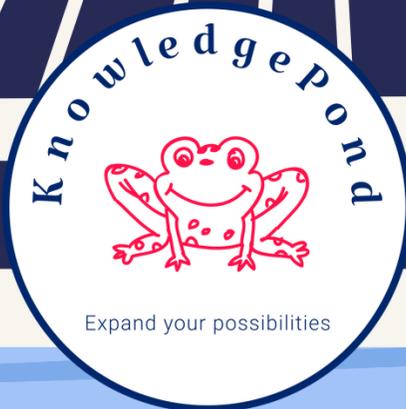
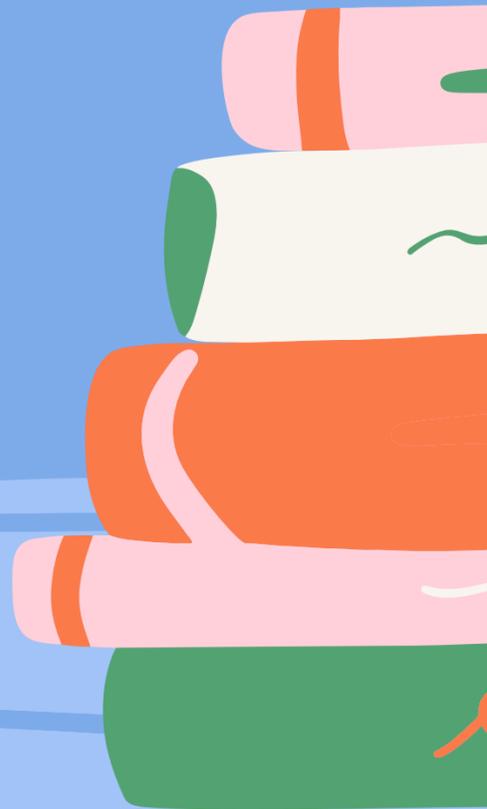
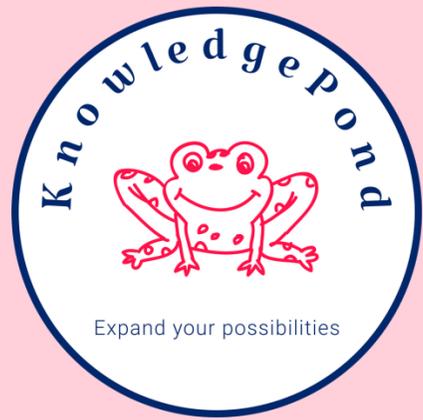


KNOWLEDGE POND EDUCATION

Rules and Reminders For Online Classes

for children & parents





HELLO STUDENTS! WELCOME TO OUR ONLINE CLASS!

I hope you are as ready as I am to start learning and have fun. We're in this together, so let's respect and support each other.



“EDUCATION IS NOT THE
FILLING OF A PAIL, BUT
THE LIGHTING OF A FIRE.”

W.B. Yeats



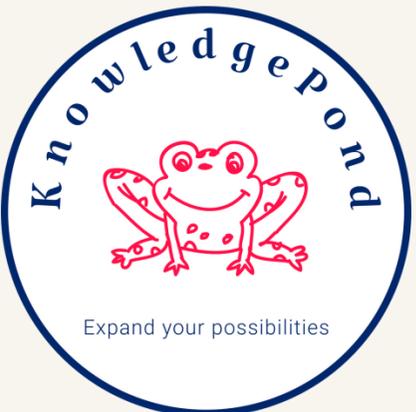
To make our virtual classroom a healthy and productive environment, let's keep these in mind.

CLASSROOM REMINDERS

We need to remember and follow these simple rules during class.

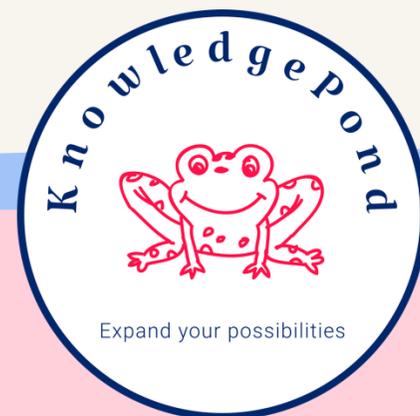
ONLINE ETIQUETTE

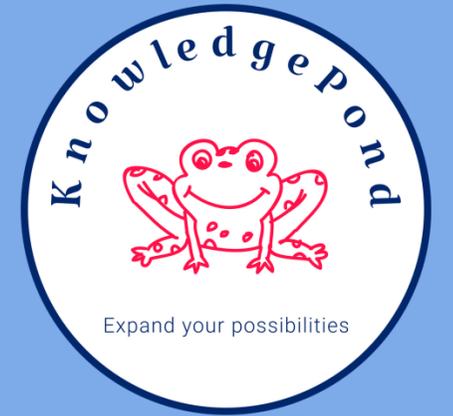
We need to practice proper behavior and good manners in our online classroom.



Classroom Reminders

Simple and important rules to remember
and follow during our classes





BE ON TIME

Set up early so that you're good and ready when class starts.



Let's make the most out of our learning sessions. Get to your study space a few minutes before class and make sure your internet connection and computer are working.

BE PREPARED FOR CLASS

Have everything you need within reach.



Make sure you have all the required materials with you before class starts. Prepare your books, homework, notebook, pencils and anything else you may need so you can easily follow in class.





WEAR APPROPRIATE CLOTHES

Make sure you look presentable for class.



BE RESPECTFUL

Respect your teacher.



Listen attentively to your teacher and follow instructions. Raise your hand when you want to speak and wait to be called before speaking. Listen quietly when someone else is speaking.



Online Etiquette

Good behavior and manners expected of us
when we're in class

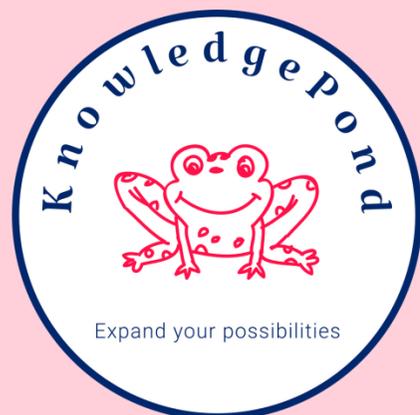


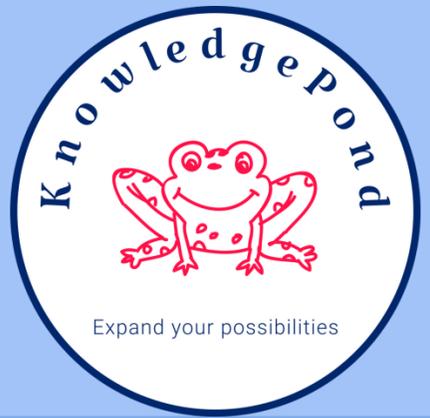
KEEP YOUR MICROPHONE ON



Reduce background noise and distractions.

Microphones can pick up background sounds that may not bother you but may bother your groupmates and teacher. Make sure you join your lesson from a relatively quiet place.



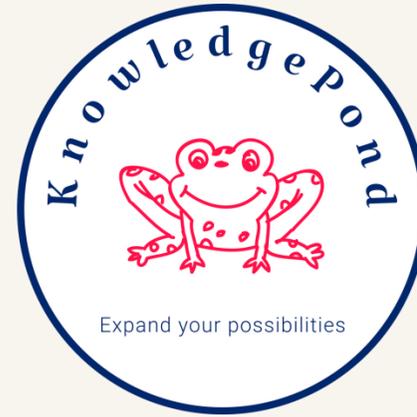


BE RESPONSIBLE IN THE CHAT BOX

Use the chat box for class-related matters only

Only the chat feature for things related to your lessons and as instructed by your teacher. Also, reading something is not the same as hearing it, so think carefully before sending questions or comments.





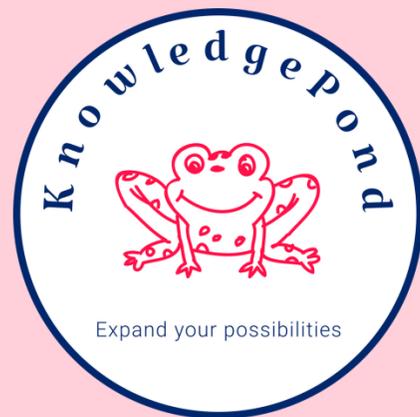
BE FULLY PRESENT

Pay attention and participate actively.

Don't play games on your phone, check your social media or watch videos. Focus on your lessons, take notes and participate in class. Also, avoid constantly moving away from your study area because that may be distracting to your teacher and groupmates.

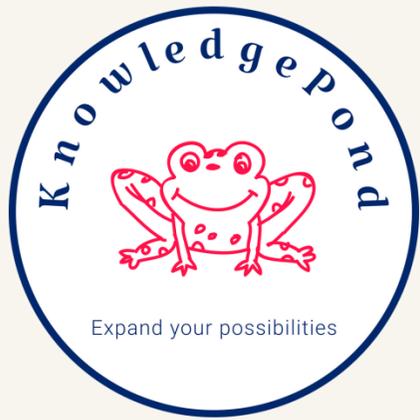
REMOVE DISTRACTIONS

Treat online class time as "real" class time.



Find a quiet space for class. Turn off the TV or any music in the background. Keep mobile phones on silent and away from you. Don't eat during class to avoid distracting your teacher and groupmates.





OTHER CLASSROOM REMINDERS

Don't be afraid to ask questions

Feel free to ask your teacher if you don't know something or if something is unclear.

Be courteous and polite

Think before speaking. Say "thank you" and "please" when appropriate.

Keep up with lessons and homework

Review your notes. Stick to a study routine so you won't get behind with class assignments.

Submit assignments correctly

Follow your teacher's rules and instructions on how to submit your work online.

Take breaks from being online

Find time to recharge and engage in offline activities. Find balance and make time for your hobbies as well.

Support each other

Be kind to everyone. Let's encourage and lift each other up.



QUESTIONS? CLARIFICATIONS?

Please feel free to contact your teacher at KnowledgePond Education through email or phone.



Email Address

contact@knowledgepond.co.uk

Phone/WhatsApp

+44 7394 074719

Consultation Hours

Message anytime, your teacher will get back to you as soon as possible!



