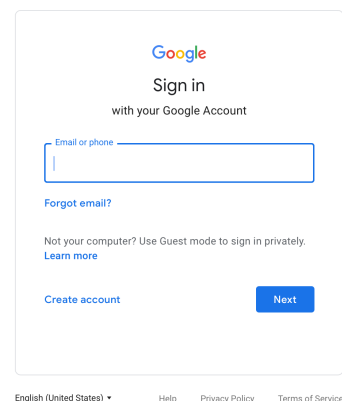**Student instructions for remote learning if school is closed**

If school has been closed when you would normally have lessons, for example due to bad weather, you will still be set work. Here's how to check what you should do:

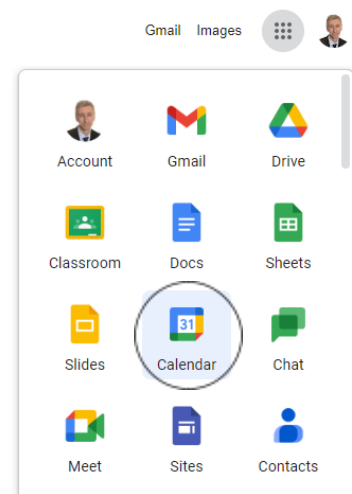1. Sign in to **Google Chrome** on your device.

   You must use your **mysackville.co.uk account**

2. Check if you have a **live lesson** scheduled.

   Click on the nine squares at the top right hand side.
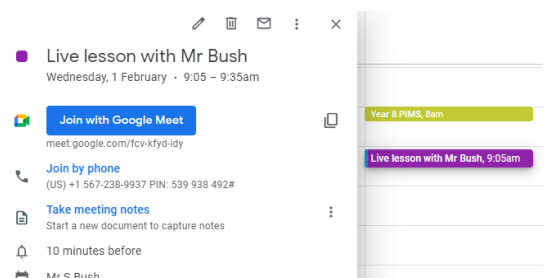
   Select **Calendar**.

3. Check your calendar for today. Live lesson invitations will be in your usual lesson slots.

   At the time of the lesson, simply click '**Join with Google Meet**' to join.

   When you join, keep your speakers or headphones **on**, but make sure your **camera and microphone are switched off.**
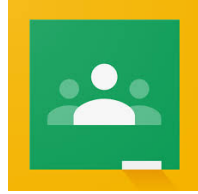
   Open the chat function to receive messages from your teacher and the rest of the class.
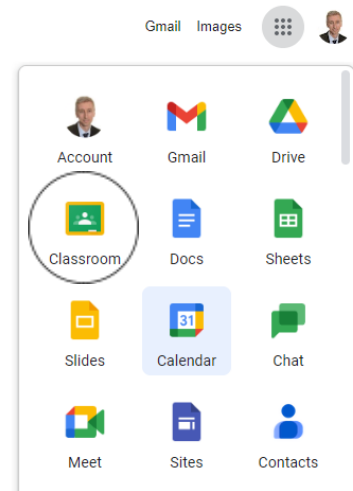
4. No live lesson scheduled for the moment? Click on the nine squares at the top right hand side.

   Select **Classroom**.

   Select the classrooms for the **subjects you would have today** to check what work has been set.

5. Still nothing? Don't worry, tasks you can complete by yourself are also available.

   Click here to go to the school website **home learning page** (under the 'Families' tab).

   There is a wide variety of work for all subjects which you can complete. Choose work for a subject you are missing today.

6. Remember, if you need help you can **contact your teachers directly** in Google Classroom.

   Good luck!