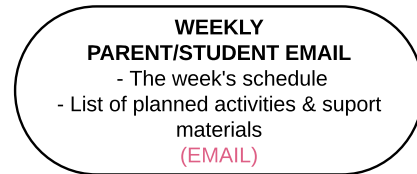


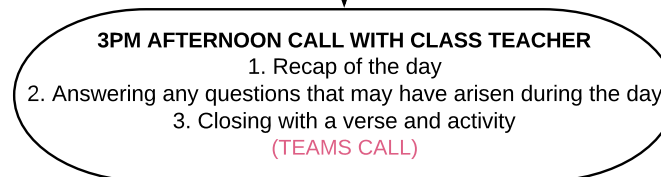
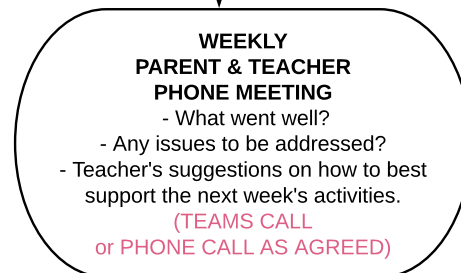
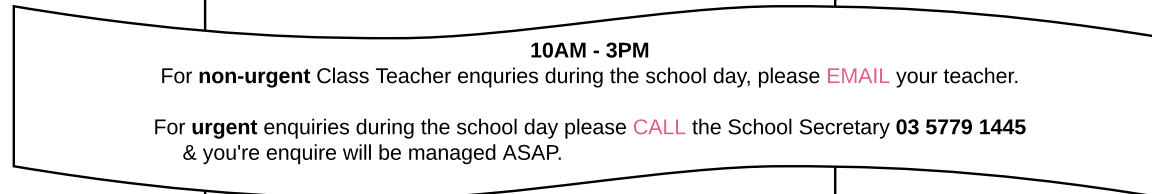
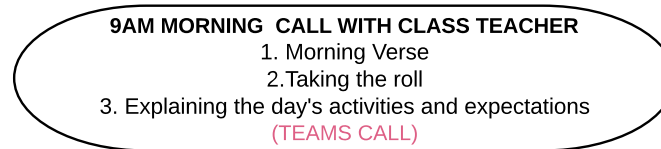


COVID-19 REMOTE LEARNING STUDENT/PARENT COMMUNICATION PROCEDURE (YEAR 11 - IB)

WEEKLY PARENT/TEACHER ROUTINE



DAILY STUDENT ROUTINE



KEY TIPS FOR TEAM CALLS

1. Test your technology before your scheduled meeting.
2. Don't be late to login to your scheduled call.
3. Always keep your microphone muted unless talking to the group.
4. Look them in the Lens as much as possible, to show you are engaged in the conversation.
4. Try to avoid distractions such as eating or moving about where possible.
5. If you need to leave the conversation for a moment or deal with a distraction, please switch off your camera.
6. Be sure to hang up the call when your done.