



Term 4 2021 Return to School

Remote Access to Classroom Learning:
Middle and Senior Schools

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Introduction

The School is planning for the return of Middle School and Senior School students from the beginning of Week 4, Monday 25th October 2021.

The expectation is that students will attend on site for face-to-face classroom learning with their teachers and peers. It is likely, however, that some students will be unable to attend onsite learning at particular times throughout the term. This document outlines the protocol via which students prevented from attending onsite will be provided with remote access to classroom learning.

Principles

- ▲ During Level 4 Restrictions, the School will continue in remote learning mode according to the protocols established during Term 3 2021.
- ▲ When the School proceeds to Level 3 / 3+ Restrictions, face to face attendance is expected. The School will support students' remote access to classroom learning, including assessment, where it is necessary.
- ▲ The School will adopt a phased approach to the provision of remote access to classroom learning.
- ▲ The provision of remote access to classroom learning will operate for a defined period of time in response to the current Covid crisis; it is not intended to extend beyond that period and the School will formally end remote access to classroom learning at an appropriate point in time.

Remote Access to Classroom Learning: Phases

Phase	Timeline	Access
1 Available Access	T4 W4 - 6	Face to face attendance is expected. Remote access to classroom learning is available if necessary. Students follow the Remote Access to Classroom Learning Protocol below. Students complete the Canvas Attendance Form by 8.30 am each morning; student attendance is recorded as 'Flexible'.
2 Approved Access	TBC	Face to face attendance is expected. Remote access to classroom learning must be applied for and approved by the relevant Head of School. Approval is granted for a defined block of time. Once leave has been granted, students follow the Remote Access to Classroom Learning Protocol below. Students complete the Canvas Attendance Form by 8.30 am each morning; student attendance is recorded as 'Flexible'.
3 Personalised Access	TBC	Students requiring extended access to remote learning apply to the relevant Head of School. If approval is granted, a Remote Learning Individual Plan is developed to provide the access required by the student's particular stage of learning and circumstances. The Director of TESS (Academic) oversees the development and implementation of Remote Learning Individual Plans.

Remote Access to Classroom Learning Protocol

Students adhere to the *Remote Learning Access Student Protocol* on the following pages. In summary, students:

1. Log on to Canvas and complete attendance form by 8.30 am
2. Access the MS Teams link for each lesson in the daily Canvas Announcement
3. Leave their camera on
4. Leave their speakers on
5. Leave their microphone muted, unless invited to participate by the teacher
6. Listen to the face-to-face lesson and follow instructions provided to the class, including the submission of required learning evidence
7. Communicate to the teacher during the lesson via Canvas message function or MS Teams Chat function
8. Ensure the MS Teams link is not given to any other person

Student Protocol: Remote Access to Classroom Learning

YEARS 7 to 11 STUDENTS

Remote access to classroom learning provides you access to the face to face lesson taking place in the classroom. Your teacher will commence the MS Teams Meeting before the lesson begins so you can participate remotely. The lesson will not be recorded; you must access the lesson during the timetabled period.

Below are the School's expectations for the way students in Years 7 to 11 will learn:

1

Log into Canvas

- By 8:30 am and submit the online attendance form

2

Access lessons

- Follow the daily timetable
- Open the daily Announcement at the beginning of each timetabled period

3

Enter the MS Teams Meeting

- Be prompt
- Follow the student videoconference protocol on the next page

4

Participate in the lesson

- Message your teacher in the MS Chat function or Canvas Message if necessary
- Follow the teacher's instructions

5

Complete learning tasks

- Access resources to complete set learning tasks via Canvas
- Submit required learning evidence

6

Take responsibility

- Complete learning tasks thoroughly
- Check in with teachers via Canvas, videoconference Chat and if required, email

TGS Student Remote Learning: Videoconferencing

**YEARS 7 to 11
STUDENTS**

Videoconferencing sessions are delivered via Microsoft Teams to support Remote Learning. Videoconferencing sessions are used in timetabled classes as well as individual and small group support or feedback sessions.

It is important to note that you are not permitted to invite other people to join sessions or set up your own sessions. Nor are you permitted to capture, store or send images of staff or students.

In addition to the normal School expectations for behaviour set out in the Record Book and the ICT Acceptable Use Agreement, students are to adhere to the following protocols:

1

Get yourself organised for the videoconferencing session

- Choose an appropriate location with minimal noise
- Ensure you are wearing neat, casual attire

2

Join the videoconference session at the scheduled time

- Click on the link to the session in the Canvas Announcement
- NOTE: you are not permitted to invite other people to join sessions or set up your own sessions

3

Set your screen

- Blur or choose an appropriate background
- Switch the camera on and leave it on
- Mute your microphone

4

During the videoconference session you can participate in several ways

- Use the chat function to post questions to your teacher
- Unmute your microphone when your teacher invites you to speak
- Share your screen when your teacher invites you to do so

5

At the end of the scheduled videoconference session

- Hang up from the session

6

Homework and review (lessons only)

- Complete the learning tasks you have been set and submit learning evidence as instructed by your teacher

NOTE: These protocols are subject to change and are dependent on Microsoft rolling out new functionality.



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