



HOLY NAME CONVENT SECONDARY SCHOOL POINT FORTIN

REMOTE LEARNING GUIDELINES FOR STUDENTS 2021-2022

With the ongoing pandemic, remote teaching and learning has become necessary. The staff at Holy Name Convent Secondary School, Point Fortin continues to work to the best of our ability to ensure that you, our students, are taught during these challenging times. This document gives guidelines for remote learning and outlines your responsibility as a student.

Daily Schedule

Time Slot	Activity	Duration
8:10 – 8:30 am	Assembly / Roll Call/ Breakfast	20 mins
8:45 – 9:45 am	PERIOD 1	60 mins
9:45 – 10:00 am	Break	15 mins
10:00 – 11:00 am	PERIOD 2	60 mins
11:00 – 12:00 am	Lunch	60 mins
12:00 – 12:15 pm	Lunchtime Assembly/Roll Call	10 mins
12:15 – 1:15 pm	PERIOD 3	60 mins
1:15 – 1:30 pm	Break	15 mins
1:30 – 2:30 pm	PERIOD 4	60 mins

Learning Platform Guidelines:

- All students are required to log in under their GSuite school account and join Google classrooms for their respective classes. Visit our school website: www.hncpf.org to access your timetable and Google classroom codes for each class.
- You will not be allowed to join a Google classroom if you are not logged into your school account (e.g. Firstname.Surname#####@hncpf.org)
- Live classes will be conducted via Google Meet. A meeting link will be generated via the Google classroom and made visible to you. When you are scheduled for your class, you access the meeting by entering the classroom platform and clicking the meeting link (browser) or the camera symbol (app)
- You are expected to complete assignments given on the google classroom platform during your “offline” time. Pay attention to any notifications sent. This will require you to plan and manage your time wisely. Check your Google classroom daily.
- Ensure before each live session you have your textbooks, notebooks and stationary for that class.
- Ensure that your devices are fully charged and you are aware of your class timetable.

- Protect your passwords. Students that have not changed their original passwords should do so. If possible, have a notebook to write down important log in information.
- Assessments will take place for this term and reports will be generated. Hence all classes and assignments must be taken seriously. All assignments are COMPULSORY.

Netiquette Guidelines:

- Students are expected to be present for roll call at 8:10 a.m. and 11:55 a.m. daily.
- To be marked present you must join the live Google meet for your respective form class at those times. If you are not present, you will be marked absent. DO NOT be late.
- Roll call is also done for each of your four(4) daily sessions.
- If you are unable to attend a live session, please inform your subject teacher and form teacher. You must have a VALID reason.
- When signing in to live sessions, please ensure your microphone is muted until the teacher instructs to unmute.
- You should not be distracted or be on other devices (phones, television etc) while attending virtual classes.
- Always be respectful to teachers and students. No form of bullying will be tolerated.
- There should be no sharing of obscene or defaming materials
- There should be no screenshots or recordings of live sessions.
- Do not share teacher materials without his/her permission
- There should be no copying of the work of others or allowing others to copy your work, and /or misusing content from the internet.

Clothing and Surrounding Guidelines

- All students must wear their school uniform for live sessions. In the event that this is not possible, a school T-shirt with the monogram can be worn.
- Hairstyles should be neat and avoid any big, distracting earrings.
- Camaras are to be **turned on** for your live classes.
- A space should be set up in your home, where the background and lighting ensures you are visible when your camera is turned on.
- You should seat yourself at a desk or table. You should not be in your bed or sofa.
- Ensure your space is cool and comfortable and keep water nearby to keep hydrated.
- Avoid noisy areas
- Avoid eating / snacking.

Please note:

Student indiscipline will not be tolerated. Students who are disrespectful and inappropriate will be suspended from live sessions and will be asked to collect printed packages at school to continue learning. The student and parent will be notified of this violation.

Student Tips

- Be aware of what you are saying and doing at all times.
- Be mindful of screen time. You should schedule some time for exercise other other offline activities.
- Keep a healthy diet as much as possible
- Get adequate sleep
- When using your device for remote learning, utilize the “Do not Disturb” feature to avoid distractions from other social media apps.
- Stay calm, stay safe and stay healthy. All will be fine.