



Haileybury  
Connected School

# Guidance for pupils



January 2021



These are unusual times. We acknowledge that you are living all over the world and around the UK; we acknowledge that all of your personal circumstances are different and that the constraints and challenges for each of you will be unique. Our aim, through our Connected School, is to provide you with support and continuity while maintaining a sense of joy in your learning.

We aim to ensure that you continue to enjoy learning, make progress, experience new things and receive a high-quality education. Connected Learning, to enable this, will take place predominantly via Google Classroom, Notability, Google Meet and Zoom.

For those of you who live in different time zones we understand that it will perhaps be even more challenging. Please do try to do your work when possible and if feasible, try and arrange a time to speak to your teachers. All lessons will be recorded for you.

We are all here to support you.



# 1. Academic Learning

Our expectation is that you continue to work hard and with focus in your subject areas. Your teachers have produced high-quality lessons and sequences of learning that will ensure that you continue to make good progress.

In order to learn successfully through the Connected School, you should be aware of the following:

## 1.1 Learning

- The **Connected School webpage** (accessed through the Pupil Portal) should be where you gain access to all things related to the Connected School. Each part of the school, including Lists and Chapel are hyperlinked to make access easier. Please remember that you must be logged into a Haileybury Google Account in order to access our internal sites and Zoom, using your Haileybury Google Account, to access meetings.
- Make sure that you know your **timetable of study** well. You will follow your usual timetable.
- **Prepare yourselves** in advance of each of your lessons, making sure you have appropriate books or resources, whether these are paper or electronic.
- Make sure that you are **logged in** to Google Classroom. When you have a specific subject in your timetable, you need to log in to this section of the Classroom.
- Sometimes, you will be set **work to complete**; sometimes, you will attend **whole class sessions**; sometimes, you will be in **one-to-one sessions** with your teacher.
- If you **cannot attend** a lesson, you must inform your teacher.
- You should have your **camera on** for the duration of the lessons, blurring your background if you so wish.
- You should **mute your microphone** and **signal that you wish to talk** by raising your virtual hand.



## 1.2 Rewards, Behaviour & Sanctions

- Please behave in the same manner **as you would in a lesson**.
- Please do what you can to attend **online lessons**.
- Teachers will give out yellow, green and blue **tickets** as normal – do your very best and always try to think what you can do to improve or help others.
- You must be **suitably and sensibly dressed** for any meeting with a member of staff. **Headphones** of any description should be used **only** to aid hearing the lesson material and not to listen to music or anything else during any live event or meeting.
- You should aim to have your work station in an open and airy space. **Bedrooms should be avoided** if possible.
- Use classroom-based language. It is not acceptable to write in shorthand or text speak. **Always be respectful, polite and considerate**. All emails should begin with Dear Sir / Miss or Dear Mr X / Ms Y and signed off appropriately.
- School platforms such as Google Classroom **should only be used for school matters**. Do not use them for chat purposes or to send images to classmates.
- You **must not** share passwords, weblinks or other sensitive information with people outside of Haileybury.
- Teachers must be contacted through **email or Google Classroom only**.
- **Teachers will record lessons** and send you the necessary work via Google Classroom.
- **You are not allowed to record or screenshot** your lessons, webinars or meetings. Any incidences of this behaviour will be sanctioned in accordance with the school's [Rewards, Behaviour and Sanctions Policy](#).
- Any form of **online bullying will not be tolerated**. Please report any incidences through your tutor, HM, the Proctor or the Deputy Head (Safeguarding and Wellbeing).
- School policies and handbooks still apply; please be mindful particularly of: [ICT Acceptable Use for Pupils](#), and [Counter-Bullying](#).
- Any **misbehaviour** may be sanctioned in line with the school rules.



## 1.3 Digital Resources

### Digital textbooks

- There are a number of **digital textbooks** available at [www.classsoos.com](http://www.classsoos.com)
- You must login into **Classsoos** using your Haileybury Google account.
- You can use Classsoos on any device and **books** can be downloaded for use offline.

### Google Classroom

- **Google Classroom** will be the main source for materials and assignments in the Connected School.
- Assignments should be completed with **care and attention**.
- When submitting written work via Google Classroom, you should use [Cam Scanner](#) or [Adobe Scan](#) to **submit work in a single PDF file**.
- For **instructions** on how to use Google Classroom, to turn in assignments and find your work, please visit: <https://sites.google.com/haileybury.com/connectedlearning>



## 2. Wellbeing

In addition to your studies, continued learning and progression, it is important (*for you and to us*) that you stay **fit and healthy, in both body and mind**. Being in isolation or simply away from friends and family can present challenges, but if we stay connected as a school then we can support each other.

Follow the links on the **Wellbeing Site** section of the Connected School to support your physical and mental health. Each day, you should set aside some time to engage in the **sport and co-curricular activities** that you would have been doing at school, and perhaps to **try something new**. Just as at school, there is a rich and varied co-curricular programme that you can follow, and which your tutor and HM will be asking you about.

Please can all pupils read the **Phones, Devices and Social Media advice**, written specifically for this time when you're away from school, to ensure that you are safe and behaving appropriately online.

Please also remember that there are many avenues of support for you as part of the Connected School, from your **HM** and **tutor**, to your **Teachers**, and of course the **School Counsellor** and **Chaplain**. Please ask for support as and when you need it and remember that these are not normal times for any of us: It's good to ask for help.



## 3. Co-curricular Learning

A wide range of **co-curricular activities** are on offer through the Connected School. Sport, music, dramatic arts and weekly activities are all accessible through the [Connected Co-curricular page](#).

Some of the activities do not run live in that they can be completed at any time of day. However, there are a number of **live or synchronous elements** to the co-curricular provision, including **daily sport sessions, music performances and concerts** and weekly Zoom **meetings and webinars** for specific activities.

Sport and activities continue to be a **compulsory element** of school. During the sport periods in the timetable, pupils are expected either to join one of the live sessions or to complete one of the online sessions in a sport of their choosing. For Activities, instructions are posted in a video message on the front of the activities website. All pupils are expected to actively engage on a weekly basis. Levels of engagement will depend on pupils' ability to manage their time alongside academic commitments. Two to three activities per week is considered manageable for most, with some pupils able to complete more, depending on year group, and on sport and music commitments. Tutors will be able to offer further advice in the weekly one-to-one sessions.

# 4. Help Guides

## Connected School Help

[sites.google.com/haileybury.com/connectedlearning](https://sites.google.com/haileybury.com/connectedlearning)

## Zoom instructions

[Getting Started](#)

[Joining a Meeting](#)

## Haileybury Computer Support

[support@haileybury.com](mailto:support@haileybury.com)

