

FACILITATING ONGOING TEACHING & LEARNING

Lycée Français Charles de Gaulle



ÉTABLISSEMENT
EN GESTION DIRECTE



aefe

Agence pour
l'enseignement français
à l'étranger

Dear Students & Parents,

Contained herein are details of the way in which ongoing teaching and learning will take place from Wednesday 18th March onwards. Please read carefully.

The principle of this document is to inform and summarise straightforwardly. You will not be directed towards links within links.

There is no shortage of resources out there, but by far the most important thing is to know how to organise yourself, to think carefully about your work and to do it as well as you can ... from a distance... without getting lost.

The idea is to really engage with your work, not to simply fill a virtual filing cabinet with resources never to be touched again.

Your teachers will be your guides, teaching according to the needs of each class and student in the way that they normally do.

Teachers will keep in contact with students and maintain the teaching and learning process, be that 'live' online or offline (setting and marking work to be done independently).

The usual timetable will remain in place. Teachers will make contact and set work via Pronote, student Lycée email addresses and Padlet.

Work activities could take several forms :

- Lessons in video/audio format, referring to the text book, PDF document.
- Written activities to complete and submit to the teacher.
- Video conferences with whole/partial classes. The teacher will stipulate the time, which will always be in a slot during which the lesson would normally take place according to the timetable. These virtual meetings will serve to maintain a link with the students and to respond to questions, and will not necessarily last the full hour. The teacher will invite each class to a live session once a week.

For offline work, ie. that which is to be done independently, students would be expected to engage with this at a time when they would normally have that lesson according to their timetable.

Teachers will be careful not to overload students in order to allow them to adapt to this new way of working in this unique context, one **which will inevitably have an impact on the usual pace of the teaching and learning process.**

Assessment will be carried out by online questionnaires or by work submitted.



THE PRINCIPLE TOOLS TO BE USED

We have focussed on the electronic tools usually used by teachers and students.

HOW WILL THE TEACHER TRANSMIT WORK AND RESOURCES TO THE STUDENTS?

TOOLS	METHOD
Pronote	The student receives homework, documents, links via the cahier de texte on Pronote in the usual manner.
Email	The student receives resources via his/her student Lycée email address.
Padlet	The teacher will post resources onto this virtual wall.
Google Drive	The teacher will transmit resources via Google drive.
Google Form	The teacher can transmit questionnaires in order to ascertain comprehension or assess the student.



THE PRINCIPLE TOOLS TO BE USED

HOW WILL THE STUDENT TRANSMIT DOCUMENTS TO THE TEACHER ?

TOOLS	METHOD	TUTORIAL
Pronote	Student	Tutorial
Email	Student returns work via Lycée student email address.	-
Google Drive	Student saves work in the relevant class Drive.	Tutorial



THE PRINCIPLE TOOLS TO BE USED

HOW WILL THE TEACHER ORGANISE A VIDEO-CONFERENCE ?

TOOLS	METHOD	TUTORIAL
Google Meet	The student will receive an invitation to join a pre-arranged video-conference, and does so by clicking on the link at the required time.	Tutorial

Google Meet rules:

1. Check your inbox of your **@eleve.lyceefrançais.org.uk** account for the link to join.
2. Turn off your microphone and await teacher instructions.
3. Listen carefully to the teacher. Only speak when given permission to do so. There may be a delay in the sound.
4. If you have any questions, click on 'chat' and write your question or write "." to indicate that you would like to interject. Wait for the teacher to give you permission to do so.
5. Do not disconnect until the teacher has said that you can do so.

It goes without saying that normal school rules apply during video-conferences : dress appropriately, do not eat, use appropriate language...

Image rights of teachers and of other students must be respected ; any breach of this will be sanctioned. It is forbidden to screen shot the image of someone without their permission.



ADVICE

- Limit screen time.
- Create a quiet environment during 'lesson' time (no music, TV, raised voices).
- Follow your child's academic progress, and be on hand for technical support : sending emails, attaching/downloading documents...
- Allow your child to do the work themself.

CONTACT



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