that they don’t mark all your classwork in school, but there will be key pieces of work they will want to assess, mark and give you feedback on.
7. You will also be asked to complete Google quizzes in some lessons, and these act as summaries or plenaries of the lesson – these inform the teacher what you have learnt and what knowledge needs to be revisited or relearnt.
8. Homework may be set in Lockdown, especially for examination classes. However, all students will receive some form of extended learning from core subjects on a weekly basis which could be in the form of Heggarty maths, Educake, Bedrock, vocabulary tests and GCSEpod. Other subjects which may also set could be reading, creative tasks and research tasks on a fortnightly basis.
9. Your teachers will be rewarding you for your hard work and effort and as your achievement points grow, your rewards will be posted to you. These might include certificates, postcards of praise or vouchers. We will also be posting competitions for you to be involved in, all with rewards attached.

If you are struggling with the following issues – here is what you SHOULD do:

<b>Problem</b>	<b>Solution</b>
I have forgotten my Google Classroom information	Please contact your tutor – this will be sent to you
I am unable to submit my work	Please follow the link to the website – this guide will show you how to submit work
I don’t have enough data to download the PowerPoints	Please ask your parent/carer to email or call Mr Worker. His details are: <a href="mailto:Daniel.worker@st-maryshigh.herts.sch.uk">Daniel.worker@st-maryshigh.herts.sch.uk</a>
I don’t have my own laptop so I can’t complete work during the timetabled lesson	The school can loan you a laptop – please ask your parent/carer to contact the school finance office, or you can contact them on <a href="mailto:finance.office@st-maryshigh.herts.sch.uk">finance.office@st-maryshigh.herts.sch.uk</a> to request one.
I don’t have other resources such as paper and maths equipment to complete my work	The school can give you resources that you need – please contact your Student Manager who will organise these to be sent or collected from school
I can’t work during the school day because I look after my siblings or my siblings are too noisy	Please contact your Student Manager who will make regular contact with you to check that you are okay and to provide you with strategies to help you learn
I am struggling to work at home	Contact your Student Manager who will make regular contact with you to check that you are okay and to provide you with strategies to help you learn
I feel stressed and anxious because of the lockdown	Contact your Student Manager who will make regular contact with you to check that you are okay and they will be able to offer you someone to talk to who can help with your anxiety and let you talk about your worries and offer you support strategies that may help