

Instructions on using the Google Meet for online sessions.

We will be using Google Meet to conduct the online face-to-face classes. Please follow the instruction below using the timetable for your class times and days.

Morning classes (7:30 – 10:30am)

(1) All student must be fully prepared before class and be on time

- a) Use toilet, do Wudhu and freshen up
- b) Have breakfast
- c) Properly dressed, must not be in their pyjamas
- d) Student absence will be notified to you via WhatsApp/ Text message and later in the afternoon parents will be contacted.

(2) Video and audio must be working

- a) Video must be continuously on, if there are any issues with camera i.e. not working etc. parent must inform the school by either contacting their teacher or Molana Shefayet on 07307889581.
- b) If the teacher needs to constantly remind students to switch on their camera due to him switching it off for no valid reason, student will be removed from class. Parents will be notified.
- c) If there is no response from students they will be removed from class and parents will be notified.

Afternoon classes (10:30am – 2pm)

All pupils to must complete all tasks set by teachers and failure to do so will incur disciplinary action

Pupils are to maintain a high standard of behaviour during online sessions

- You must **join your classroom when it is time for your lesson.**
- You must **wait and not enter** your Google Meet class before your teacher.
 - If students join the class before the teacher then we may reset the link.
- Your lesson will start according to the timetable shown above.
- Throughout the duration of your class, you must keep your **microphone audio on mute** unless instructed by your teacher to do otherwise.
- Keep your video off unless instructed by your teacher to do otherwise.
- When your teacher asks a question, you should use the 'raise hand' function. You may unmute yourself and respond. Thereafter you should put your hand back down and again mute yourself.
- If you have an urgent question or comment, please use the chat function. Do not use it to talk to other students in class.
- Please be seated in a quiet room so that you can give your full attention.
- You must have your subject exercise book or a notepad ready to take notes – you can also use word (or any other applications of your preference such as Google Docs) if you do not have access to your exercise book.
- You are not allowed to use the 'present now' function.

- You are not allowed to video/ audio record the lesson(s) without getting permission from your teacher.
- You are not allowed to join the classroom with an email outside of the Hafs Academy domain (i.e. your personal email).

Note:

Your Classroom **may** only display the 'meet icon' at the scheduled time of your lesson, so please wait.

Registration

A register will be taken by your teacher for all classes. You must follow the mention points:

- Respond when your name is called out by your teacher.
 - You may turn your audio on briefly to respond, or use the chat function by writing 'present/ here'.
- If you do not respond then you will be marked down as absent.
- If you arrive to lesson 5 minutes after your class has started you will be marked down as late.
- If you cannot attend a lesson/ day then you must inform the school with your reason, as per usual.

We will be conducting phone calls home regularly if these points are not adhered to.

If you require further assistance then please contact Ustad J Alom at jrahman@hafsacademy.org.uk or info@hafsacademy.org.uk

Alternatively, you may call the school between the hours of 10am – 2pm Mon - Fri.

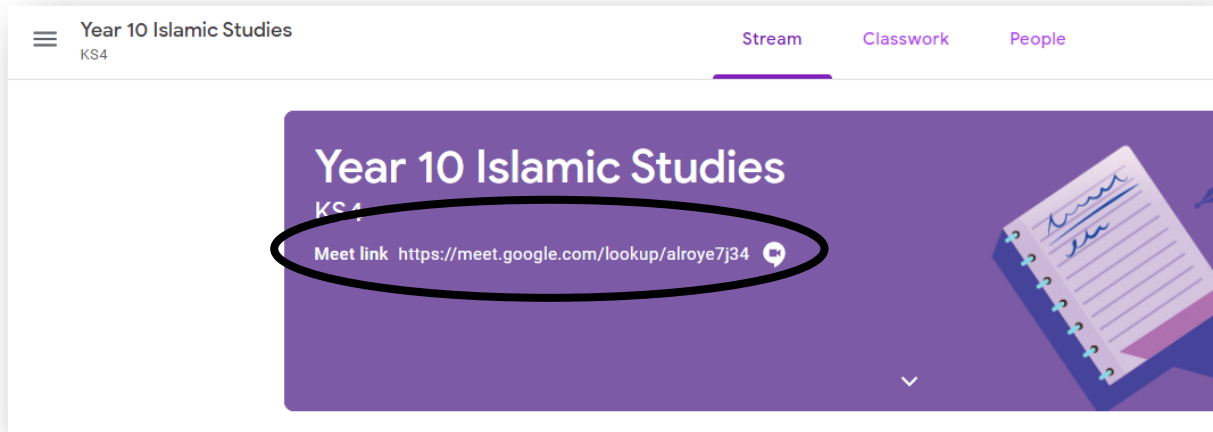
JazakumAllahu Khairan

Hafs Academy

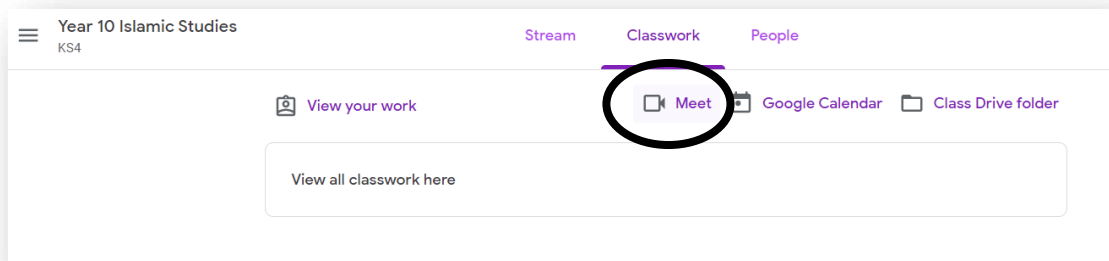
Joining by Google Classroom

Step 1 – Check your timetable and enter that ‘classroom’ at the allocated time

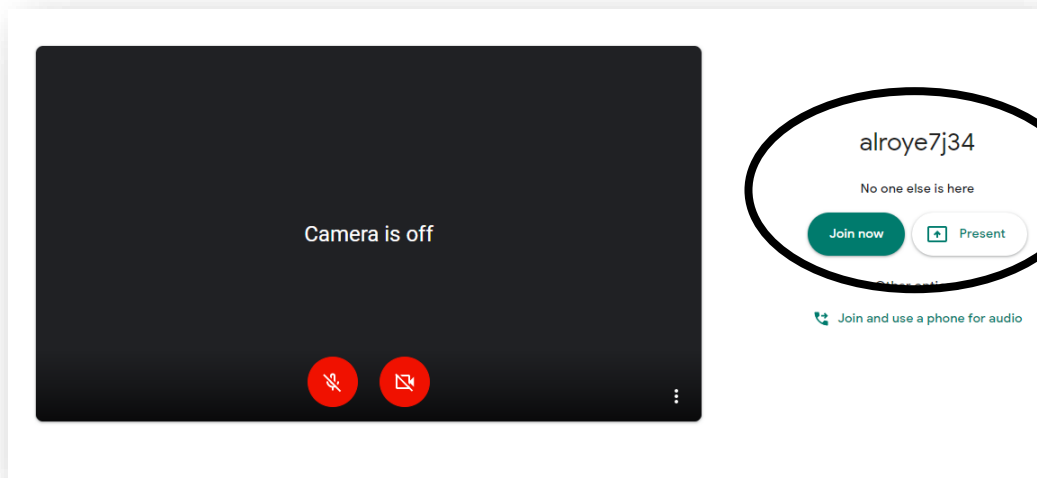
Step 2 – In the stream section of your classroom, you will find a meet link appear. Click on that to be redirected to your Google Classroom online session



or select classwork and an icon will appear next to ‘Google Calendar’.



Step 3 – Before you select 'Join now' wait to see that your teacher has joined, then enter the online Meet classroom.



Step 4 – You have now joined your class. Please note the 'raise hand' function.

