University of Sheffield Confucius Institute. 谢菲尔德大学孔子学院.

Guidelines for Online Teaching and Learning Activities

at Confucius Institute Star Mandarin School, the University of Sheffield

November 2025

1. When the fees are collected, the consents of the students' images, audio and personal information have been given by parents/carers for conducting teaching and learning activities at the Star Mandarin School, Confucius Institute (hereafter refer to the School).
2. Since September 2022, the school has implemented three modes of teaching: face-to-face, hybrid and online. Teachers will use their University of Sheffield account and the University's Google Meet to present teaching resources. Interactive teaching activities will be conducted both offline and online through audio and video communication, as well as in-person classroom interactions.
3. All classes are taught live. Students who miss a class will not receive make-up class, and the school cannot record classes for students to view.
4. Children living in Sheffield will, in principle, attend in-person classes. The class link provided in the teacher's welcome email is only for online students outside the Sheffield area. Parents and students are prohibited from sharing the link.
5. The registration information provided by parents/carers will be shared with teachers, including emergency contact number, email address and any special notes. Teachers will record class attendance based on actual attendance and communicate with parents and students via email regarding instruction, homework, and other matters.
6. Hybrid teaching setup:

   (1). The teacher login the facilities inside the classroom, using the main computer to open the teaching platform, facilitated by the big screen and the classroom speakers. An external video camera with mic is connected to show the students sitting in the classroom.

   (2). The teacher uses a laptop to join the online class as a "virtual student", turning off the laptop audio throughout the class, but using the laptop video to show herself/himself throughout the class.

   (3). All students participating in the online class turn on their webcam and audio at home throughout the class.

   (4). The teacher uses the host computer, main screen, and laptop to manage the class and control the teaching, allowing for real-time observation, real-time interaction, and real-time feedback.

7. Online Classes: Teachers and parents should ensure the classroom is well-lit, clean, quiet, and comfortable with comfortable desks and chairs. Textbooks and stationery should be readily available. Teachers should dress appropriately, and children should be neatly dressed.
    - If possible, please provide a dedicated room for your child, free from noise and other family activities that may cause distractions (e.g., keep doors closed). The lesson is intended for the registered student only. Siblings may not attend, and in principle, parents are not permitted to join.
8. Online Classes: Teachers should enter the classroom at least 10 minutes before class time. Students should enter at least 5 minutes before class time. Parents/children should copy and paste the class link into Chrome or Safari, or log in to Google Meet, enter the meeting ID, and enter the classroom using their child's real name, waiting to be admitted by the teacher.
9. Online Classes: Keep your camera and microphone on at all times and answer the teacher's call. This is to ensure no outsiders and ensure online safety.
10. Online Classes: Online classes at home require even greater parental cooperation. Parents may supervise quietly beside the child or from outside the room. During class breaks, parents are fully responsible for the child's care and safety. Children should not be left home alone.

    If a parent needs to sit beside the child：

    1) Please inform the teacher in advance if parent supervision is required due to the child's young age or other needs.
    2) Parents must remain "invisible" to the class—microphones must be muted during any conversation between parent and child, and parents may not speak to the class, appear on camera, or participate in any way.
    3) All concerns, questions, or feedback must follow School Handbook and Communication Policy. Please contact the school or teacher via email instead of during live lessons.
    4) The teacher reserves full authority to manage the online classroom. Parents may assist only when the teacher provides clear instructions on when and how to do so.
    5) The teacher has the ultimate right to deny entry to, or remove, any individual whose presence is deemed inappropriate or disruptive to the learning environment.
    6) If any issues arise during the lesson, the teacher may place the class on hold in order to contact the on-site School Management Team for reporting.
11. Only teachers may record classes. Recorded files will be stored for a maximum of six months and then deleted. Files are used solely for teacher reflection and teaching purposes. Under no circumstances may recorded files be shared externally.
12. Unless otherwise permitted by the teacher, parents and children are prohibited from videotaping, recording, screenshotting, photographing, or transcribing personal information. If any information

collected during class is intercepted, leaked, or publicly published, the person who intercepted and leaked it will be solely responsible for the consequences.

13. For in-person classes, teachers must arrive at the classroom at least 10 minutes early, log in to the computer, and prepare class resources. If rearranging tables and chairs is necessary, please ensure that they are restored to their original positions after class.
14. Teachers may use other platforms to assist with teaching, such as Padlet, Kahoot, and Quizlet. Teachers will notify you in advance. Parents are encouraged to help their children prepare, download apps, etc.
15. Homework will be assigned every week for each class. Homework will be sent via email. Parents are encouraged to check and supervise its completion. Some teachers use ClassDojo for homework management, submission/collection, grading, feedback, and sharing.
16. To ensure the integrity, coherence, and systematic nature of teaching, and to leverage the collective wisdom of teachers and fully develop their potential, the school divides teachers into different teaching groups. Teachers within these groups will coordinate the curriculum, schedule, and resources.
17. All other policies and regulations at the Star School remain valid and apply to all teaching activities. The School promotes the principles of equality, diversity, and inclusion, fostering a spirit of mutual respect, understanding, cooperation, responsibility, and innovation, and promoting global citizenship education.

University of Sheffield Confucius Institute. 谢菲尔德大学孔子学院.

在线教学活动指南

谢菲尔德大学孔子学院星星中文学校

2025 年 11 月

1. 家长在给孩子缴费注册时，已经授权给谢菲尔德大学孔子学院，同意大学使用孩子的影像、音频，以及个人信息进行教与学的活动。
2. 学校在 2022 年 9 月开始实施面对面、混合式，以及线上三种教学模式。老师一律采用谢菲尔德大学账号以及大学 Google Meet 进行教学资源的展示，并通过网络音频和视频交流，以及面对面教室里的交流，进行线下和线上的互动教学活动。
3. 所有课程属于实时授课。学生错过上课时间，学校不能补课，更不能录制课程供学生观看.
4. 家住谢菲尔德市的孩子们，原则上一律参加面授课。老师在欢迎邮件里公布的上课链接，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.
5. 家长给孩子的注册名单，包括家长紧急联系电话、邮件、孩子特殊信息等个人信息,学校会在教学资源里分享给班级老师。老师根据实际出勤记录班级出勤表，并使用邮箱和家长、学生沟通教学、作业等。
6. 混合式授课设置：
   1) 老师开启大学教室里的教学设施，用主机作为教学平台，用投影大屏幕展示，用教室里的音响播放声音，并使用外接摄像头（带镜头和收音）展现在教室里上课的同学们。
   2) 老师使用手提电脑作为一位“虚拟学生”加入网课课堂，全程关闭手提电脑的音频，但是使用手提视频全程展现自己。
   3) 所有参与线上上课的同学们在家全程开启摄像头和音频。
   4) 老师利用主机、主屏和手提电脑进行课堂管理、教学把控，做到即时观察、即时互动、即时反馈。
7. 网课授课：老师和家长需要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。
   - 如条件允许，请为孩子安排独立的上课房间，避免噪音与家庭活动对上课的干扰（例如关闭房门）。课程仅供注册学生本人参与，不得有兄弟姐妹旁听，原则上家长不应参与课程。

8. 网课授课：老师提前至少 10 分钟进入网课课堂。参加网课的同学们至少提前 5 分钟进入。家长/孩子拷贝复制上课链接，粘贴到 Chrome 或 Safari ，或者登录 Google Meet, 输入会议号，使用孩子的真实姓名进入网课课堂，等待老师准入。
9. 网课授课：全程开启摄像头、打开音频麦克风，接受老师点名。确保无外人加入。
10. 网课授课：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。未成年儿童不得被独自留在家中。 **如需家长陪同：**
    1）因孩子年龄小或其他原因需要家长陪同，请提前告知任课老师。
    2）家长需在课堂中保持“隐形”——和自己孩子讲话，须关闭麦克风。不得在班级里发声、不得入镜、不得以任何方式参与课堂。
    3）所有问题与反馈均需遵守学校手册，以及孔院沟通政策，并以电子邮件方式联系学校或老师，不得在上课过程中直接干预。
    4）任课老师对线上课堂拥有完整的管理权与决定权。家长如需协助课堂管理，须严格按照老师明确的指示进行，不得自行干预。
    5）任课老师有最终权力决定是否允许某位学生、家长或其他参与者进入课堂，并可在必要时将不适宜或干扰课堂秩序的个人移出线上课堂。
    6）如遇课堂突发状况或需要额外协助，任课老师有权暂停课堂，以便及时联系校内现场管理团队，汇报相关情况。
11. 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。任何情况下，录制的文件不可外传。
12. 除非老师允许，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。如果孩子们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。
13. 面授授课，老师提前至少 10 分钟到达教室，登录主机、准备好上课资源。如果需要重新安排桌椅，请确保课后恢复桌椅原状。
14. 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。
15. 每一周的每一门课的老师都会布置家庭作业。作业通过邮件发送，请家长查收、督促完成。一些班级老师使用 ClassDojo 进行作业的管理、提交/收取、批改反馈、分享、互相学习等。
16. 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。
17. 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，推动全球公民教育.