



Digital Home Learning – Protocol during Coronavirus Closure

Pupils and Parents/Carers

Communication

Email will be the main form of home/school communication. An email from the Head Teacher will go out at the end of each week which may include; important school updates, surveys and will include [Home Learning Plans](#) for each year group. Teachers are available for support and can be contacted through the Google Classroom 'stream' in each subject.

Weekly Home Learning Plans

The Weekly Home Learning Plans provide an overview of the learning activities and allocate time scales for each subject and year group. Full task instructions will be detailed on the appropriate subject Google Classroom page. The work provided per subject will equate to the time the pupil spends in the subject (i.e. if a pupil has 4 periods of English per week on their timetable then there will be 4 periods of work set). Some pupils may complete work sooner than others and Extension Tasks will be available in the 'Classwork' tab in each Google Classroom. The work will be set on the day that pupils have each subject and teachers will be available to answer questions from pupils via email or the Class Stream in Google classroom.

Google Classroom

All staff have been asked to ensure pupils in each of their classes have appropriate work set on Google Classroom. Each piece of work will be set as an 'assignment' in Google Classroom and pupils are required to 'hand in/submit' work when it is completed for teachers to mark. This work will be monitored, and meaningful feedback will be given at the appropriate time. Staff are asked to record engagement in lessons/coursework. Non-engagement is monitored weekly by Class Teachers, Faculty Principal Teachers (PT's) and Principal Teachers of Guidance (PTG's). The PT and the associated Depute Head Teacher's (DHT's) for the subject are linked to each individual Google Classroom to support Learning and Teaching and Pupil Engagement.

Live-Streaming Lessons

Teachers may wish to live-stream lessons from their homes to pupils. This will **only be done using the Google Meet platform** that can be accessed from Google Classroom or Google Calendar. Live-streaming will only be used where the teacher feels this would be beneficial to enhance learning and teaching. All Google Meets are recorded and will be available for any pupils who could not attend the live meet. Alternatively, teachers may record teaching episodes prior to the lesson starting and these will be available for pupils to view in the Google Classroom classwork folders. More information and support around use of G Suite is available on the [Aberdeen City Council Digital Learning Hub](#).

Expectations of Pupils and Parents

- Pupils should only contact staff through Google Classroom or through an email address (ending @ab-ed.org) given to them by their teacher.
- Parents should not be contacting teachers for information. Parents should use existing methods of communicating with the school - LochsideAcademy@aberdeencity.gov.uk.





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- As with ICT use in school, users of Google Classroom and the associated Google Suite Apps must follow the schools Acceptable Use Policy (AUP). This was signed by all pupils prior to use of the school ICT and is available for reference on the School Website - [Lochside Academy Acceptable Use Policy](#)
- When using G Suite, pupils must behave appropriately at all times ensuring that they follow the [Lochside Academy Home Learning Pupil Expectations](#) and adhere to the [Lochside Academy Google Meet Etiquette](#).
- The teacher is able to mute the pupil and can remove them from the class stream/Meet session (and future sessions) if it is felt that behaviour is not appropriate.
- All live sessions are recorded. Pupils must not share any materials from these sessions with anyone else. If materials are found to be shared (on any platform) then the pupil may be blocked from future sessions. All concerns will be reported using the usual behaviour management protocols in school.
- Pupils should turn their microphones to mute as this prevents noise disruption during the lesson. If they wish to ask a question or respond they can either use the 'hands-up' icon or type using the 'comments' tab.
- If a pupil does not want to be recorded, they can turn their camera off.
- Please ensure appropriate dress during the live-streaming.
- Parents should not get involved in the lessons, but please talk to your child about them afterwards and encourage them to take part. Engagement with Google Classroom will be monitored by the school weekly.

Links

[Home Learning Plans](#)

[Aberdeen City Council Digital Learning Hub](#)

[Lochside Academy Acceptable Use Policy](#)

[Lochside Academy Home Learning Pupil Expectations](#)

[Lochside Academy Google Meet Etiquette](#)

