

七、家住谢菲尔德市的孩子们，原则上一律参加面授课。老师在班级群里公布的上课链接，原则上只限谢菲地区以外的网课学生使用，家长、学生们不得再次分享链接。

八、老师和家长保障上课房间光线充足、整洁安静、桌椅舒适。上课课本和文具准备就绪。老师着装端庄严肃，孩子着装整洁。

九、老师提前至少 10 分钟到达教室。如果需要重新安排桌椅，请确保课后恢复桌椅原状。老师提前至少 5 分钟进入网课课堂，让参加网课的孩子们按时进入。家长/孩子拷贝复制上课链接，粘贴到 Chrome 或 Safari，或者登录 Zoom.us, 输入会议号和密码，等待老师准入。

十、使用孩子的真实姓名进入网课课堂（进入时输入孩子的真实姓名）。

十一、全程开启摄像头、打开音频麦克风，接受老师点名，互相问候。确保无外人加入。

十二、在家网课更需要家长积极配合。家长可以在孩子旁边安静陪读，也可以在房间外关注。网课中间休息的时候，孩子的照看和安全由家长全权负责。（所有未成年儿童不可被独自留在家中。）

十三、只有老师才能录制课程。录制的文件在保存最多六个月之后删除。文件仅用于老师本人的教学反思，以及谢菲尔德大学孔子学院对所发生的意外事件进行查询使用。任何情况下，录制的文件不可传给任何人。

十四、课程当中，禁止家长和孩子，进行录像、录音、截屏、拍照，或者抄写私人信息。如果孩子上课期间的信息被截取、外传或者公开发表，后果由截取人和外传人全权担负责任。

十五、建议各个班级老师使用管理平台 ClassDoJo 进行作业的管理、提交/收取、批改反馈、分享、互相学习等。每一周的每一门课的老师都会布置家庭作业。请家长督促完成。作业会首先发到微信群里。

十六、老师可能会使用其他平台，用于辅助教学，比如 Padlet, Kahoot, Quizlet。老师提前通知。请家长帮忙孩子准备，下载 App 等。

十七、为保证教学的一体性、连贯性和系统性，并融合老师们的集体智慧，充分发挥师资潜能，学校将老师们分成不同的教学组，由组内老师进行相应课程大纲、进度和资源的整合。同一级别的老师们使用共同开发的教学资源。详见《课程和教学组》。

十八、中文学校其它手册和条例一律有效，都适用于教学活动。中文学校推行平等、多样、包容的原则，提倡互相尊重、理解合作、勇于担当、开拓创新的精神，实施全球公民教育。

Guidelines for Teaching and Learning Activities

at Confucius Institute Star School, the University of Sheffield

1. Through registration, parents have given permission to the Confucius Institute at the University of Sheffield to use their child's video, audio and personal information necessary for the teaching and learning activities.

2. The three teaching modes of face-to-face, blended and online teaching will be implemented from September 2022. All lessons will be delivered using online teaching mode, i.e. using the University's Google Meet or Zoom for the presentation of teaching resources, online communications via video and audio, and face-to-face communications within the classroom, carrying out both offline and online interactive activities simultaneously.

3. All courses are taught in real time. Teacher logs on to the teaching platform using a desktop computer inside the university seminar room and at the same time, joins as a 'virtual student' (audio is switched off throughout) using a laptop. The teacher uses an external camera to show all the children in the classroom, while all the children participating in the online lessons have their webcam and audio turned on throughout.

4. The teacher uses both the desktop and laptop for classroom management and control, allowing for real-time observations, instant interactions, and prompt feedback, creating an interactive classroom atmosphere and a united community.

5. Any class is firstly managed by WeChat Group, occasionally by WhatsApp Group. The teacher in charge of the class is the Group Leader. The teacher's nickname in the group should be: " full name" + teacher. The group name should be: " class name" + teacher's name. Parents should change the nickname in the group as: child's full name (Chinese name, English name) + class period time.

6. The school shares an ever-updating Registration File with all the teachers. Teachers are required to produce their own class attendance sheets based on actual attendance. The attendance sheet also records information from the Registration File, such as fees paid, F2F/Online when registered, home postcode, emergency contact number, email, WeChat, special information about the child, etc. The teacher will record the actual weekly attendance of the children (F2F or Online). The Attendance Sheet is strictly confidential.

Attendance Template : Zhongwen xx, Ms. Zhang Yuhong, 09:00-11:00

No.	Name (Chinese)	Name (English)	Boy/ Girl	Age / Y?	fees	Post code	F2F/ Online	Email	Mobile	WeChat	Anything to know	17/09 /2022	...

7. All children living in Sheffield should attend face-to-face lessons. The link to the lesson announced by the teacher should be restricted to students outside the Sheffield area and cannot be forwarded on and shared with others.

8. Teachers and parents will ensure that lesson's room is well-lit, tidy and quiet, tables and chairs are comfortable. Textbooks and stationeries should be laid out and ready to use. Teachers should always dress formally and smartly, while the children are dressed appropriately, neatly and tidy.

9. Teacher should arrive at least 10 minutes early to ensure the classroom layout. If the tables and chairs are moved around, they need to be restored to their original state after the lesson. The teacher should log on to the online classroom at least 5 minutes early, and to allow children attending the online class to enter on time. Parents/children should copy and paste the class link into Chrome or Safari, or go to Zoom.us, enter the Meeting ID and Passcode, then wait patiently in Waiting Room for the teacher to admit in.

10. Use the child's real name to enter the online classroom (enter the child's real name when entering online lessons).

11. Turn on webcam and microphone. The teacher takes attendance registers and to ensure online safety, no outsiders, no intruders. Webcam is kept on throughout the whole session.

12. Parents need to actively cooperate with the online class at home. Parents can sit together with their child but stay quiet, or they can wait outside the room. It is the sole responsibility of the parents to care for and ensure safety of their children during break time. (All underage children must not be left alone at home.)

13. Only the teacher can record lessons. Recorded files must be deleted after maximum six months. They are only to be used for the teacher's own reflection about their teaching, and for enquiries by the Confucius Institute at the University of Sheffield about incidents that have occurred. Under no circumstances the recorded lessons can be circulated in anyway.

14. No one else is allowed to record part or whole session, to take screenshots, to take photos, or to copy personal information from the screen. If any of the information were taken, circulated or published, it would be serious breach of GDPR and Information Security. All the individuals concerned will take full responsibilities for any damages and consequences caused.

15. It is recommended that teachers in each class use a platform ClassDojo to manage, submit/collect, correct/feedback homework. Each week, teachers will give homework, which is initially sent to the corresponding WeChat Groups, then to ClassDojo. Please parents can help supervise their children to complete homework on time.

16. The teacher may use other platforms to support the teaching and learning, such as Padlet, Kahoot, Quizlet. The teacher will inform everyone in advance. Please parents can help their children to prepare a second device (a mobile phone or iPad/Tablet) and to download the corresponding App.

17. In order to ensure that the teaching is streamlined, coherent and systematic, and to integrate the collective wisdom of the teachers, the school has divided the teachers into different Teaching Groups. The teachers within the groups will share their existing teaching resources, subsequently, they will work together and set strategies and best practices that are discussed and will be used by all teachers within the team. The teachers will jointly develop a Scheme of Work, including the course syllabus, pace of the teaching, extracurricular materials and resources. See Teaching Groups for details.

18. All other policies and regulations at the Star School are all applicable to the teaching and learning activities. The Star School promotes the principles of equality, diversity and inclusion. The Star School follows fundamental rules of mutual respect, understanding and cooperation, courage and innovation. The Star School ultimately aim for Global Citizenship Education.