



British International School of Tunis

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Ready to Learn at Home

The British International School of Tunis



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Key Terms

Distance Learning - using online learning tools and strategies to teach remotely.

Asynchronous Learning - students access learning at different times, and work through it at their own pace.

Synchronous Learning - Live lessons - During a real-time, online lesson, allowing for live classroom collaboration for distance learners. The teacher and pupils meet using an online video platform to stream into a timetabled lesson that is being taught at scheduled days and times. These will also be recorded for any children who cannot attend.

Recorded lessons - lessons that were recorded live and have been uploaded onto an online learning platform for students to access at different times.

Activity - This is a task that has been set by the teacher and involves something that the student has to do. It may involve a project, research, answering questions or personal reflection.

Introduction

For families whereby home learning is now the option, we are committed to ensuring continuous high quality of provision, that is consistent with the philosophy for education at BIST. We want distance learning to be a positive experience for all of our stakeholders and so we are working hard to ensure that the transition to **Google Classroom** is a brilliant experience for everyone. As our partners in your child's education, we invite you to work with us to provide the environment at home that will support successful learning. This will require us all to be flexible and patient when working online. This will be a learning opportunity for all of us.

Who will be able to use Google Classroom?

Virtual classroom learning is available to pupils who are unable to attend school, and provision is designed across four tiers: a pupil is (1) unable to attend school because they are unwell, or because (2) they are isolating, (3) the class is isolating and all pupils are learning remotely, and (4) the teacher is isolating.

In all four cases, the school promises to support all children according to statutory guidance published by the UK department for education (DFE), including the standards dictated by the October 2020 version of the document, [Remote education good practice](#).

The virtual classroom aims to replicate the pedagogical patterns and procedures learned at school, and provides the best possible opportunities for our pupils to continue to enjoy learning if they cannot attend school.



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In the virtual classroom, teaching and learning follows classroom conventions with some logistical and operational variations:

Virtual learning schedule

Digital learning in the virtual classroom is continuously offered by the school as part of its education offering and pupil promise. The school follows [UK guidance and Tunisian law](#), aiming for compliance and parity with the highest British standard of provision: a world-class offering with rigorously tested academic and pedagogical foundations. In keeping with the model proposed by the UK Department for Education's current policy, [Remote education good practice](#), the school's virtual classroom aims to replicate the real classroom as much as reasonably possible under special circumstances precipitated by extreme events.

The school offers four tiers of virtual learning provision.

If a pupil is unwell:

The school recommends rest and recuperation. Pupils are welcome to access the school's high-quality offering of virtual learning platforms for asynchronous independent learning, safely, and with teacher oversight.

If a pupil is isolating:

Support for a pupil who is isolating follows the conventions set by the teacher's blended learning programme; they will provide lesson materials, learning resources, and activities which reflect the syllabus and which will allow the pupil(s) to follow the programmes of study.

Age-appropriate resources will be available for asynchronous independent learning.

Opportunities will be provided for the pupil to join the class over Google Meet for a daily check-in, meet and greet, and social interaction with peers and community.

The teacher will monitor and respond to the pupil's asynchronous learning in multiple dimensions.

▪ **Reading:** [approved platforms](#);

- Spelling: spelling practice and spelling games on [approved platforms](#);
- Writing: writing tasks set by the teacher;
- Mathematics: the school's prescribed [mathematics programme](#), and other [digital platforms](#) routinely used in blended learning;
- Science: slideshows, videos, and projects; ▪ Humanities: slideshows, videos



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If a class is isolating:

In addition to the school's offering for pupils who are unable to attend, the teacher will provide both asynchronous independent learning opportunities through onscreen and offscreen learning, as well as synchronous guided learning in structured onscreen sessions throughout the learning day. Pupils will benefit from regular tutorials. The procedures for whole class remote teaching and learning closely follows normal classroom practice, and follows the methodology outlined in the overview of [virtual classroom](#) practice.

If a teacher is isolating:

Teachers will provide (remotely) both asynchronous independent learning opportunities through onscreen and offscreen learning, as well as synchronous guided learning in structured onscreen sessions throughout the learning day. The teacher will preside over all telepresence sessions, and an additional adult will supervise in-class activities in the teacher's absence. The procedures for whole class remote teaching and learning closely follows normal classroom practice, and follows the methodology outlined in the overview of [virtual classroom](#) practice.

What are the benefits of distance learning?

- Asynchronous learning - learn at your own pace
- Develops independence and time-management

Why are we using Google Classroom?

We have seen how Google's education friendly platform has transformed the way students learn all over the world and improved communication between teachers, students and parents. We are also a school of firsts, which is why we have begun our transformational journey to become one of the first Google accredited schools in Bahrain. With your support, we are confident that using Google Classroom will develop your child's digital literacy, equipping them with the essential skills needed to thrive in a rapidly changing globalised world. As a school, we are committed to providing students, parents and teachers with the training and support they need to feel confident using Google Classroom and their integrated tools. As we move into the future, G-Suite and Google Classroom will become an integral part of the holistic program of learning for all students at AMAIS.

Google Classroom Tutorial for Students and Parents: <https://youtu.be/xfgqtCi7hdo>



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What device do I need for Google Classroom?

All you really need is an active internet connection to be able to connect to Google Classroom.

You can use **any** device to access Google Classroom such as a laptop, desktop computer, Chromebook, MacBook, tablet or your phone, if that's all you have. Although we do recommend using a full-size keyboard, especially for students who have writing assignments

How will students access Google Classroom?

Teachers and students will use Google Classroom as the education platform for learning.

To access Google Classroom, students should follow the steps below:

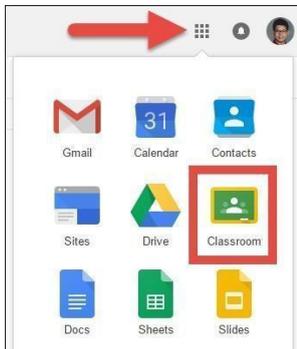
Step 1:

Open Google Chrome and sign in using your new Google account that ends in amais.edu.bh.



Step 2:

Click Google apps in the right hand corner and then select Classroom.



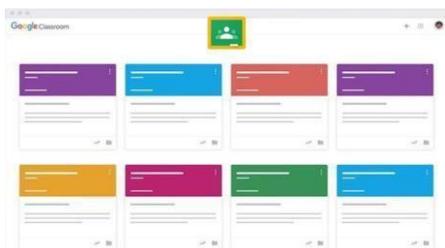
Step 3:

Once logged into Classroom, select the appropriate Class to access lessons.



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How will BIST deliver distance learning?

Google Classroom - teachers will create a class community on the 'Stream' page of Google Classroom, where they will post notifications to students. Teachers will set assignments and organise them into topics, setting clear expectations for all students.

Google Slides - teachers will create lessons on Slides for learners to use in their own time. Students will be expected to submit work on the due date that teachers set.

Google Meet - teachers will record live lessons using Meet whilst they present. This will then be uploaded onto Google Classroom. We have chosen to use Google Meet as our video conferencing tool because it is a platform which is integrated into Google Classroom and allows a full class to be visible to a teacher at any one time. Google Meet is supported by Chrome Browser, Microsoft Edge, Mozilla Firefox, Opera and Apple Safari.

How will all stakeholders communicate?

Teacher - student communication

The main method of communication between teachers and students will be on the Stream page on the main landing page of each Classroom. Teachers and students can write comments in real time and upload files and documents on posts.

Teachers and students can also communicate via email, which can be found on the People page.

In addition to Google Classroom, teachers will use Google Meet as a video conferencing tool. Google Meet is integrated into each classroom, which will allow students to log in directly and access the Meet with their teacher and peers. Students must simply click on the link to join the live session. Each session will be recorded for safeguarding and so that students can revisit it if necessary.

Students can also periodically expect virtual assemblies.

Targets

Every child can review their individual targets which are written into the digital learning environment workflow, and teachers frequently update these targets so that all the children have differentiated, personalised missions to complete. When they attend a tutorial, teachers begin by discussing these targets with small tutorial groups, and this



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in turn elicits pupil voice and metacognition. If a child completes an assignment or submits a lesson to the digital workflow, teachers review and read feedback together with the child(ren), and the target space is closed, ready for a new target.

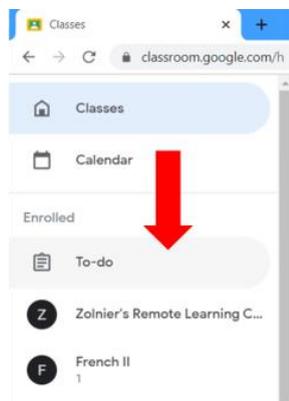
Parent - student communication

Parents will automatically be sent Guardian Summaries from their child's work and progress, as long as they have provided an up to date email address. Parents will receive summaries from all classes in which the student is enrolled, which will inform them of late or missed assignments, upcoming due dates and class activity.

Student Organisation

The To-Do List is a feature in Google Classroom that will help students know what work needs to be completed in all of their Classrooms.

In Google Classroom, students will just need to click on the To-Do heading and all activities that have been assigned will appear in order of due date. If there is no due date attached, the assignment will be at the bottom of the list.



Students can also click on the Done tab and see all assignments that have been turned in and any digital grades that have been given.

How will we track student attendance?

All students will be registered as attending their lessons once they have completed the activities set by their teachers on Google Classroom. Completion and submission of assignments will help teachers form a judgement about student progress. Poor attendance and incomplete work is likely to negatively affect students' grades.

How will we monitor and report on student academic progress?

Nearer the time an online assessment agreement will be sent to parents and students. Parents will not be placed in the role of teacher any more than they are when students are in school. Students from Year 3 - 6 will be able to carry out the tasks assigned by teachers



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independently, including accessing the material. However, younger students will need parents to log in, copy materials and support learning.

Students will be graded at home using the same progress and attainment measures as those used in school. All students will receive an end of term Year based on end of unit and end of term assessments.

Students who are distance learning will receive the same reports as students in school.

Nursery and Reception

- Teachers will organise regular meetings with parents to support and discuss the progress of their child as some children may find it difficult to post
- Ongoing assessment will be through observation and discussion with parents
- Teachers will organise regular meetings with parents
- No formal testing will be conducted for students of this age either at home or at school.

Year 1 - Year 6

- Teachers will plan activities that relate as closely as possible to current class content or skills
- The activities will reinforce existing understanding or introduce new content as planned in regular schemes of work
- Continuous teacher assessment will be completed using Google Classroom and students will be provided with feedback for work submitted
- Assessments on Google Classroom may include, submitting assignments in Google Classroom, completing a Google Forms or answering a quiz
- Formal assessments will be completed live on Google Meets. The teacher will monitor the students and all students will be expected to turn on their cameras.

What will distance learning look like by Year?

Nursery and Reception:

- The first day of school will be 6th September.
- All learning will be accessed using Google Classroom, which students and parents will be trained how to use.
- The morning sessions will be live sessions delivered by the classroom teacher and supported by the teaching assistants.
- Students will have a flexible structure in the afternoons with manageable and practical home tasks.
- Teachers will provide structured lessons and hold regular discussions with parents online to check progress in learning.
- Parents will be encouraged to give regular play breaks to their children throughout the school day.
- Snack and lunchtime will be as per the classroom timetable routine.

Year 1 - Year 6:



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- The first day for new to BIST students will be Monday 6th September
- All learning will be accessed using Google Classroom, which students and parents will be trained how to use.
- All pupils will be expected to attend live lessons in the mornings in accordance to their class timetables.
- Students will have 1 live core lesson per day in Maths and English that they will need to attend live. There will also be pre-recorded lessons and activities to access and complete.
- Non- core subjects will be a range of live and pre-recorded lessons for pupils to access and complete.
- Modern Foreign Language lessons will be live lessons.
- For PE, students will follow pre-recorded lessons and fitness challenges from home, which will be uploaded onto Google Classroom.
- Students will be reminded by their teachers to have regular breaks from work and will be encouraged to leave their screen and relax after each lesson.
- Students will follow their timetable for home learning and breaks and lunchtimes will be scheduled on the class timetables.
- Activities for home learning will encourage wellbeing and there will be a focus on promoting mental and physical health.
- Students will join their live lesson on Google Meet using a view-only link, which will be posted on Google Classroom. Students will be able to see and hear the live lesson. Pre-recorded lesson assignments will be scheduled for upload on Google Classroom for students to complete.
- For live lessons, students will be expected to complete the classroom activities set during the episode of learning.
- The structure of students' lessons will mirror the structure of learning in class. Students can expect to complete a Do Now activity, which will include a problem solving or creative task, review of prior learning, introduction of new material and questions to check understanding.
- Students can post questions on Google Classroom for their teachers, which will always be answered in a timely manner.

Year 7 - Year 13 (Secondary):

- Students will have at least 1 live lesson in each subject per week in KS3 with at least 2 per week in KS 4 & 5 that they will need to attend live. There will also be pre-recorded lessons and activities to access and complete.
- For PE, students will follow pre-recorded lessons and fitness challenges from home, which will be uploaded onto Google Classroom. Although, on occasion PE lessons may be live.
- Students will be reminded by their teachers to have regular breaks from work and will be encouraged to leave their screen and relax after each lesson.
- Students will follow their timetable for home learning and breaks and lunchtimes will be as indicated on the timetable.
- Students will continue to have their daily pastoral time with their tutor and tutor group. They are expected to attend these daily.
- Teachers will start and end all lessons live in order to check understanding, set the objectives and monitor attendance.



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- Activities for home learning will encourage wellbeing and there will be a focus on promoting mental and physical health.
- Students will join their live lesson on Google Meet using a view-only link, which will be posted on Google Classroom. Students will be able to see and hear the live lesson. Pre-recorded lesson assignments will be scheduled for upload on Google Classroom for students to complete.
- For live lessons, students will be expected to complete the classroom activities set during the episode of learning.
- The structure of students' lessons will mirror the structure of learning in class.
- Students can post questions on Google Classroom for their teachers, which will always be answered in a timely manner.

How will we provide inclusive education learning support?

BIST collaboratively works with parents and students to decide the best plan of action for each of these students. Our team will be in touch with these families on an individual basis.

A Learning Support classroom will be set up in Google Classroom for each child where additional work will be provided in line with the child's IEP as well as provide a forum for teacher and learner to discuss issues with work. Online Google Meet sessions will be arranged to work with the child to ensure we are fully monitoring their progress. For children who feel they need to see the school counselors a Google Form will be made available where students can request appointments.

How will we support student wellbeing?

Loss of face to face contact for an extended period of time may present a challenge for some students, staff and parents.

We will endeavor to keep lessons very interactive, which is particularly important for our preschoolers. There will be a focus on well being to support social skills and parents are always welcome to contact their child's teacher if they feel that their child or themselves need support.

Do I need to wear a school uniform for distance learning?

Students will not be expected to wear their uniform during distance learning for live Google Meets. However, students will be expected to dress appropriately, in smart casual clothes, demonstrating a readiness to learn.

How can I get help if I have a problem?

As a parent, you can check if your child can access their online learning by asking them to show you how to access Google Classroom.

If they need further assistance, please contact the class teacher.

New Students only



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- You will be sent a Gmail account and enrolment code per student to the parent email
- The email will have instructions of how to access your Gmail and enter your Google Classroom
- There will be induction activities for your child to complete in their Google Classroom
- There will be a Google Meet invite in the student's Gmail inbox so you can meet your teachers live. Live sessions will be at the following times:

All students

- You will be sent a Gmail account and enrolment code per student to the parent email.
- The email will have instructions of how to access your Gmail and enter your Google Classroom
- There will be induction activities for your child to complete in their Google Classroom.

EYFS and Primary Organisation for Distance Learners

Please note that Primary schedules for distance learning will be shared with parents each week on the Stream page. Teachers will create their distance learning programme to ensure a broad and balanced curriculum as well as take into account the learning needs of their individual class. The timetable will allow parents and pupils flexibility and allow teachers to design the weekly lessons to best suit the needs of their class.

Timetables for Distance Learning from 6th September

Learning activities will be scheduled on Google Classroom from Monday to Friday. The length of each lesson is given. We expect students to complete their daily lessons and activities within the time allocated. Activities and recorded lessons will be sent out at 8am every morning.

EYFS 1-2

- 1 live lesson per day Maths, English,
- 1 activity per day (Arabic/French,)
- 1-1 reading 3 times per week
- 1 live French and Arabic per week

EYFS 1:

Day/Timings	Monday	Tuesday	Wednesday	Thursday	Friday
8.30 – 9.00	Register, Questions, Meet with Teacher				
9.00 – 10.15	English/Phonics				
10.15 – 10.45	break				
10.45 – 12.00	Numeracy				



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12.00 – 12.45	Lunch break				
12.45 – 1.45	1-1 Reading	1-1 Reading	French	Arabic	1-1 Reading
1.45 - 2.45	Learning through Play				Teacher meet/PE

EYFS 2:

Day/Timings	Monday	Tuesday	Wednesday	Thursday	Friday
8.30 – 9.00	Register, Questions, Meet with Teacher				
9.00 – 10.15	English/Phonics				
10.15 – 10.45	break				
10.45 – 12.00	Numeracy				
12.00 – 12.45	Lunch break				
12.45 – 1.45	1-1 Reading	1-1 Reading	Arabic	French	1-1 Reading
1.45 - 2.45	Learning through Play				Teacher meet/PE

Years 1-2

- 1 live lesson per day (Maths, English including Phonics)
- Daily Reading sessions
- 1 recorded lesson per day (Project based on Topic, Science, ICT, Art)
- Reading sessions each day
- French and Arabic once a week
- Music and PE once a week

Year 1:

Day/Timings	Monday	Tuesday	Wednesday	Thursday	Friday
8.30 – 9.00	Register, Questions, Meet with Teacher				
9.00 – 10.15	Maths				
10.15 – 10.45	break				
10.45 – 12.00	English/Phonics				
12.00 – 12.45	Lunch break				
12.45 – 1.45	Arabic	French	Reading/ Science Project	Reading/ Project Art	Reading/Project Finish off any work



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1.45 - 2.45	Reading/ICT Project	Reading/Topic Project	Science	Music	Teacher meet/PE

Year 2:

Day/Timings	Monday	Tuesday	Wednesday	Thursday	Friday
8.30 – 9.00	Register, Questions, Meet with Teacher				
9.00 – 10.15	Maths				
10.15 – 10.45	break				
10.45 – 12.00	English/Phonics				
12.00 – 12.45	Lunch break				
12.45 – 1.45	French	Arabic	Reading/ Science Project	Reading/ Project Art	Reading/Project Finish off any work
1.45 - 2.45	Reading/ICT Project	Reading/Topic Project	Music	Science	Teacher meet/PE

Years 3 - 6

- 1 live lesson per day (Maths, English including Phonics if necessary)
- Daily Reading sessions
- 1 recorded lesson per day (Project based on Topic, Science, ICT, Art)
- Reading sessions each day
- French and Arabic once a week
- Music and PE once a week

Year 3:

Day/Timings	Monday	Tuesday	Wednesday	Thursday	Friday
8.30 – 9.00	Register, Questions, Meet with Teacher				
9.00 – 10.15	Maths				
10.15 – 10.45	break				
10.45 – 12.00	English				
12.00 – 12.45	Lunch break				
12.45 – 1.45	Reading/ICT Project	Reading/Topic Project	Reading/ Science Project	Reading/ Project Art	Reading/Project Finish off any work
1.45 - 2.45	Science	Music	French	Arabic	Teacher meet/PE



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Year 4:

Day/Timings	Monday	Tuesday	Wednesday	Thursday	Friday
8.30 – 9.00	Register, Questions, Meet with Teacher				
9.00 – 10.15	Maths				
10.15 – 10.45	break				
10.45 – 12.00	English				
12.00 – 12.45	Lunch break				
12.45 – 1.45	Reading/ICT Project	Reading/Topic Project	Reading/ Science Project	Reading/ Project Art	Reading/Project Finish off any work
1.45 - 2.45	Science	Music	Arabic	French	Teacher meet/PE

Year 5:

Day/Timings	Monday	Tuesday	Wednesday	Thursday	Friday
8.30 – 9.00	Register, Questions, Meet with Teacher				
9.00 – 10.15	Maths				
10.15 – 10.45	break				
10.45 – 12.00	English				
12.00 – 12.45	Lunch break				
12.45 – 1.45	Reading/ICT Project	Reading/Topic Project	Reading/ Science Project	Reading/ Project Art	Reading/Project Finish off any work
1.45 - 2.45	French	Arabic	Science	Music	Teacher meet/PE

Year 6:

Day/Timings	Monday	Tuesday	Wednesday	Thursday	Friday
8.30 – 9.00	Register, Questions, Meet with Teacher				
9.00 – 10.15	Maths				
10.15 – 10.45	break				
10.45 – 12.00	English				
12.00 – 12.45	Lunch break				



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12.45 – 1.45	Reading/ICT Project	Reading/Topic Project	Reading/ Science Project	Reading/ Project Art	Reading/Project Finish off any work
1.45 - 2.45	Arabic	French	Science	Music	Teacher meet/PE

Secondary School

Key Stage 3 (Yrs 7-9)

Years 7 -9

- Minimum of 1 live lesson per subject per week
- Daily Reading sessions
- Teachers will start and end all lessons live
- Teacher will be available to answer questions online
- Compulsory pastoral session with tutor each morning
- Enrichment and PE lessons will continue online

Year 7

Time	Monday	Tuesday	Wednesday	Thursday	Friday
8.00-8.30	Tutor Time				
8.30 - 9.30	Maths	Science	Arabic	English	Maths
9.30 - 10.30	PE	English	English	Maths	Science
10.30 - 11.00	BREAK	BREAK	BREAK	BREAK	BREAK
11.00-12.00	English	PE	Geography	Science	English
12.00 - 13.00	Arabic	Maths	Maths	French	Art
13.00 - 13.45	LUNCH	LUNCH	LUNCH	LUNCH	LUNCH
13.45 - 14.45	ICT	Music	Science	Enrichment	Global Perspectives
14.45 - 15.45	French	Enrichment	History	Enrichment	



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Year 8

Time	Monday	Tuesday	Wednesday	Thursday	Friday
8.00-8.30	Tutor Time				
8.30 - 9.30	Science	Geography	English	Maths	PE
9.30 - 10.30	Maths	French	Art	Music	Global Perspectives
10.30 - 11.00	BREAK	BREAK	BREAK	BREAK	BREAK
11.00-12.00	French	Arabic	ICT	English	Science
12.00 - 13.00	English	English	Science	Science	English
13.00 - 13.45	LUNCH	LUNCH	LUNCH	LUNCH	LUNCH
13.45 - 14.45	History	Maths	PE	Enrichment	Maths
14.45 - 15.45	Arabic	Enrichment	Maths	Enrichment	

Year 9

Time	Monday	Tuesday	Wednesday	Thursday	Friday
8.00-8.30	Tutor Time	Tutor Time	Tutor Time	Tutor Time	Tutor Time
8.30 - 9.30	Global Perspectives	Maths	Art	Music	Science
9.30 - 10.30	History	French	Maths	ICT	PE
10.30 - 11.00	BREAK	BREAK	BREAK	BREAK	BREAK
11.00-12.00	French	English	PE	Maths	Maths
12.00 - 13.00	Science	Arabic	English	English	Geography
13.00 - 13.45	LUNCH	LUNCH	LUNCH	LUNCH	LUNCH
13.45 - 14.45	Maths	Science	English	Enrichment	Arabic
14.45 - 15.45	English	Enrichment	Science	Enrichment	



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Key Stage 4 (Yrs 10 & 11) IGCSE

Years 10 & 11

- Minimum of 2 live lesson per IGCSE subject per week
- Daily Reading sessions
- Teachers will start and end all lessons live
- Teacher will be available to answer questions online
- Compulsory pastoral session with tutor each morning
- Enrichment and PE lessons will continue online

Year 10

Time	Monday	Tuesday	Wednesday	Thursday	Friday
8.00-8.30	Tutor Time	Tutor Time	Tutor Time	Tutor Time	Tutor Time
8.30 - 9.30	Option 3	Option 5	Option 4	Option 5	Global Perspectives
9.30 - 10.00	BREAK	BREAK	BREAK	BREAK	BREAK
10.00 - 11.00	Option 1	Option 4	Option 1	English	Maths
11.00-12.00	Maths	Option 1	Option 2	PE	English
12.00 - 12.45	LUNCH	LUNCH	LUNCH	LUNCH	LUNCH
12.40 - 13.45	English/ESL	English/ESL	Option 3	Maths	Option 5
13.45 - 14.45	Option 2	Option 3	Global Perspectives	Enrichment	Option 2
14.45 - 15.45	Option 4	Maths	English	Enrichment	

Year 11

Time	Monday	Tuesday	Wednesday	Thursday	Friday
8.00-8.30	Tutor Time	Tutor Time	Tutor Time	Tutor Time	Tutor Time
8.30 - 9.30	Option 2	Science	Maths	Science	Science
9.30 - 10.00	BREAK	BREAK	BREAK	BREAK	BREAK
10.00 - 11.00	English/ESL	Global Perspectives	English/ESL	Science	Science
11.00-12.00	Global Perspectives	Maths	English/ESL	Option 1	Option 3



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12.00 - 12.45	LUNCH	LUNCH	LUNCH	LUNCH	LUNCH
12.40 - 13.45	PE	Option 1	Option 2	Option 1	Maths
13.45 - 14.45	Option 3	Option 2	Maths	Enrichment	English/ESL
14.45 - 15.45	Maths	English	Option 3	Enrichment	

Key Stage 5 (Yrs 12 & 13) AS, A-Level & BTEC

Years 12 & 13

- Minimum of 2 live AS/A-Level or BTEC lessons per subject per week
- Daily Reading sessions
- Teachers will start and end all lessons live
- Teacher will be available to answer questions online
- Compulsory pastoral session with tutor each morning
- Enrichment and PE lessons will continue online

Year 12

Time	Monday	Tuesday	Wednesday	Thursday	Friday
8.00-8.30	Tutor Time				
8.30 - 9.30	Option 2	Study	Study	Option 4	Option 1
9.30 - 10.00	BREAK	BREAK	BREAK	BREAK	BREAK
10.00 - 11.00	Option 4	Study	Option 4	Option 1	Option 1
11.00-12.00	Option 3	Option 4	Option 1	Option 2	Option 2
12.00 - 12.45	LUNCH	LUNCH	LUNCH	LUNCH	LUNCH
12.40 - 13.45	Option3	PE	Study	Option 2	Option 4
13.45 - 14.45	Option 1	Option 3	Option 3	Enrichment	Option 2
14.45 - 15.45	Study	Study	Option 3	Enrichment	

Year 13

Time	Monday	Tuesday	Wednesday	Thursday	Friday
8.00-8.30	Tutor Time				
8.30 - 9.30	Study	Option 1	Option 1	Option 1	Option3
9.30 - 10.00	BREAK	BREAK	BREAK	BREAK	BREAK



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10.00 - 11.00	Option 2	Option 1	Option 3	Option 3	Option 3
11.00-12.00	Option 4	Option 2	Study	Option 2	Study
12.00 - 12.45	LUNCH	LUNCH	LUNCH	LUNCH	LUNCH
12.40 - 13.45	Option 4	PE	Option 4	Study	Option4
13.45 - 14.45	Study	Option 4	Option 2	Enrichment	Study
14.45 - 15.45	Option 1	Option 3	Option 2	Enrichment	

All students must adhere to the Online Home Learning Agreement in order to engage safely in their online learning. Please read and discuss this agreement with your child.

Online Learning Responsible Student Agreement

- I will only use Google Classroom and Google Meet for school purposes as directed by my teachers.
- I will only use Google Meet if my parents have signed the parent consent form for face-to face sessions.
- I will not share my passwords or unique class codes with anyone.
- I will be responsible for my behaviour and actions when using Google Classroom and Google Meet; this includes the resources I access, the comments I share and the language I use.
- I will make sure that all my communication with students, teachers and support staff is respectful, responsible and sensible.
- I will complete and submit all assignments in Google Classroom by the due dates directed by the teacher.
- I will not deliberately browse, download, upload or forward material that could be considered offensive or illegal. If I accidentally come across any such material I will report it immediately to my teacher or my parents.
- I will not record or take photos of my classmates or teachers during a face-to-face session.
- I understand that when using Google Classroom, Google Meet and other applications provided by the school that my use can be monitored and logged and viewed by my teachers and parents.
- I understand that these rules are designed to help keep me safe and that if they are not followed, school sanctions will be applied and my parents will be contacted.

Guidelines for Google Meet

When using Google Meet, remember that this is an extension of the Classroom and you should conduct yourself as you would in a classroom in school.

This includes:

- Video conference from an environment that is quiet, safe and free from distractions.
- Be on time for your face to face sessions.



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- Be dressed appropriately for learning (e.g. no pyjamas, no swimwear) ● Interact patiently and respectfully with your teachers and fellow students.
- Mute the microphone after logging into the Meet and unmute the microphone only when the teacher asks you. You understand that your teacher can mute or unmute the microphone when necessary.
- Behave in a good manner at all times. You understand that any inappropriate behavior may lead to your exclusion from the group and further participation in online learning.
- Only log in to the Meets that you have been personally invited to and leave the Meet when prompted by the teacher.
- Provide feedback to teachers about your experiences and any relevant suggestions
- **You MUST NOT record each other's online interactions or the video lessons. Your teacher will record the video session and may share any recorded videos of learning with other classes within a group.**
- **You MUST NOT share recorded videos outside of the school community.**

Parent Consent form for Face-to-Face Sessions

In order to facilitate face-to-face video conferencing, we ask that you support your child, where possible, by:

- providing them with a workspace that is quiet, safe and free from distractions with an adult nearby
- making sure your child is dressed appropriately
- making sure that there is nothing inappropriate in the background
- ensuring that face-to-face communication is only between teachers and students

Neither parents nor students may record, share or comment on public forums about individual teachers. BIST welcomes professional discussion.

By completing the following Google Form, you acknowledge that you have shared this document and discussed face-to-face learning with your child. It is very important that both parents and students agree to follow the rules to make it safe for everyone.

If you have any concerns or queries with regard to the agreement please **contact primary@bistunis.com** and we will respond to your enquiry swiftly.