



Remote Learning Guide – What You Can Expect from Thornhill College

Our students and staff are already familiar with the 2 learning platforms Thornhill College are using to support Remote and Blended Learning (Google Classroom and Microsoft Teams) as they have been used effectively in Term 1 this school year already.

Remote Learning – *all students in a class completing their studies online remotely at home.*

Blended Learning – *a class being taught with some students present in the physical classroom and some students accessing the lesson material remotely online.*

Below is a checklist of the protocols to be followed during any period of remote or blended learning to continue to support our students with high quality learning and teaching:

- ✓ All students will already be members of **Google Classroom** rooms **for each of their subjects**. This will be used for **sharing learning and teaching resources** with students as well as **setting assignments** for students and **providing personal feedback**.
- ✓ A step by step Google Classroom guide for students and parents is available on our website at: <http://www.thornhillcollege.org.uk/news-events/blended-learning-support-2020-21>
- ✓ A step by step Google Classroom guide and video tutorials for staff is available on our school Blended Learning Hub. This can be accessed from the 'My School Homepage'.
- ✓ All students will already be members of Google Classroom rooms for their Year Group and / possibly their Form Class, which Form Teachers, Year Heads and Heads of School will use to communicate with students and support them in a pastoral sense.
- ✓ Those students with a **Special Educational Need (SEN)** who are supported by a classroom assistant, will have a private Google Classroom room set up with their designated classroom assistant to continue to receive support with their learning on a daily basis.
- ✓ All students should endeavour to **follow their school timetable** during periods of remote learning on **Microsoft Teams** if they are well enough. This is to ensure the delivery of lesson material is an organised and coherent manner, offering a sense of familiarity, routine and regular contact with staff for students. Staff will make use of Teams to **live stream lesson content** to students during periods of remote learning. Students should access the live lessons which have been scheduled for each of their subjects according to their normal school timetable, through the 'Calendar' tab in Teams. However, depending on the nature of the lesson content being delivered, staff will use their discretion if there is a need for all lessons to be live throughout a week or if tasks set on Google Classroom are more appropriate given the work to be completed. Staff will keep students informed of this.
- ✓ A step by step Microsoft Teams guide for students and parents is available on our website at: <http://www.thornhillcollege.org.uk/news-events/blended-learning-support-2020-21>
- ✓ A step by step Microsoft Teams guide and video tutorials for staff is available on our school Blended Learning Hub. This can be accessed from the 'My School Homepage'.

- ✓ We would kindly ask when students are using Microsoft Teams they follow our online etiquette guide (see below) in the interests of both student and staff online safety:

VIDEO CONFERENCING

Etiquette



 <div style="background-color: #00a651; color: white; padding: 5px; margin: 5px 0;">ON TIME</div> <p style="font-size: small;">Please be on time for class and have your device charged.</p>	 <div style="background-color: #00a651; color: white; padding: 5px; margin: 5px 0;">MUTE YOURSELF</div> <p style="font-size: small;">Mute yourself right away to avoid background noise.</p>	 <div style="background-color: #00a651; color: white; padding: 5px; margin: 5px 0;">CONDUCT</div> <p style="font-size: small;">Note all videos lessons are recorded. Conduct yourself as you would in a normal lesson</p>	 <div style="background-color: #00a651; color: white; padding: 5px; margin: 5px 0;">HEADPHONES</div> <p style="font-size: small;">Use headphone if you have them. Ones with a microphone are even better.</p>
 <div style="background-color: #00a651; color: white; padding: 5px; margin: 5px 0;">SIGNALS</div> <p style="font-size: small;">Use hand signals. Thumbs up = Yes Thumbs down = No Raise hand if you have a question</p>	 <div style="background-color: #00a651; color: white; padding: 5px; margin: 5px 0;">CHAT SENSIBLY</div> <p style="font-size: small;">Use the chat sensibly . Only use when you have to ask the teacher a question.</p>	 <div style="background-color: #00a651; color: white; padding: 5px; margin: 5px 0;">PRESENTATION</div> <p style="font-size: small;">Consider your surroundings and attire. Find a distraction free spot at home and wear appropriate clothing .</p>	<p style="font-size: small;">IT support is available from school. If you require IT support please email info@Thornhill.derry.ni.sch.uk</p>

- ✓ Students should also **check Google Classroom daily during the school week for any work assigned** by their teachers. Any assignments which have been set for students to complete across the Google Classrooms they have joined for their various subjects, can be seen in their 'To Do List'. This can be accessed by clicking on 'To Do' icon at the top left of the screen when they open Google Classroom.
- ✓ **Students and staff must only use their C2K (school) email address** for Google Classroom and Microsoft Teams and in any email communication with each other in the interests of online safety. Any student joining Google Classroom or Microsoft Teams using a personal email address will be asked to leave using this address and re-join using their C2K email address.
- ✓ **If a student is ill for a period of remote learning** – if possible, students **should inform their Form Teacher / Subject Teachers** that they will be unable to engage in online learning for a period of time. This will prevent the student receiving messages from their teachers about not engaging in remote learning work.
- ✓ **If a student has any problem meeting a deadline for the completion of work** due to illness etc – again we would kindly advise them to **keep their subject teachers informed**. Communication with each other is key!
- ✓ In the case of a **member of staff being ill**, students will either be given direction from the member of staff of the work they wish students to complete (if they are able to do so) or will be given direction / support by another member of staff.
- ✓ **School hours are to be respected in the setting of all work**. All work set on Google Classroom should be scheduled to be posted between 9:10am – 3:40pm and **ideally before 12 noon**.
- ✓ **Staff may mark and return work to students outside school hours** using their discretion.

- ✓ **All homework given on Google Classroom will be set using the 'Assignment' function** and will have allocated a specific date and time as a deadline for submission.
- ✓ **Feedback on student's individual work will be communicated to them privately** on Google Classroom (through annotation of their work / allocated marks and or grades / typed comments / audio feedback on returned work). Individual feedback on student's work should not be communicated on the Stream of Google Classroom.
- ✓ Ideally homework assigned to students should be set on a weekly basis if possible. However, we recognise that this may not always be appropriate given the nature of the work being completed, therefore staff will use their discretion and professional experience when setting work to ensure they challenge and stretch students but not over-burden them with too much homework.
- ✓ If students have any **queries regarding their work**, they should **contact their subject teachers** directly through Google Classroom or by email.
- ✓ We would kindly ask guardians / carers do not contact staff directly by email. Any **queries from guardians / carers regarding the wellbeing or learning of their daughter(s) should be made through the school office by telephone or email**, which will then be forwarded on to the appropriate member of staff: Telephone: 028 7135 5800 Email: info@thornhill.derry.ni.sch.uk
- ✓ If a student needs to update an **expired C2K password**, and they know their current password they can do so at: <https://services.c2kni.net/ums>
- ✓ If a student **needs a password reset** as they have forgotten it or they require any other support with **any ICT issues**, they should email our school email account and a member of staff will get in contact with them as soon as possible to help resolve the issue: Email: info@thornhill.derry.ni.sch.uk
- ✓ If students are struggling to complete work remotely at home because of difficulty with access to ICT facilities, the school has a **ICT Loan Library** in place to loan ICT devices to students. Our loan library will operate following the Department of Education and Education Authority Guidance where-by Year 14 and 12 students who meet one of the following criteria will be prioritised with the resources available: in receipt of free school meals, SEN (Special Educational Need), LAC (looked After Child) or vulnerable child. Any requests should be made to our school email account referencing the students full name and their form class. Email: info@thornhill.derry.ni.sch.uk