

## Remote Lesson Instructions - Students

- 1) Your day starts at 8:45am (you must have completed your attendance form by 8:50am)
- 2) Login to your *My Zoom/Attendance Timetable* (you must keep this open all day as you will need the links for attendance and zoom)
- 3) Go to the Day it is i.e Day 1, Day 2 etc...
- 4) Click the Tutor group link in attendance, complete the form and submit
- 5) Check *sentral* for any notices for that day and your *email*
- 6) At 9am, go to Period 1 for that day. Complete the attendance link and complete as you did for Tutor group this must be done within 5 minutes of the period starting. Example. Period 1 starts at 9am the attendance register must be completed by 9:05am.
- 7) The teacher will mark the roll on *sentral* and this will be visible on the *sentral* parent portal so your parents can see you have logged in.

## Following up on Behaviour/ work Concerns of students

- If a student has not behaved in a live lesson or on a collaborative document etc... or not completed work as required, the classroom teacher will contact parents.
- Contact with parents will be logged on *sentral* with the Leader of Learning and House Coordinator notified via *sentral*.
- If the behaviour continues, the *Leader of Learning* will be notified and they will now contact the parent.
- This will be logged on *sentral* with the Teacher and House Coordinator notified via *sentral*.
- If the behaviour does not cease after this, a formal interview will take place at school with the Teacher and Leader of Learning.
- If the House Coordinator notices the behaviour is taking place across subjects, the House Coordinator will liaise with the Leader of Learning and an interview will take place with the parents.