



“ZOOM” ONLINE LESSONS PROTOCOL

Dear students and families,

As we move into remote learning, Zoom will once again be a useful resource. Please adhere to the following rules:

- Arrive to your scheduled lessons on time. Please check your schedule vigilantly to ensure you do not miss a class.
- If you are absent from 'class' you will be marked as absent and staff will be calling home to seek an explanation for absence.
- If you know you will miss your class/classes for the day, please get parents/guardians to let admin know so they can mark you as **absent**.
- Dress appropriately! Ideally, you should wear College uniform- research shows that work is most effective when people wear their normal “work” clothes when working from home.
- When you arrive in your ZOOM class, please make sure **that your speaker is on, and your camera is off**. Please refrain from talking to begin with so that the teacher may then mark the roll and require you to mute the microphone so that questions etc can go through the “chat function”. Teachers may also attempt to have everyone switch on video at some stage....depending on how secure/reliable the connection is.

If you have any questions in the meantime please let your teachers know. Staff will send regular reminders as well as direct contact. Keep an eye on the learning portal (or Seesaw/ Class Dojo if students are in Years 2-3) for weekly requirements.

As always, things can change quickly in this pandemic time...we will all work though this together. Please do not hesitate to ask questions, give feedback or just call for a chat.

Andrew Panozzo

Deputy Principal