



# TOP TIPS FOR USING A VIRTUAL CLASSROOM



## SETUP

Make sure your child is comfortable where they can study without distractions



## EQUIPMENT

Make sure your child has access to all the necessary equipment - good wifi signal, PC, laptop, tablet or smart phone, microphone, camera, headphones



## SOFTWARE

Make sure your child knows how to use the software



## TIME

Make sure your child is always on time for their lessons



## TALK

Make sure your child speaks to the teacher and the other students during the lessons



## FOCUS

Make sure your child doesn't play computer games during the lesson or visit any other websites



## SAFE

Make sure your child doesn't share their login, user ID or password with anyone else in the class



## SCREEN

Make sure you can see your child and their screen at all times



## LOG OUT

Make sure you log off from the classroom completely at the end of the lesson



# BEHAVIOUR IN THE VIRTUAL CLASSROOM

When in the Virtual Classroom, please ensure your child behaves appropriately



- Be respectful of the teacher and all other students in the class
- Listen to the teacher and other students, taking turns to share ideas
- Only speak when a task has been given
- 'Raise your hand' to ask a question or contribute to discussion
- Use appropriate language - no swearing
- Actively participate in the lesson



The following are classed as cyberbullying and will not be accepted in the classroom to teachers or students:

- name calling
- negative remarks about race, gender, ethnicity, sexual orientation, appearance
- Verbal abuse
- Sharing inappropriate images



Make sure your child tells you if there is anything or anyone in the class making them feel uncomfortable.

To report an issue or concern, please contact the class teacher. They will assess the severity of the issue and will refer you to the Online Welfare Manager if appropriate.



At Oxford International, we believe that the Virtual Classroom is a great way for students to continue learning and practising English. We want to ensure that this is a really positive experience for everyone and that students are all able to gain as much from lessons as possible.

**Please ensure that your child is aware of the expectations during lessons and understands why they could be asked to leave the class if they misbehave.**

**Get in  
touch**

**Head office:** 259 Greenwich High Rd London SE10 8NB

**Phone:** +44 (0) 20 8312 8072

**Website:** [www.oxfordinternationaljuniors.com](http://www.oxfordinternationaljuniors.com)

**Facebook:** [facebook.com/oxfordinternationaljunior](https://facebook.com/oxfordinternationaljunior)

**Email:** [ojuniorprogrammes@oxfordinternational.com](mailto:ojuniorprogrammes@oxfordinternational.com)

**Instagram:** [ojuniorprogrammes](https://www.instagram.com/ojuniorprogrammes)

Accredited by the



for the teaching  
of English in the UK