

## Digital Learning Guidelines:

For digital learning we are also asking the following, so that the school follows recommended guidance.

1. Pupils should have cameras on during online classes so that staff can monitor engagement in the learning. If there are any exceptional circumstances that mean pupils cannot have cameras on, we ask that parents contact the relevant Head of Year/ Vocational Director in advance to discuss this.
2. Attendance and engagement in lessons will be monitored by staff. Any pupils that are not present for the duration of the lessons will be reported to our attendance officer who will follow up with parents.
3. Pupils should be appropriately dressed for each lesson and in a neutral setting. Ideally a family room in the house, although we appreciate this may not always be possible.
4. Pupils should submit work on time through Teams assignment, so that feedback can be delivered promptly. This feedback can be written or verbal feedback, so attendance in lessons will form a vital part of this. There will be a combination of individual and group feedback.
5. For dance and physical classes, pupils should ensure that they work in the most suitable space available to them. Attached are some guidelines for physical exercise.
6. Pupils should not record or screenshot any of the lessons. This will be treated as a disciplinary issue in line with school policies.
7. Pupils should not be messaging each other on social media during lessons. This will be treated as a disciplinary issue in line with school policies. Pupils should aim to use the chat function on Teams to communicate throughout the lesson.
8. Parents should inform the school if pupils are not able to attend classes by contacting [attendance@tringpark.com](mailto:attendance@tringpark.com)
9. If pupils are having technical issues with Teams, please contact IT support on [support@tringpark.com](mailto:support@tringpark.com). If possible please email before calling, so the IT team can arrange a call back with you. However if this is not possible please contact 01442 821517 – Peter Marsden or 01442 821688 - Kieran Cook.
10. Videos for how to operate Microsoft Teams can be found at: <https://web.microsoftstream.com/channel/5edbf1a9-d7da-416f-a7e1-984ed88ecae6>