

CPA Online Learning Disclaimer

Dear Parent/Guardian,

At CPA we are trying to reduce the number of Fixed Term Exclusions so therefore we are implementing a new system of Online Learning where it is suitable for our students and applicable.

The concept of Online Learning is to ensure our students still receive an educational experience where they are able to access the school curriculum and support from a member of staff. **Work must be completed, if this is to be accepted in replacement of a fixed term exclusion.**

Logins:

Gmail School Login

Username: (Example) 23tkkhanom@cpa.worcs.sch.uk (Always this same format with the student first 2 initials followed by full surname)

Password: ContinU23 (Capital C)

Google Classroom Logins

Ks4 Online Learning Page

<https://classroom.google.com/c/NTkzMTU2NDA4Mzc2?cjc=r2nnbqz>

Class code: r2nnbqz

Ks3 Online Learning Page

<https://classroom.google.com/c/NjQxOTE1OTAwMTAz?cjc=kwwoorr>

Class code: kwwoorr

Your child will be expected to be online on the allocated dates and times they have been instructed to do so by CPA.

Your child must meet the below expectations whilst they are online:

- Before you begin, ensure you have Google Classroom logins and your laptop is in full working order
- If you are online learning, please ensure you are on time for the lesson
- You must attend all your scheduled lessons, as this will go towards your attendance
- Remain online for at least 15 minutes at the start of the session to ensure any delays or interruptions have been dealt with
- Ensure you have tested your microphone and camera before the start of the session
- If there are any online/login issues, please call the school and we will direct you over the phone
- Any completion of work should be submitted online on Google Classroom or send to the teacher via email
- Please ensure you conduct yourself with manners and respect, as you would do if this was in a classroom
- No form of abuse will be tolerated towards any member of staff

- Ensure you ask questions and you fully understand what to do and discuss any queries about resources and materials before leaving the session

If you require a laptop, we are able to provide you with one but it is your responsibility to inform the school if you need one. If we do not receive a request from you, we will assume that you do not need a laptop.

If we are providing you with a laptop and charger, as Parent/Guardian it is your responsibility to ensure this is looked after as any damages will have to be paid for from home. Your child must return the laptop to CPA once they return back to school.

Name of Student:

Date provided:

Serial Number of Laptop.....

Charger provided- Yes

Staff signature.....

Parent Signature.....