



HAPPY PALACE GROUP OF SCHOOLS

Play Group | Montessori | Kindergarten | Primary | Matric | O & A Levels | Intermediate

Guidelines for Students

You must:

- Confirm that you have access to all of the school platforms and know passwords for all online necessary applications (Gmail, Zoom, HPGS eGateway (Parent Portal), Google Classrooms etc.).
- Check that your home network is safe, accessible and reliable. Perform a speed test.
- Be able to find and use recorded lessons posted by your teacher on Google Classrooms.
- Be able to respond to assignments posting directly with text, audio, or video.
- Know what their teacher's expectations are for virtual check-ins. At a minimum in the event of a closure, all students will be expected to log in at the **start of the scheduled class time**. Teachers will share meeting links using whatsapp and email communications. Know how to find and use these tool. Guidelines are mentioned above.
- Be sure they are clear about communication with your class: what medium, what time(s), how often, etc.
- Call the school directly, if they are unsure about any of our platforms or processes they need assistance with. Download all the necessary apps including Google Classroom, Zoom, WhatsApp, sign in and practice using them with their parents, teachers and classmates.
- Know where they can seek technical support and help in the event of a closure
- Be prepared for digital drills or closure simulations

During school closure period students must:

- Check email and other communication channels daily.
- Login to real-time video services designated by your teacher (Zoom) when classes are scheduled to start for dialogue with teachers and members of your class. At a minimum, everyone will be expected to log in promptly at the start of the scheduled class time, check-in with teachers and receive initial instructions. Links to these private sessions should never be shared with outsiders.
- Follow the Guidelines for Participation in Online Classrooms and norms of online communication as set out above or by the teacher during the online session. Be mindful of their surroundings - the sessions are live and broadcast to the class. Earphones are recommended for privacy.
- Perform tasks as outlined by teachers in the portal and seek clarification from teachers on any assignments where they need it, preferably during the scheduled class timings or on google classrooms.
- Continue to check assessment data regularly using Parental Portal and Google classroom.

**Information and Communication Services,
HPGS.**