

### KS4 Pupils: what to expect from us

By 8.30 each day, we will upload work for your usual timetabled lessons. We will aim to give you a balance of; instructions, explanations, tasks, examples, feedback, and some 'live' elements of learning each week in some lessons. Teachers will be available to help you during your timetabled lessons using Google Chat.

#### Every Day

You should follow your normal timetable at the normal times ([click here](#)). This means you will attend five online lessons each day.

#### Google Classroom



This is where you will find all of your online learning. Go to your internet browser and search for 'Google Classroom'. Login using your school email address and password. If you forget your password or need ICT help or support please contact [helpdesk@ferndalecs.com](mailto:helpdesk@ferndalecs.com).

1. At 8.30am and 12:15pm daily, register using the Google Form. This will be used to monitor your attendance and phone calls will be made for non-attendance.
2. At the start of every lesson, log into your Google Classroom, selecting the class for that period.
3. On the 'stream page' within your classroom you will see everything your teacher has posted. There will also be a tab at the top of the page called 'Classwork'. If you click on this you will be taken to a page with the work that has been set for that lesson.
4. You will also find instructions, explanations and resources for the lesson outlining what you should do for that session. Remember to use the *chat* function to ask for help during the lesson. Your teacher will be there for the whole lesson to help.
5. Please submit your work in accordance with the deadline (click '*handin*' and '*confirm*'). Only you and the teacher can see your work.

If you would like support with your wellbeing you can use the Wellbeing Checker in ClassCharts .

#### Google Meets



You may also have some live elements to your learning using Google Meet.

Log into Google Classroom in the usual way, selecting the lesson that you need to go to. Your teacher will post the link which will take you to the lesson.

#### Rules for Staying Safe

- Work from an appropriate location and remember to uphold high standards of behaviour, showing respect for all staff and pupils.
- Turn your **microphone** and **camera off** before joining. Once you are in the meeting, your teacher may ask you to turn your camera on or to unmute to interact and to ask questions.
- While completing tasks your teacher will still be available to help you. Use the chat bar to ask appropriate and relevant questions only.
- You must leave the meeting as soon as you are asked to do so and should not take any pictures, screenshots or recordings.
- If you want to chat about your wellbeing use the Wellbeing Checker in ClassCharts.

#### What we expect of you

- Register your attendance twice a day.
- Log into all five lessons each day and complete the tasks.
- Ask your teacher for help during the lesson if you need to.
- Submit your work when you have finished or by the deadline set.
- Treat the lesson as you would in the normal school environment participating and showing respect for staff and pupils.
- Follow the rules for staying safe in 'live' lessons.