

6 January 2021

Dear Parent/Guardian

As we enter a second period of remote learning, we wish to offer clear advice on how your son/daughter can move forward in their studies and continue on their educational pathway. We wish to reassure you that as a school community we are ready to support you remotely, as we continue to work through the courses together.

GUIDANCE FOR PUPILS DURING REMOTE LEARNING

Much of your teachers' advice remains the same:

- Get up at the normal time for school, eat a healthy breakfast and be dressed and ready to start work at 9.00am. Working at a desk in a quiet room with all your necessary equipment is best.
- Make sure that you follow your normal timetable during each day. If your day starts with a double period of English, then spend this amount of time on your English studies. Take your 30 minute mid-morning break and lunch break at your usual times and continue to follow your timetable throughout the rest of the day.
- Take another break at 3.25pm and spend further time on necessary homework that has been set and extra study as you normally would.
- Make sure that you eat properly, get regular exercise and sleep as this will help keep you physically and mentally strong and focused. Changing your sleeping patterns and the time you go to bed will hinder your learning and harm your physical and mental well-being.
- In order to know what to do during each period of the day, stay connected to Google Classroom, as your teacher will have posted clear instructions on the work to be completed for that day or sometimes for that week. Your teacher may have requested that you complete a particular task or may have sent you an invitation via Zoom or Google Meet so that you can take part in a virtual class. If this is the case it is very important to follow the Remote Learning Protocols listed below so that you are clear on what is expected during a virtual lesson. Remember that different subject teachers will support you in different ways. Not all teachers will conduct virtual lessons all or some of the time. However, when they do, you need to be ready to join in remotely and to be prompt just as you would for an ordinary class. You will need to remain flexible and try your best to use your day in the most useful way possible. Learning to work in different ways within different subject areas and with different teachers is beneficial and will better prepare you for tertiary level education and the world of work.
- On an occasion where there are no specific instructions from your teacher, then use that time slot to revise and recall information previously taught, to practise questions that you have tried before or to read ahead in your textbook or use other subject resources.

- Remember the importance of collaborative learning. It can be very helpful to keep in touch with friends from your classes and to meet up virtually to discuss work, particularly for senior classes. However, this shouldn't happen during the virtual school day and it is better to have your phone switched off or in another room on the occasions when you are trying to work individually so that you are not constantly interrupted and distracted.

- Please try to stay positive and connected to your teachers and friends during this time. There is further support available on the school website in the Staff/Pupil Area under Pupil Well-Being Support and our School Counsellor, Grace, is also available to you, please request a meeting online as you usually would. We are all here to help and support you throughout this year whether you are at home or in school. We look forward to seeing you safely back in school as soon as possible. Please continue to follow the Public Health Authority Guidance and Advice at all times.

Remote Learning Protocols

Pupils are reminded of the protocols for Zoom or Google Meet lessons

- Pupils must be ready to start the Meet/lesson at the beginning of their timetabled period
- Pupils must be seated at a desk or table and dressed appropriately
- Pupils should be visible on screen at the start of the lesson with their device on mute, but be ready to unmute themselves in order to answer questions from the teacher or to participate in classroom discussion when asked to do so
- Pupils should not use another device or App that may distract them from the lesson and should never record the lesson without the permission of the teacher
- Remember all normal rules of classroom behaviour still apply

<http://www.banbridgeacademy.org.uk/staff-pupil-area/>