



Thursday 7th January 2021

Dear students,

RE: LEARNING FROM HOME: THE NORTHOLT WAY

I hope that this letter finds you all well and rested after the Christmas break. As you will all be aware, we have once again been instructed to close the school to all students apart from children of key workers and those who may be vulnerable. This is part of the national lockdown which came into force on Wednesday.

It is vitally important to us that **you continue your quality learning** whilst you are learning from home. Like before, all lessons will continue to be set via your Google Classrooms and this time we are adding Google Meet to our lessons, which is a live element, so that teachers can explain new learning to you clearly.

From **Monday 11th January**, you will be expected to log on to Google Meet at the **beginning** of your timetabled lesson for the first five to ten minutes so that your teachers can introduce your new learning. Please use the Google Meet invitation via your calendar to access the meet.

REMOTE LEARNING: THE NORTHOLT WAY

Even though we are not physically in the school building at the moment, we must all still continue to embody *The Northolt Way*. With this in mind, we have developed a draft protocol that you must follow when completing your school work via Google Classroom or Google Meet.

HOW STUDENTS SHOULD USE GOOGLE CLASSROOM	HOW STUDENTS SHOULD USE GOOGLE MEET
<ul style="list-style-type: none"> ❑ Students should log on to their Google Classroom using their school account. ❑ Students should complete their remote learning according to their usual timetable. ❑ Students should uphold and follow <i>The Northolt Way</i> at all times when in their Google Classroom. ❑ Students should use standard English when communicating in their Google Classroom. ❑ Students' comments must be relevant to learning. ❑ Students should contact their teacher(s) if they need to ask questions about their learning. ❑ Students should email help@northolthigh.org.uk or phone 020 8864 8544 if they cannot access their school Google account. ❑ Students should contact their teachers during school hours. 	<ul style="list-style-type: none"> ❑ Students should join their Google Meet at the beginning of each timetabled lesson. ❑ Students should mute themselves on entering a Google Meet. ❑ Students should only unmute when the teacher asks them to. ❑ Students should keep their cameras off. ❑ Students should only share their screen when asked to do so by the teacher. ❑ Students should follow <i>The Northolt Way</i>. ❑ Students should use the 'raise hand' or chat function to ask the teacher a question. ❑ Students should try to find a quiet space at home to take part in the Google Meet. ❑ Students must always press the "leave call" button at the end of the Google Meet. ❑ Students should discuss with their parents/guardians if they are comfortable switching on the camera function if requested to do so by the teacher.



Committed to excellence

Headteacher : Marion Budd, MA(Hons), MA(Ed), MBA

Please read the protocol and if you have any questions or suggestions about it, please email me by Wednesday 13th January.

USING TECHNOLOGY

I have emailed a training video which shows you how to access Google Classroom and Google Meet from a number of devices. For those of you who have Xbox or Playstations, you can also use both of those devices to access your Google Classroom (though not currently for Google Meet).

Please watch the [six-minute video](#) so that you know how to use Google Meet before next week's lessons.

STUDENT ENGAGEMENT

It is very important that you keep learning and maintain good habits whilst you're at home so that you do not fall behind. I know it can be difficult to motivate yourself when you are working alone at home which is why we think the live element via Google Meet will be very beneficial. You must keep yourself up-to-date with your work. Your teachers will be letting me know at the end of each week the names of any students who have not engaged in their learning. Not completing your learning makes you vulnerable and we would have to take further action to address this.

WHAT IF YOU HAVE ANY QUESTIONS?

If you have any subject specific questions, please contact your teacher via Google Classroom or email during school hours. If you have more general questions, or questions about Google Meet, please do not hesitate to contact me.

I look forward to working with you all and hearing about the amazing learning that is taking place.

Yours faithfully,

Mr. L. Mathews
Deputy Headteacher.
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