

Parent guidelines for online learning

Thank you for your ongoing support during this class suspension period. It is crucial that students use this time as productively as possible.

Parent advice for online learning

Please ensure that your child(ren) is up, dressed and ready for learning by 8:15am each morning. Help us to help them keep regular school hours and have a work area set up where distractions are minimised, lighting is good and they can sit correctly to work at a table or desk.

Students' laptops should be set up and positioned so that:

- Personal family activities, or belongings that could cause later embarrassment, cannot be seen. A virtual or plain background is suggested.
- Please ensure only parents and caregivers, designated by the school to support, can be seen on the screen

We want to keep a regular school schedule as much as possible. Therefore:

- Resources and the meeting link for timetabled subjects will be sent out the night before using the online learning system ([see below](#))
- Students are expected to attend every lesson through google meet or zoom with their cameras turned on and to participate fully.
- Teachers will be available online each day during the time when that subject would normally run. They will expect students to sign to google meet or zoom at the start of the lesson. They will teach topics and interact with students around the work that has been set.
- Learning and work will be in a variety of formats including video, worksheets, google classrooms, quizzes and tasks in Lionel and other online tools.
- Teachers will also set offline tasks when suitable so students will need access to paper, pens, coloured pencils, scissors, tape, glue, geometry sets, textbooks and mini whiteboards. These are great for holding equations and diagrams up to your camera
- Students are actively encouraged to ask questions and seek advice
- Tutors will check in with their students daily at tutor time
- Students are expected to follow our policy for technology use to keep themselves and others safe online. Our [policy for electronic devices is available here](#)
- ESF schools expect that students engaging in online lessons will do so with the same level of independence that they would when physically on campus.
- If your child normally uses an EA during lessons, then it is likely there will be occasions where the EA and your child are working 1:1 in a KGV hosted video meeting.

Recording and Sharing

Parents and caregivers are not permitted to record or share any lesson content.

Parents and caregivers are not permitted to take photographs of the screen.

Student working guidelines

Students are expected to engage in online lessons with the same level of independence that they would when physically on campus. Please familiarise yourself with the guidelines we have

provided students (link below). Please go over them with your child(ren) and reinforce the expectations to help establish their working environment and working habits.

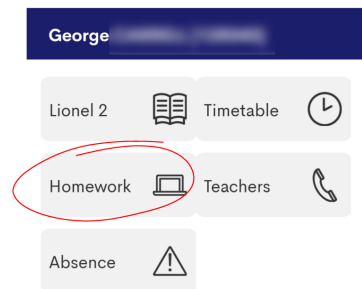
[See the guidelines we have provided to students](#)

The Online Learning system

Work for each day's scheduled lessons will be posted the night before. You will receive a summary message in the ESF App and can use this to help your child get organised and plan their day using their google calendar.

Access the current online learning by clicking the "Homework" link in the App. This is live and shows outstanding (not completed yet) learning tasks. The "Archive" button shows completed tasks.

[Short video showing how to check the online learning system](#)



Internet Safety

Parents can safeguard and monitor their children's internet behaviors, by:

- Learning about strategies to safeguard children's media usage at home
- creating family media agreements with realistic rules in regard to devices used at home

Resources for this are available at [Common Sense Media](#)

Parental Lesson Participation

With the approval of the Senior Leadership, a teacher may invite a parent or caregiver, with particular experience or knowledge, to present to the class. This may be to support a project, for example.

In such cases:

The school will provide log-in information that complies with the expected security measures

The teacher will be present at all times

Parent volunteers may not work one to one with students in an online setting.