Remote Learning Parent Information

Remote Learning for Parents– Protocol

Philosophy & Rationale

To ensure that your son's education continues undisturbed during this period of time, we request that you ensure that your son engages with the processes outlined in this document. The Academy and Department for Education view participation in this as a compulsory element of your son's education. Please can you continually monitor, encourage and motivate your son to complete the set work, always to the best of his ability. With such uncertainty concerning the future of all examinations, the completion of work, assessment and assignments have never been so important. Completing homework and putting in maximum effort at all times allows us to have a clear picture and vital evidence to back up where your son is on his learning journey. An illustrative 'how-to' guide can be found at the end of this document.

Responsibilities: Pupils

If absent, self-isolating or educated off-site, the pupil's role is to follow their timetable throughout the remote school day by logging on to TEAMS. It is vitally important that your son is up and ready to engage with lessons as he would on a normal school day. **Your son has been prepared for this in school.** The following should be adhered to when completing work and engaging in online lessons:

- At the beginning of each day your son should log in to TEAMS at least 5 minutes before each lesson. He should then check his normal timetable and open the class team for the relevant subject, relevant day and relevant week and join the meeting.
- Teachers will register pupils and advise them of required equipment. At the end of each lesson teachers will record the engagement in learning of your son.
- Your son should follow the instructions from his teacher in the lesson.
- Your son should complete regular formative and summative assessment as he would normally do.
- If your son is struggling to complete his work he must contact his subject teacher through 'posts' to discuss. This function can be found in your son's subject TEAM.

It is important that pupils follow the academy learning habits and behaviour expectations in every lesson. **The following guidance should be followed:**

- Ensure that microphones are on mute unless invited to speak
- Attend the tutorial individually, not with other members of the household
- Ensure appropriate dress for the lesson
- Ensure that you are in an area which is free from distractions
- Use 'chat' only to direct questions to the teacher if and when the teacher advises. If used inappropriately the pupil will be removed from the session and parents will be contacted.

- Do not engage in off subject conversation with other invitees

In instances where pupils' behaviour falls below standard, pupils will be removed from team until a parent meeting has occurred. To ensure that your son does not miss any of his education, all pupils who have been absent for any reason are expected to complete previously assigned work or work missed during absence on return to school. Your son will be set an achievable deadline for this.

Responsibility of parents:

The role of the parent is to ensure that your son engages with this policy by logging on to TEAMS for the full school day. The Academy view participation in this as a compulsory element of your son's education. Parents should continue to monitor, encourage and motivate their son to complete work set, always to the best of his ability. Parents can support by observing the following:

- Ensuring that each day their son logs in to TEAMS and follows their timetabled school day. (Appendix A)
- Assignments will regularly be set by class teachers. These should be completed by the deadline set.
- If pupils are struggling to complete the work within 24hrs they must contact his subject teacher through TEAMS to discuss.
- Please continue to check Class Charts to ensure that your son is up to date with his work.
- Pupils who have been absent for any reason will be expected to complete previously assigned work or work missed during absence on return to school. In the event that they do not complete, our staff will follow the school's behaviour policy.

It is imperative that staff, pupils and parents closely adhere to the Academy AUP when engaging in Remote Learning. All documents can be found on the Academy website.

Introduction to TEAMS for Parents

Apps

Outlook		OneDrive	
Word		Excel	
PowerPoint		OneNote	
SharePoint		Teams	
Class Notebook		Sway	
Forms		Admin	

All apps →

Once signed into your Outlook via Microsoft 365 Click the top left corner with the boxes icon. This will produce a list of options. Select TEAMS.
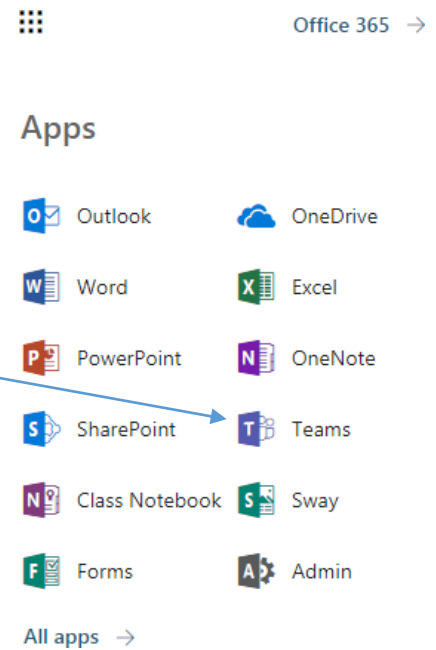
There are a number of options in TEAMS. Its primary use is to provide your son's live lessons. It can also be used as a tool for the class to communicate through the CHAT, allowing collaboration and support. Teachers will indicate appropriate times in the lesson to use this function.

Below is the basic layout you will be presented with:

TEAMS List

Tabs for TEAMS

Options for using all elements of TEAMS
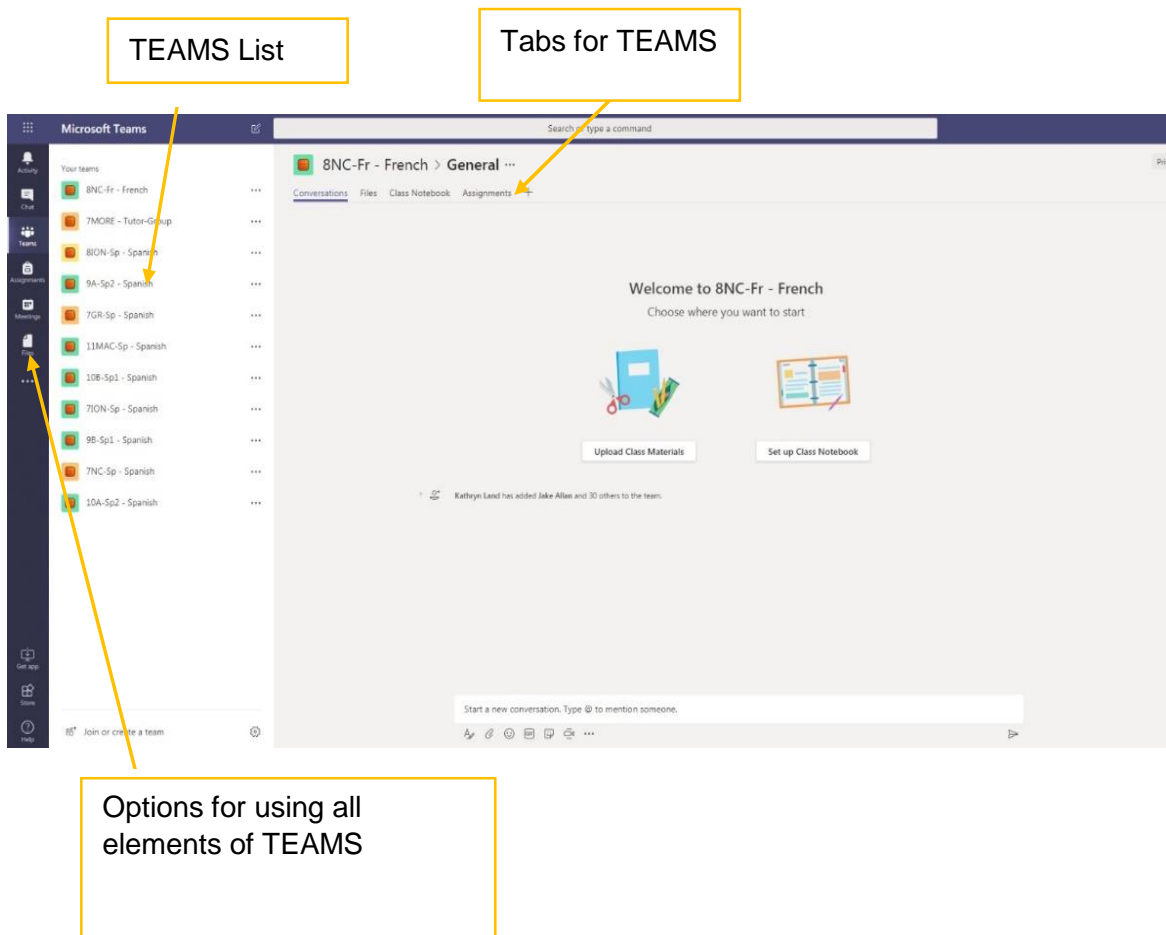
TEAMS Lists

The TEAMS list consists of all the 'TEAMS' that your son is part of. In each team, there will be a general chat or post. Your son can use this to send his teacher a message or ask for support. **This must only be used for school work purposes and should not be used for communicating with other pupils**.

In the main chat channel of the group your son's teacher will provide up to date information with what is happening within the group/subject and will direct you to the most up-to-date learning.

Clicking on the general tab will take you into the team.
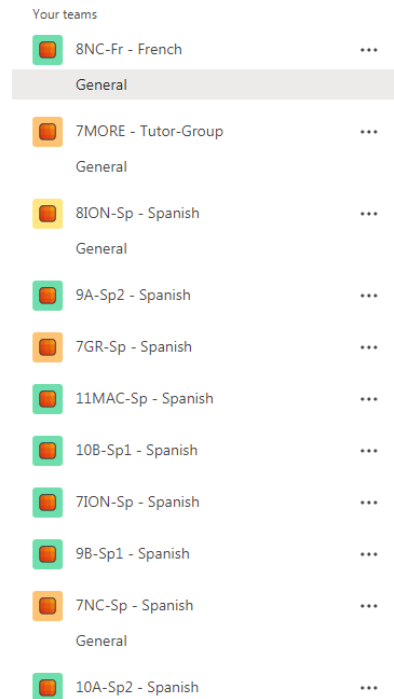
Channel Tabs for TEAMS

Files

In this tab you are able to see any resources the class teacher has made available - Word documents, PowerPoints etc. If your son has any questions about any of the work hosted here, they can reference it in the conversation tab with a direct message.

Meet

This is one of the most important functions of TEAMS. In the 'Meet' tab in the right hand area of the 'General Team' your son will be able to access his online lessons at the designated time.
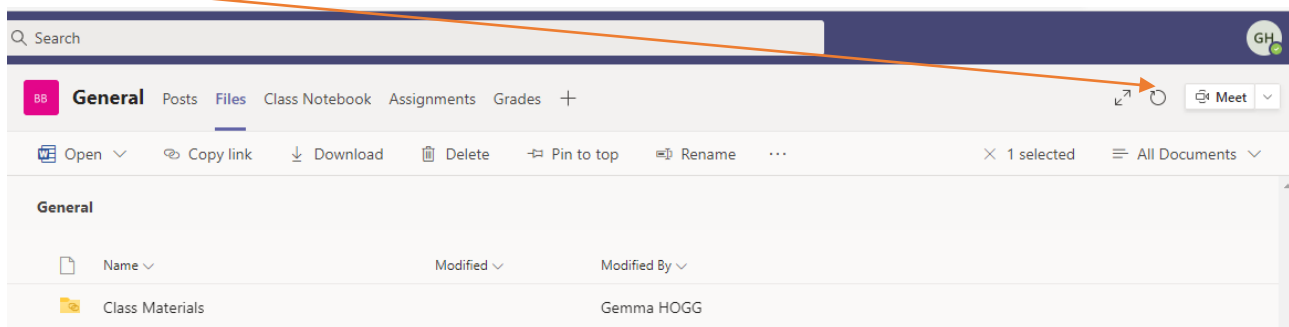

Class Notebook

The class notebook is a way for teachers and pupils to take notes. The notebook will be divided into tabs; every pupil will have their own section which is divided into homework, handouts, quizzes and class notes. As well as this there will be a collaboration space and content library.

Assignments

The assignments tab is where homework and quizzes will be set for completion. The class teacher will let your son know if work has been set and your son will also receive a notification to inform them they have an assignment.
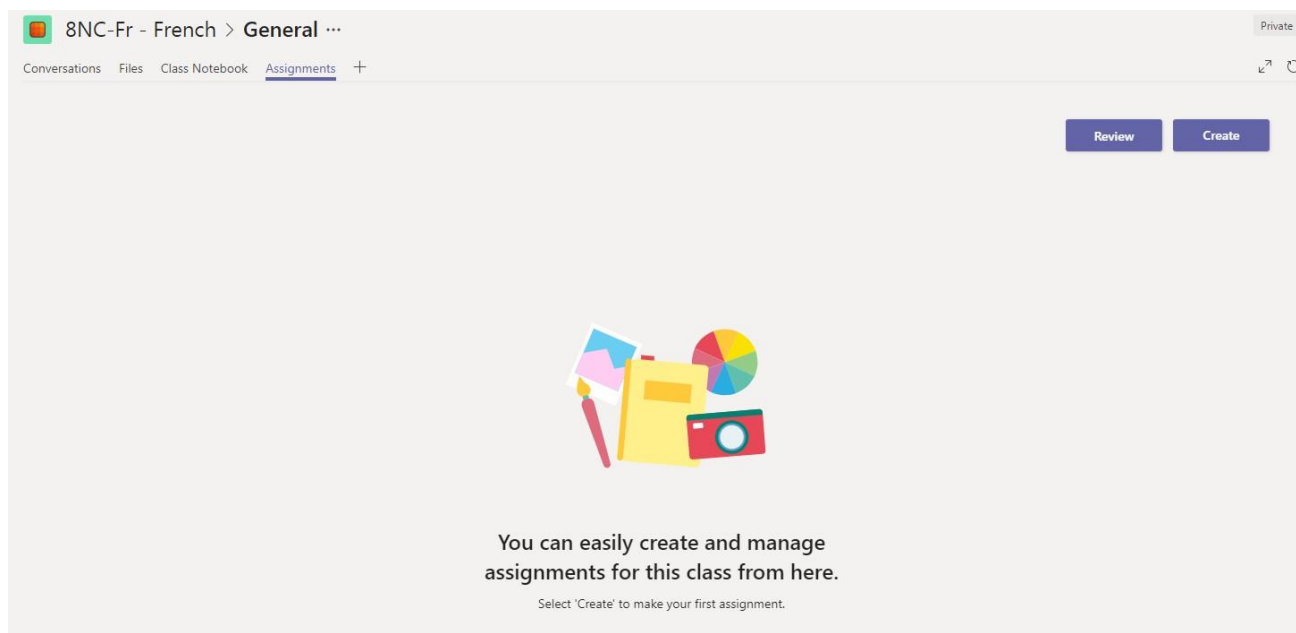
Options for managing elements of all TEAMS

The options down the left of the TEAMS page are a general overview of all TEAMS you are part of:

- Activities will show any notifications that apply to your account.
- Chat allows you to directly chat to other contacts.
- Assignments are a list of all assignments set.
- Files are all recently accessed files, TEAMS storage, onedrive storage and any other connected cloud storage.
- The three dots lead to more direct links to other elements that can be used within TEAMS that are app related.

As a reminder, pupils are expected to log in to TEAMS every school day when being educated off-site.