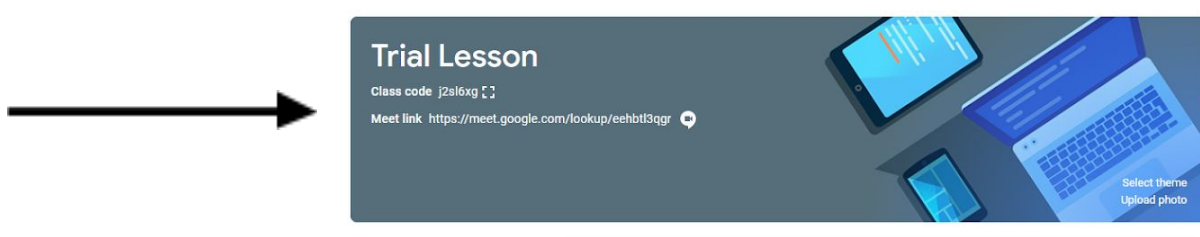




A guide to online lessons@EPCS for parents and students

- Firstly, to access a live lesson, the student has to sign into their Google Classroom. They do this by going to the school website, clicking 'Log in' in the top right hand corner, and then clicking the Google Classroom icon.
- If this does not work, it is likely to be because your computer is automatically logged into a different Google account. The easiest way around this is to click on the three dots on the right hand side of the web browser in Chrome, and select 'incognito mode.' Then try to log in again.
- The teacher will add a GoogleMeet link to the Google Classroom in question, which you will need to join the lesson. The GoogleMeet link will appear towards the top of the screen roughly 15 minutes before the lesson is due to start. Students must be fully and appropriately dressed when taking part in live lessons and must make sure they are taking part against a plain backdrop.



- Once the student clicks on the GoogleMeet link, they join the live lesson.

[VIDEO 1 - Please see the video link here of how to access your googlemeeet lesson.](#)

<https://www.loom.com/share/b015b1813c2f46f2986ef0e7cf9a8e6a>

- At the beginning of each live lesson, students will be reminded of our live lesson ground rules using the slide below.

[VIDEO 2 - Please see the video link here of how to set up your google classroom to adhere to these rules.](#)

<https://www.loom.com/share/a0007baa9ed24a4d86c8232fc977f1a8>

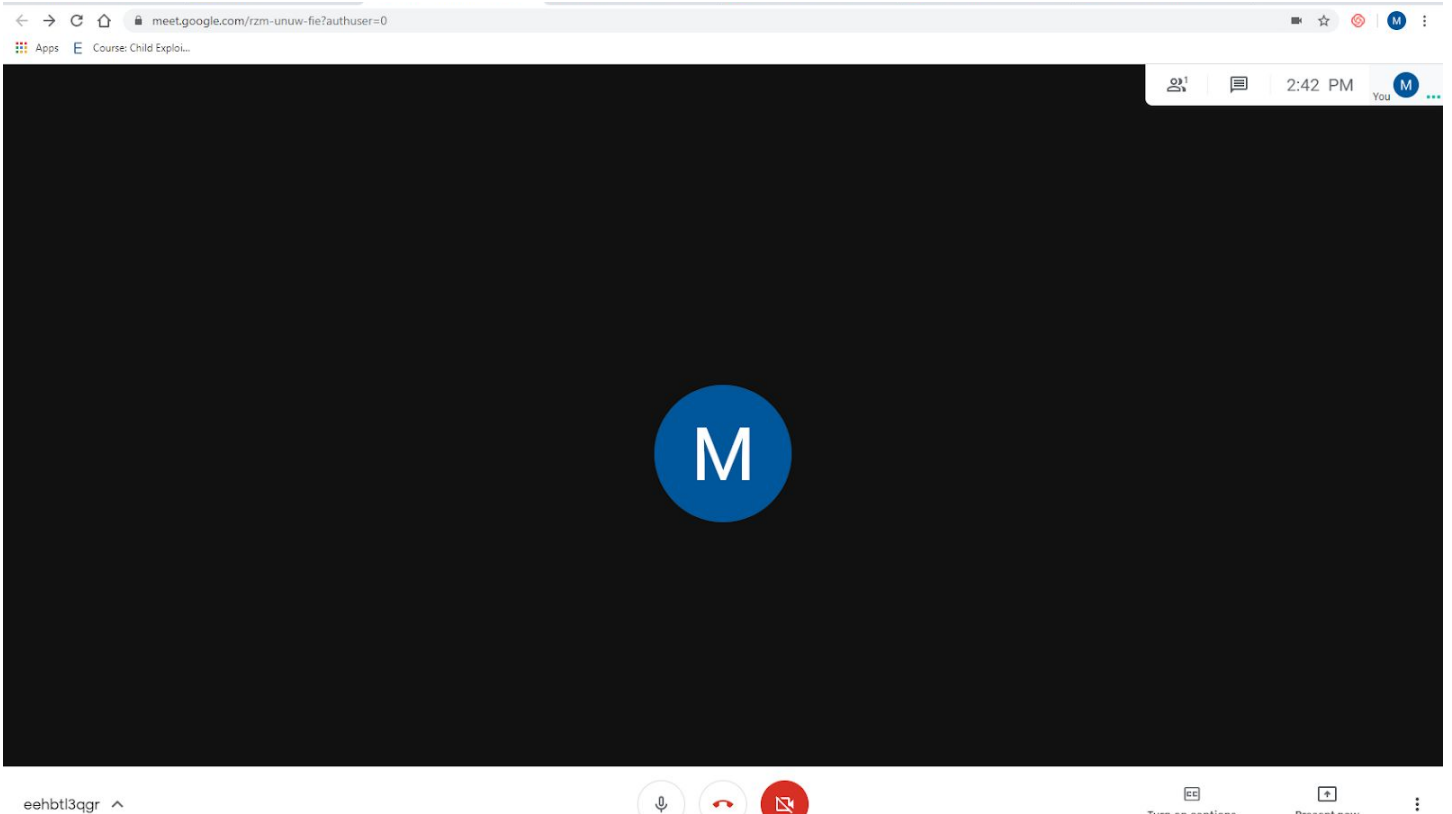
Quick Rule Reminder

DO

- Mute your microphone.
- Turn off your camera.
- Start the '**Do Now**' task set on your Google Classroom as soon as you enter the GoogleMeet.
- Get involved asking and answering questions in the chat function.

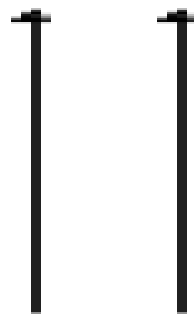
DON'T

- Turn on your camera/ microphone unless directed to by your teacher.
- Be inappropriately dressed
- Be in a loud setting where the lesson can not be heard



eehbt13qgr ^

Turn on captions Present now



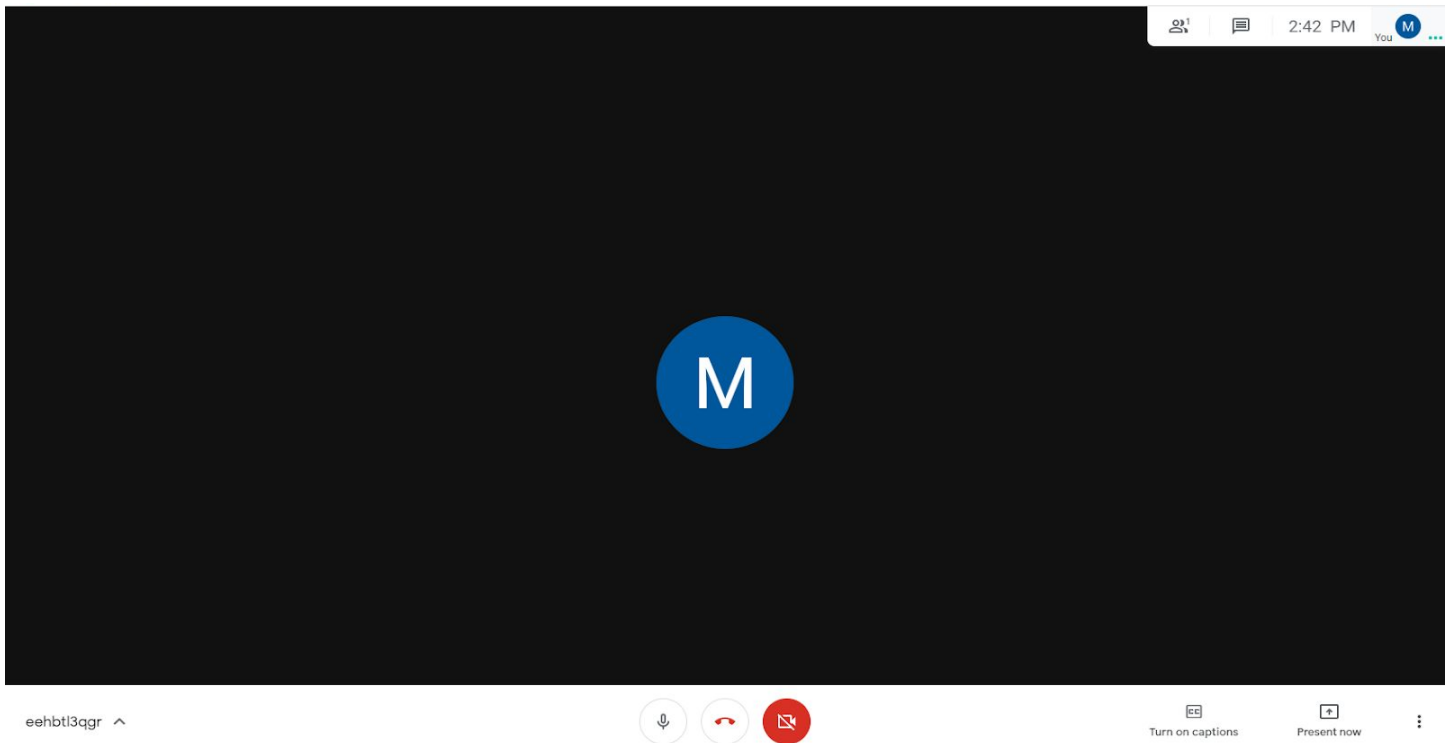
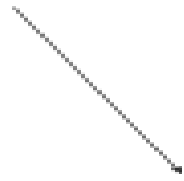
Mute and Unmute

Video/ no video

- All resources for the lesson will be shared when possible with students in advance via Google Classroom.

- Whilst students are remote learning from home, our teachers will deliver a full curriculum of online lessons and or activities for them to access. Some subjects may have to adapt their offer and this will likely affect practical subjects for example PE and DT.
- Students will be expected to log on for PREP each morning with their tutor, and then virtually attend their 4 timetabled lessons each day.
- There will often be a starter/'do now' task available for students to get on with once they've joined the live lesson.
- Some staff may be unwell and if this is the case the school will do its best to set students an activity to do, students should monitor their emails in addition to checking their Google classroom.
- The teacher will not be modelling/instructing/explaining tasks for the duration of the 70 min lesson. They will give instructions, explanations and provide model answers, before setting the students tasks to complete. The teacher will always be present for the full lesson, if they are able to present live and on hand to answer questions the students have whilst they work on the tasks they've set.
- Students are encouraged to ask questions and communicate with their teacher through the chat function. However, if anyone posts anything unsuitable, the chat will be shared with their Head of Year and their parents. If a student behaves inappropriately, they won't be welcome in further live lessons for the time being. We need students full cooperation to make these live lessons successful!

Enables chat function



Enables captions

- If a student is participating in a live lesson without access to sound, they can turn on the captions function. This will allow them to follow what you are saying. Please see video 2 above for a walk through of how to turn captions on and off.
- Whilst participating in live lessons, as far as is possible, students should be free from distractions. They should leave their mobile phone in another room if not using it to access the platform - or better still, give it to their Mum or Dad to look after.
- Teachers will keep a record of which students attend and participate in each live lesson they deliver. We believe it's really important that as many students take part as possible, as we think the live lessons will really make a difference to their learning.

We really hope as many students as possible take part in these live lessons and benefit from these virtual interactions with their teachers. If you need any help at all, don't hesitate to contact your child's tutor or the subject teacher in question by email.