



## Student Guide to Remote-Learning

Some of you will already be very proficient at working from home, but we appreciate that for many of you this may be the first time you have had to do this as an RGS student, so we wanted to give you some pointers and to know where to turn should you find anything tricky.

This has been organised in a *Question and Answer* format, so just click on the links and work through the points. It would be a good idea to do this with a parent or adult who may be supporting you whilst you are working from home, so they know what to expect and can guide you to support if you have a problem

**If you get stuck – just ask!**

### Online lessons:

- **How will I know which lessons are going to be live?**

Look at your Teams calendar which should show you which lessons are scheduled for that day. It is likely that your teacher will also communicate with you via the Teams group, so make sure you have your notifications on. Not all of your lessons will be live, so make sure you use your planner to help you plan

- **What if my device doesn't work or I don't have one that I can use when the lessons are on?**

Email or Teams message your form supervisor and let them know as soon as you can, so they can contact the IT department and see if we can help

- **What if I can't remember how to use OneNote, Teams or Assignments?**

Check out the Student Hub which has an [IT Resources and Notices](#) channel, with advice and "How To" videos to help you

- **What if I have left my exercise books and textbooks in my locker?**

Don't worry – you won't be the only one, and your teachers will understand. Make sure you check on your Teams group page to see if resources have been posted there or stored in the Files section at the top

### Student protocols for using video-calls for lessons:

Only use school-registered accounts, never personal ones

Choose a location from home that is "appropriate" - think about what is on display around you and ensure you are dressed appropriately

### Who can I contact and when?

You should never contact a teacher on a one-to-one call. Only use video-calling as a group.

Only make school-related video calls during school hours, and wait for your teacher to start the call. Make sure everyone in your household knows a video-call is about to happen!

### Remember to use the school system appropriately:

Whether you are using the video, chat or messaging functions, remember it is all logged on the RGS system and we won't tolerate inappropriate use

If something goes wrong, or you are made to feel upset or uncomfortable, then tell someone: a parent, form supervisor, Head of Year etc.

### How should I behave during an online lesson?

As part of your Year 7 Computer Science lessons you will have been learning about the protocols of behaviour for online lessons, and will have signed an [online user agreement](#), so you are already up to speed on this. It would be worth having a look at the specific etiquette for Teams lessons – see this [link](#)

- **What may my working day look like?**

Try to follow your usual timetable and school timings if you can. You should log into your email/Teams/OneNote each day to find the instructions sent by teachers for the work you will do for that subject. Your day doesn't have to be 9-4pm because there might be pressure for access to IT but you should still try to keep to normal waking and sleeping hours as if you were at school.

- **Where should I do my work?**

If you can, don't work tucked away in your bedroom or somewhere too "out of the way". Speak to others in your household and find a space that has good internet access, is quiet enough to let you work during video calls, but is not too private that you allow yourself to get distracted!

- **Do I have to have an adult supervise me working?**

You should be trusted to be able to work without having someone sit down with you. Remember, you are probably not going to be the only person working from home, so aim to be as independent as you can. It would be a good idea to show others in your household your plans and schedule for video calls so they know to give you some peace (and don't crash your video call!)

## **My wellbeing:**

- **What if I am not feeling well or have covid-19 symptoms?**

Each day you will be registering with your form supervisor at **1.05pm**, so they will keep an eye on how you are getting on. If you are poorly then make sure a parent or carer has contacted school (as usual) to let them know. If you are not well enough to work then you should just rest up until you are feeling better.

If you are well enough then feel free to join in with the remote learning programme if you're feeling up to it. Just make sure you keep in touch with your form supervisor to let them know how you are.

- **What if I am finding things difficult?**

If you feel you are struggling with anything then it is important you let someone know. Your form supervisor is probably the first person to inform, if you can – use Teams chat, or an email, to let them know. They will be doing daily wellbeing checks with your form so that is a good opportunity to ask for help.

- **What other points of support are available to me?**

Have a look at the [Student Hub's Wellbeing Channel](#) – there are lots of resources on there that can give you advice or can be points of support, or take a look at this page which has some [guidance](#) on points of support in school and out of school too

- **Will we have Games or PE lessons?**

Keeping physically active is really important, so do expect to be set some PE as part of your timetable for remote-learning

There is a lot of information and advice also available on our website – quick access point to Office 365 tools too <https://www.rgs.newcastle.sch.uk/quick-links/students>