



Carleton High School

Remote Learning September 2021

What to do when working from home

Remote Learning and joining live lessons

If you are self isolating and working from home, whether that be for a 10 day period (confirmed case of Covid-19) or a 2 day period whilst awaiting the results of a PCR, you must ensure that you access your learning from home if/when feeling well enough to do so.

Your timetable will continue to run and you will be expected to attend your lessons through Google Classroom using meet links. **This includes attending tutor time at 9am.**

Remote Learning – Being prepared

When you log in, you will have invites from all of your class teachers to join that particular class. Please make sure that you accept the invite.

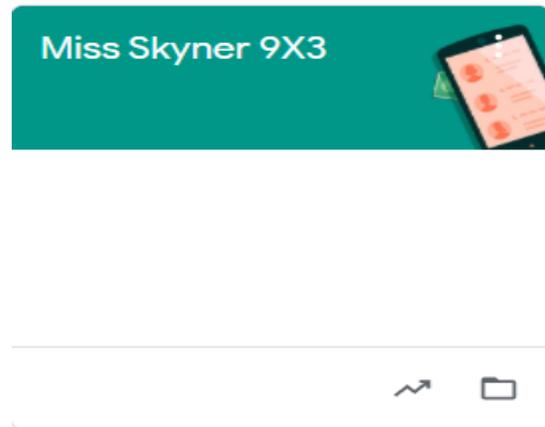
If for any reason you are not a member of one of your classes, you must inform your teacher for that subject. If you realise this at home whilst isolating, please just inform school and we can resolve this for you.

Remote Learning – Being prepared

You log into Google Classroom at the start of the day, and as each lesson starts, join live using the meet links in the class page.

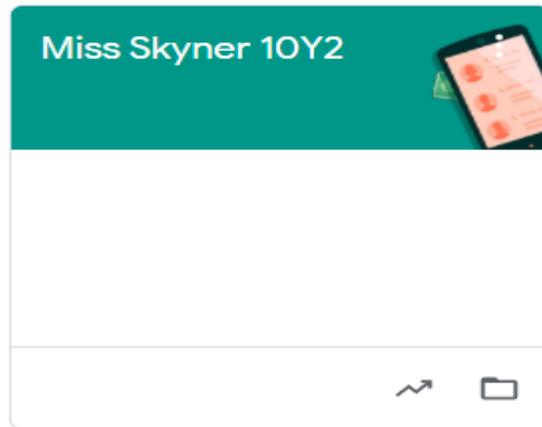
Google Classroom

To review Calendar



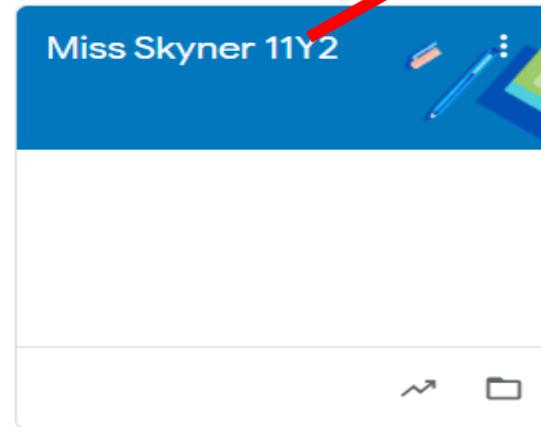
Miss Skyner 9X3

This card features a teal header with a smartphone icon showing a classroom interface. Below the header is a white area with a small icon of a line graph and a folder icon at the bottom right.



Miss Skyner 10Y2

This card features a teal header with a smartphone icon showing a classroom interface. Below the header is a white area with a small icon of a line graph and a folder icon at the bottom right.



Miss Skyner 11Y2

This card features a blue header with a pencil and paper icon. Below the header is a white area with a small icon of a line graph and a folder icon at the bottom right. A red arrow points from the text on the right to the top right corner of this card.

Once you click on the relevant class, you will see the meet link on the banner at the top of the page. Alternatively, the teacher will post it in the comments.

Finding the 'meet links'

On a PC or laptop

Clicking on this link will allow you to access the learning that is taking place in the classroom.

Remote Learning

Stream

Classwork

People

Grades



G

Remote Learning

Class code lsxzoqp

Meet link <https://meet.google.com/lookup/br34o2byal>

Select theme

Upload photo

Upcoming

No work due soon

View all

For

Remote Lear...

All students

Announce something to your class

Finding the 'meet links'

On a phone or
tablet



The Google Meet link will also be posted in the comments – if it isn't, ask your teacher to add it again.

Remote Learning

You must **join all of your lessons – including practical.** Let your teacher see that you have attended the lesson.

If the lesson is practical and you are not given an alternative task to be getting on with, **it is an expectation that you spend the time for that lesson reading for pleasure.** You are responsible for having a book so please make sure that you visit the school library if you require one.

Key Stage 3 PE lessons - please do some exercise at home if able; you do not have to log into the live lesson for this lesson.

Whatever the task during a practical lesson, **you must leave your camera on and remain a part of the lesson** so that your teacher can still interact with you.

Remote Learning

There will be no homework while you are at home.

Even though this will be set on Show My Homework (SMHW), you are not expected to complete the tasks.

Remote Learning

After tutor time, join your timetabled classes promptly at the start of each lesson. As hybrid lessons are taking place, please be patient and allow your teacher time to welcome the students who are in school into the lesson and accept those working from home via Google Meets using Google Classroom. Your teacher will upload any resources required during the PCD at the start of the lesson.

Important – your camera **MUST** be on to take part in the lesson properly. You will be removed from lessons without it on. **If you are isolating and need to borrow equipment, please contact school.**

Remote Learning – Tutor time

At the start of the day, for **9am**, click on your tutor group meet link in Google Classroom.

Your **camera must be turned on**.

Have your **microphone on mute** as you enter the live lesson.

You may be given links for things to watch or read in the class comments.

Please note that all sessions will be recorded for safeguarding purposes and safely stored.

Make sure that your family is aware of when your session is, that it is being recorded, and ideally have an environment without distractions for the session.

Please adhere to the following expectations or unfortunately you will be removed from the sessions.

Remote Learning - Student Expectations

1. You should wear appropriate clothing, although this does not have to be school uniform.
2. You should mute yourself at the start of the session; there will be opportunities to unmute to ask or respond to questions during the session.
3. Your camera must be on to take part in the lesson.
4. You should not interrupt or disrupt the session in any way; if this happens you will be removed from the session.
5. You should be on time for the session, and not join part way through.
6. You should have a pen and paper (hopefully your book) ready to make any notes or complete tasks. Your teacher may ask you to complete the task on a Google Document. If you are unsure how to do this, there is a student guide on the school website.

What to do when technology lets you down

Remote Lessons - Troubleshooting

Struggling to hear the teacher?

Struggling to hear the class discussion?

Write a comment in the chat box during the lesson.

“I can’t hear anything in the lesson!”

If it is not resolved during the lesson, leave a comment in the class comments after the lesson so that your teacher is aware.

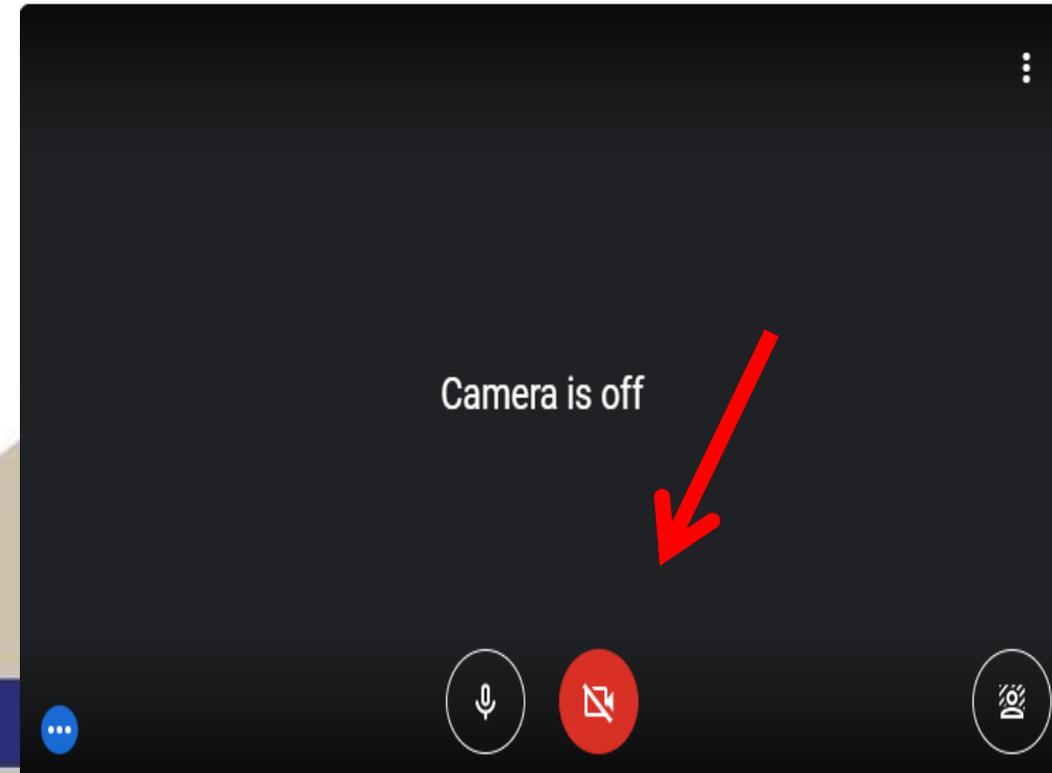
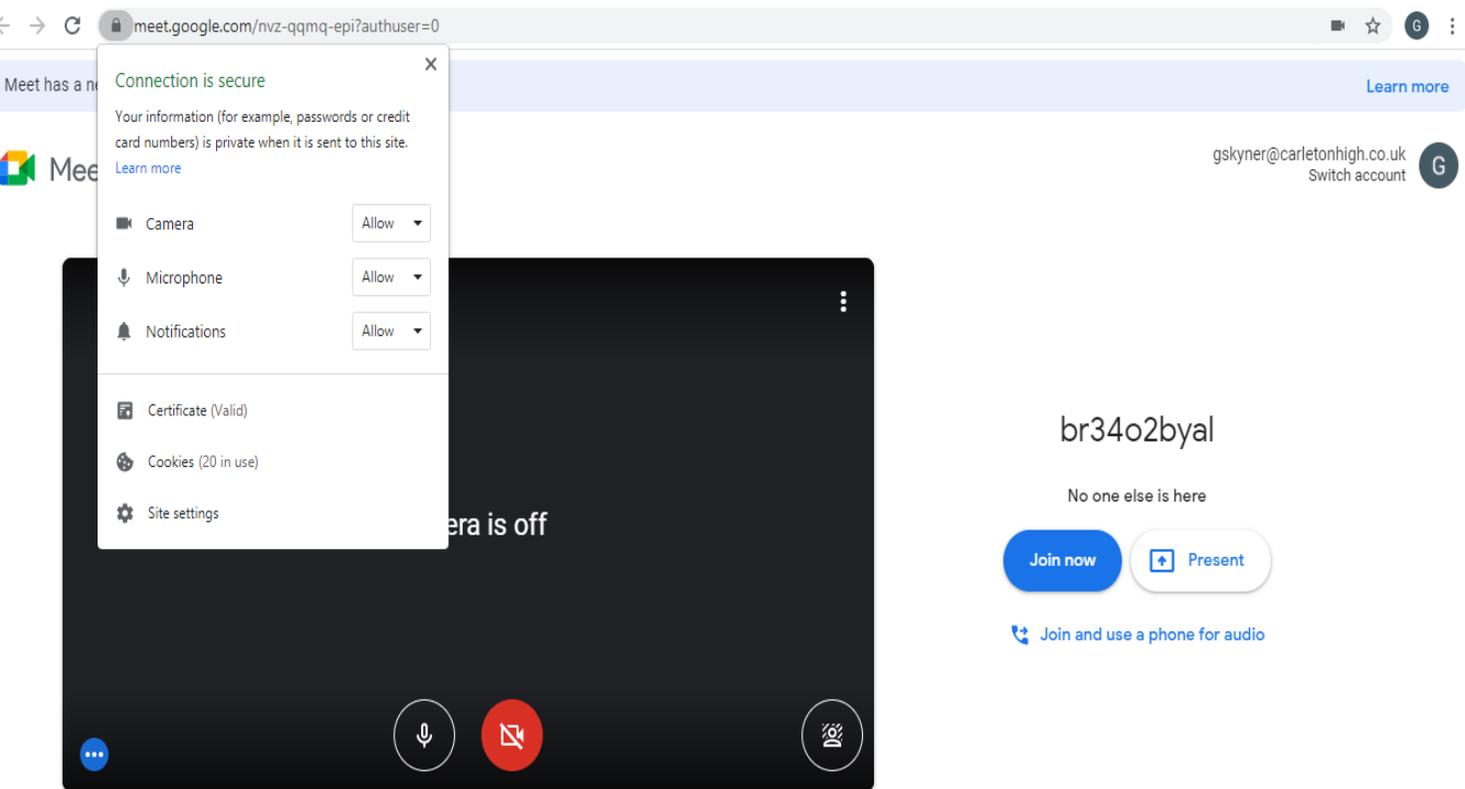
Remote Lessons - Troubleshooting

“My camera won’t work!”

Are you absolutely certain?

Check that any cover is open.

Click the ‘allow access the camera’ options. We can lend you equipment. Without a camera on, you can not access the lessons



Remote Lessons - Troubleshooting

“My internet failed half way through the lesson!”

Don't worry – don't panic. Log back in if you can.

If you have questions from the lesson afterwards to catch up, ask in the class comments. All the documents that you need should be uploaded to the class page.

Any questions, post in the class comments and ask your teacher.

Remote Lessons - Troubleshooting

“The link is not working!”

You can't access the live lesson until your teacher joins.

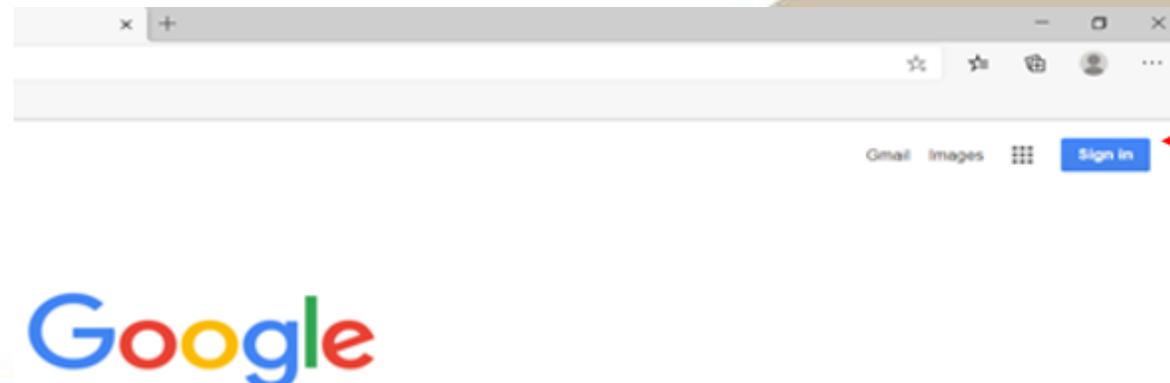
Your teacher might take a minute or two to get logged on – remember they are also welcoming the students who are in school into the lesson and taking a register.

Be patient!

Remote Lessons - Troubleshooting

“The live link still isn’t working!”

Check that you are logged into Google, not just Google Classroom, using your @carletonhigh.co.uk email address. Other members of the family might have used your device and logged in with different details – or you might be logged in with a personal email account – check!



Remote Lessons - Troubleshooting

“The live link STILL won’t let me in!”

Start again. Log entirely off then log back in.

If all else fails, add a comment to the class page explaining the situation to your teacher. If it happens again next lesson, ask your parent or carer to contact school and someone will get in touch.

admin@carletonhigh.patrust.org.uk

Remote Lessons - Troubleshooting

Something else is wrong!

Add your query on the class comments.

If that does not solve it, ask a parent or carer to contact school
on the email address

admin@carletonhigh.patrust.org.uk

We will be able to sort it.

Happy learning!