



# Avonbourne Girls' Academy

The best in everyone™

Part of United Learning

30<sup>th</sup> June 2020

Dear Parents/Carers,

## Year 10 'Live' On-line Lessons

We are excited to announce that from Monday 6<sup>th</sup> July, Avonbourne Academies will deliver 'live' lessons online using Google Meet. Students have been timetabled to attend five 'live' sessions per week, from 3.00-3.35pm every day. This will provide them the opportunity to have live sessions with their teachers during the last 2 weeks of term.

These 'live' sessions will be for core intervention that students would have had during their daily DEAR time in Year 10. Students have already been allocated to new DEAR groups and have been being provided with daily work on their Google Classroom. The purpose of the DEAR sessions is to target the specific skills and knowledge needed to successfully achieve specific grades or access specific areas of tiered papers.

Please read the attached documents regarding online teaching;

1. A timetable
2. A step-by- step guide on how to access the live lessons via Google Classrooms and Google Meet
3. Behaviour & safeguarding expectations & information

If you have any questions or queries regarding online teaching, please contact the Year 10 Team using the email address [year10team@avonbourneacademy.org.uk](mailto:year10team@avonbourneacademy.org.uk)

Yours sincerely,

**Imogen Bull**  
Associate Vice Principal

**Michelle Dyer**  
Vice Principal

Avonbourne Girls' Academy  
Harewood Avenue  
Bournemouth  
Dorset  
BH7 6NY  
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### Executive Principal: Richard Tutt

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**Year 10**

**Live 'Google Meet' Lessons**

**Week Beginning 6/7**

<b>Lesson time:</b>	3.00pm-3.35pm
<b>Day:</b>	Every day Monday - Friday
<b>Go to:</b>	Log in to your DEAR Google Classrooms
<b>DEAR Tutor Group</b>	<b>Teacher</b>
Rg1	Mr D Parker
Rg2	Ms S Higgins
Rg3	Ms L Tsabet
Rg4	Mr T Chikwavira
Rg5	Mr D Plowman
Rg6	Ms V Rasey
Rg7	Mr J Monso-Maestre
Rg8	Mr J Cole
Rg9	Mr R Clayton

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## Live On line Lessons – Guidance and Behaviour Expectations for Students High Expectations – Because we Care

When actively engaged in remote lessons, the following code of conduct applies:

### Before the lesson starts:

- Set up your device in a quiet environment and have all your equipment ready for the lesson.
- You will only be allowed to join the live lesson if you are using your Avonbourne email account.
- Be prepared to log on to 'Google Meets' a few minutes earlier than the start of your class to avoid any last-minute delays and/or to address any potential tech issues (You will not be able to access the classroom until your teacher is present).
- Once you enter the lesson please mute your microphone.
- Minimise distractions as much as possible by ensuring that your mobile phone is turned off or is in another room where it will not divide your attention. If you have pets or siblings, try to ensure that they do not cause any disruption to you or your class.
- Consider what you are wearing. Clothing should be appropriate to the professional setting of a lesson.
- Remember that you are communicating in an academic setting and should not use acronyms or emoji's in your conversations if you are directed to use the Chat function. If you would not write or include something in a paper to be handed in and marked by your teacher, please do not include it in an online conversation.

### What your teacher expects from you during the lesson:

- Your microphone should be off for the duration of the lesson unless the teacher asks you to turn it on e.g.: "Could Student X turn their microphone on and tell me what you think regarding Y?" before you will then be asked to turn the mic off.
- You must not use the Chat or Share function unless directed to do so by the teacher. The teacher may use the function to check for understanding. Students using these functions without the teacher's permission will be issued a warning and may be removed from the lesson.
- Please remember that you are accountable for what you say on your microphone or in writing (just like at school). Making inappropriate, offensive or unkind comments, including through emoji's and/or images, will not be tolerated. Anything entered in the Chat function can be retrieved and recorded. Any inappropriate behaviour will be dealt with in line with the Academies' behaviour policy.
- The recording of still images, filmed images or audio of staff or other pupils without permission, and the distribution of such images, is strictly forbidden and will be treated as a serious breach of the Academies' behaviour policy.

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- Disruption free learning - It is expected that students will engage in lessons in a manner as similar to regular classroom learning as possible. This includes not lying in bed; making sure no music is on in the room; mobile phones are not to be used during the lesson, nor are other functions on computers; pupils should have all their equipment ready before the lesson.
- Behaviour when working as part of an online lesson should be as expected in normal classroom learning.
  - Students who fail to adhere to the above guidance or who do not meet the Academies' high behaviour expectations in live lessons will be issued with a warning. The teacher will explain why the warning has been issued and record this using the Chat function.
  - If a student receives a second warning they will be removed from the live lesson. Students who are removed from lessons should never attempt to re-enter a live lesson. The Pastoral team/Leadership Team will be informed of any removals, and parents will be contacted immediately.
  - Students that are removed from live lessons will be treated in the same way as if they were removed from a normal lesson. The student may receive a fixed-term exclusion and will not be able to return to live lessons, until they have attended a meeting with their parent/carer.

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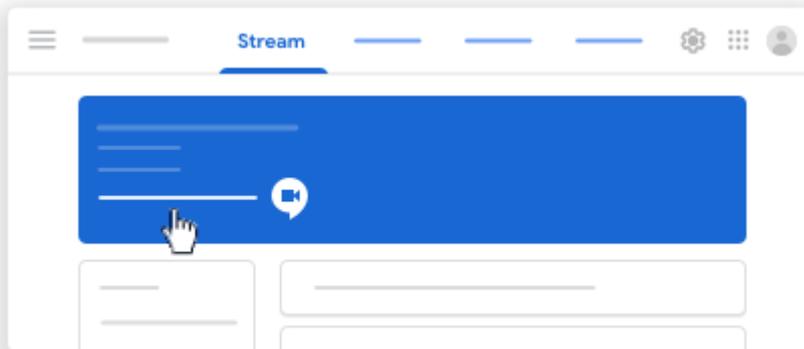
## How to join a live lesson in Google Classroom

Sign into your DEAR Google Classroom with your school account

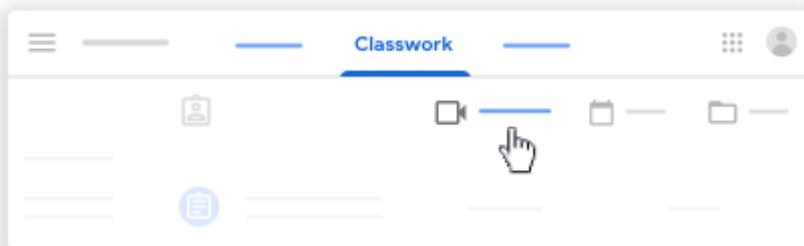
To join your live lesson in 'Google Meets' your teacher will have turned on 'Meet' for Classroom. You won't be able to join a class video meeting until your teacher starts the meeting.

1. Go to [classroom.google.com](https://classroom.google.com).
2. Click on your DEAR class.
3. Choose an option:

On the Stream page, at the top, click the Meet link.



On the Classwork page, at the top, click Meet. 



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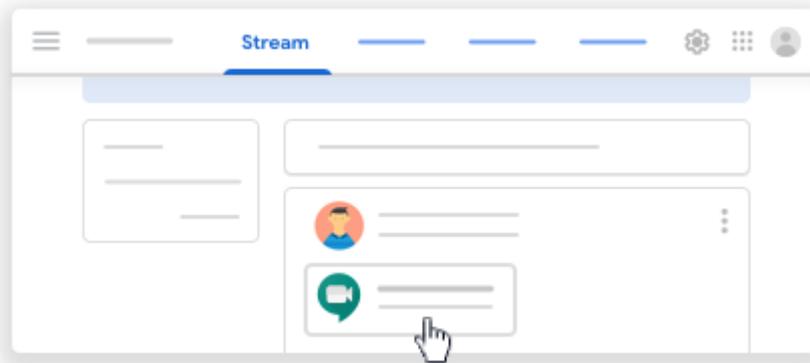


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On an announcement or post, click the link for the class video meeting.



4. (Optional) To allow Meet to use your camera and microphone, click Allow.
5. Before joining the meeting, in the top-right corner, check that you're signed in with your Classroom account. If not, switch to your Classroom account.
6. To join the class video meeting, click Join now.
7. To leave the video meeting, in Meet, click Leave call. 📞

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