St John's Middle School

Students' Guide to our Online Learning Platforms

In the event that the school has to close, English, Maths and Science lessons will continue to be delivered via Zoom. There will be work set for all other subjects on epraise.

The Online Learning Platform

- Zoom will be used for all years for virtual face to face teaching.

- Epraise will continue to be used by teachers to share resources, collect completed work and provide feedback when appropriate.

Devices

- Zoom will run on all web-enabled digital devices, including desktop computers, laptops, and tablets. If needs must, they will also work on any smartphone, although a small screen is not ideal.

Timetables

- Your English, Maths and Science lessons will take place at your usual timetabled slot.
- A copy of your timetable can be found on epraise and should also be in your planners.
- Work will be set on epraise for all other subjects on the day you are due to have the lesson.

Attendance

- Your teacher will be keeping a register of your attendance during Zoom lessons.

Pupil Conduct & Behaviour

- You must ensure you log-in to online classes on time and be well prepared with the necessary resources.

- As with a normal school lesson, you are expected to be attentive and participate willingly and respectfully.

- You do not need to wear school uniform when online, but must be dressed appropriately for a school environment. If you attend a virtual lesson inappropriately dressed eg pyjamas, crop tops etc you will be reminded of expectations of the virtual classroom and given the opportunity by the teacher to rectify the inappropriate dress.

- When logging onto Zoom you will have the opportunity to assign a username. This username must be your normal first name and surname. No other names or identities will be accepted when accessing online learning.

- As with normal classes, you must not disrupt the learning environment. Teachers may use the "Mute" function if necessary and you may be removed from the virtual lesson if you are persistently disruptive.

Specific ZOOM Guidance

Set-up & Protocols

- Teachers will send out meeting ID's and passwords via epraise before the virtual lesson. You will be able to join their zoom lessons using the same meeting IDs and passcodes each day.

- When you log in to join a teacher's class you will first be sent to a waiting room, where you will need to wait until you are invited in by the teacher. You may be asked to join other classes if your teacher is ill.

- Please make sure that your username in Zoom is made up of your first name and surname. Not doing so may cause a delay in letting you into the virtual lesson.

- Teachers will record sessions for training purposes and to ensure everyone is kept safe online.

Setting Your Camera Location

- Please ensure the light quality is suitable (do a test beforehand if possible). Natural light is best eg. from a nearby window or skylight

- Check the camera angle and try to stabilise your device. If possible, avoid handheld videos, which can be too shaky.

- Try to minimise background noise (e.g. phones, pets, and building works) that may distract your teacher and classmates and interfere with the quality of the learning you are receiving.

- Avoid a background scene that may distract e.g. Moving traffic through a window. Also check that no personal information or items are accidentally in shot. Where possible, a plain background is best.

I have read and understand the guide to use of our online learning platforms

…… (students name)

AE/HC Sept.2020