

## Remote Learning for Key Stage 4 students during the national closure of schools

For the duration of the school closure, students in Key Stage 4 will be expected to follow their **normal school timetable** and access work through Microsoft Teams. Students will need to log into Microsoft Teams daily to access each subject at the time they would normally be timetabled to attend that lesson. This will follow the normal school day with some live sessions starting at 9:10 am. All lessons apart from non-examined subjects will be 'LIVE SESSIONS' and students will be expected to attend every lesson as they would in school.

**Some subject teams consist of more than one class. Students should only attend 'Live sessions' for subjects at the time they would normally have that subject on their normal timetable. If there is a live session running at a time that a student wouldn't be timetabled for that subject then it is for a different class. Students should instead go to the subject they would normally have at that time.**

Year 11 Live sessions have been running since the start of term.

Year 10 will begin to receive some live sessions from Thursday 7<sup>th</sup> January with their full timetable being delivered live by Monday 11<sup>th</sup> January. Students will begin to see these sessions being added to their calendar on Teams throughout this week. (See guide below)

### What do we mean by Live (Synchronous) Sessions?

Live sessions will provide students with an opportunity to engage with the class teacher and potentially their peers. Live sessions may take on a number of forms, for example:

- An entire class or cohort are logged in at the same time with the teacher talking live (using Teams) to deliver lesson content. This might not be for the full lesson length but will allow students to listen to teacher instruction, potentially respond to questioning and engage with modelling / feedback.
- The teacher is logged in through Teams but rather than delivering oral instruction, the teacher is available for a Q&A / feedback session; this could be written communication only using the chat function.
- Pre-recorded material could make up part of the session. Likewise, students might be independently working for periods of time within the session. At these points, the teacher can be available through the chat function but would not be actively leading the lesson whilst students are engaged in these other activities.

Live sessions will be scheduled to start and end at the following times:

	Live Session Starts	Live session Ends
Period 1	9:10am	10:00am
Period 2	10:10am	11:00am
<b>Break 11:00am -11:30am</b>		
Period 3	11:30am	12:20pm
Period 4	12:30pm	1:20pm
<b>Lunch 1:20pm-2:30pm</b>		
Period 5	2:30pm	3:20pm

It is important to note that whilst the school will make every effort to run this timetable, in some circumstances, staff absence may mean that some live lessons may be unable to run. We will endeavour to provide 'directed tasks' in these events but they may not be immediately available.

### **Subjects that won't be delivering 'Live' Lessons:**

Due to the nature of some subjects, it will not be possible to provide live lessons. Students will not have live sessions when they would be timetabled to have: Games, PD, Core RE and Horticulture.

During these periods, students will be set directed tasks to ensure that they have **5 hours of learning a day**. In addition to this, students in KS4 are encouraged to complete any outstanding work for other subjects during these sessions.

### **Monitoring Attendance and Behaviour**

**Students are expected to log in to Microsoft Teams daily and attend every session.** If a student is unwell or unable to attend a session for a valid reason, the school should be notified by a parent/ carer at the earliest opportunity (no later than the morning of the planned absence). 'Live sessions' will be recorded to allow any student unable to log in during the session to watch back at the point they are able to. However, this should not be seen as an alternative to attending the live sessions.

As with classroom behaviour, teaching staff will monitor and report on the Attitude to learning of students in their live sessions. Parents/ carers will be contacted by the class teacher and HOY/ LOL notified if a concern is identified so that steps can be taken to improve the situation. Sanctions may be put in place on a student's return to school if their behaviour during any live sessions does not meet our expectations.

### **Provision for students with limited or no access to the internet or suitable devices:**

Students with no or limited internet access should attend school so we can support in ensuring they do not fall behind their peers in their learning. Please notify the school as soon as possible if your child falls into this category. If internet access is available but devices to access the work are not available at home, please contact the school and we will take steps to support if we can. Please email [studentupdate@swr.gloucs.sch.uk](mailto:studentupdate@swr.gloucs.sch.uk) copying in your child's head of year if your child is unable to effectively engage with the provision due to not having access to the appropriate technology.

### **Pastoral Support**

In addition to Live Sessions students will also have regular 'pastoral sessions'. These will consist of 2 Tutor sessions; one on a Monday and one on a Friday. These sessions will be an opportunity for tutors to touch base with their groups and support with any issues they may be having. There will also be an assembly led by HOY/ SLT made available through teams every Wednesday.

In addition to this, students will be provided with '**Wellbeing sessions**' on Microsoft teams. These sessions can be accessed in the same way as the assignments from subjects. These will focus on ensuring our students look after their mental health during this challenging time and we again encourage as many students as possible to engage with these. The mental health and wellbeing of our students continues to be at the heart of our approach and we intend to continue providing wellbeing sessions over the coming weeks.

### **Homework**

During this time, our homework timetable will cease to operate. Instead, students will complete work in their timetabled lessons and submit any key pieces of work through Microsoft teams to their teachers.

### **Assessment and Feedback**

The work students complete over this period will be checked and assessed in a variety of ways. Some subjects will check learning through online quizzing, others will ask for key pieces of work to be submitted through Microsoft Teams. As with lessons in school, students will not need to show or submit every bit of work completed. If a teacher asks for a specific piece of work to be submitted, it is important that students do so in order to receive feedback. Students will receive feedback on their learning and how to make further progress in a variety of ways as they do in 'normal' schooling. Parents will continue to be informed of student progress through our school reports and any calendared parents' evenings. Parents will also be contacted if there is a significant concern regarding progress during the school closure.

## **What if there is an issue with remote learning?**

Students should make their class teacher their first port of call in the event that they are having an issue accessing or completing any work set. Students can contact staff by using staff emails that can be found on our school website or by speaking to them during a Live Session.

For technical issues such as log in problems, please email [ict.support@swr.gloucs.sch.uk](mailto:ict.support@swr.gloucs.sch.uk)

## **Additional support for pupils with particular needs**

We advise in the first instance that we are best able to meet the needs of students with Education and Health Care Plans if they attend school in person. Here students will have access to daily teacher and TA support to aid both their 'live' lesson learning and their 'directed study' learning.

In the event that this isn't possible, the school will take the following steps to try and support students with additional needs;

- Each student will be allocated a TA who will act as their 'key point of contact'. This means that the TA will be available via email during their contracted hours to support the student with their remote learning. The TA will not necessarily be able to respond to emails immediately as they may be working with students in school or another key student but will endeavour to respond to any queries as promptly as possible. Please note that TAs are not expected to respond to emails outside of their normal working day.
- Students will have the option of 2 hours of 1:1 Teams or phone support from the TA each week. Please note that these sessions are for support with learning that has been set by a teacher and TAs should not be expected to take the place of a teacher at any stage.
- Statutory duties will be maintained in that EHCP reviews will go ahead when they are due. These will be scheduled in Teams with our SENCo
- If necessary, subject to discussion with teachers, we can offer a reduced timetable of lessons if a student is not able to access the full curriculum. This would be an agreement between home, SENCo and subject teachers if it is deemed to be in the best interest of the student.

## Our expectations of students when learning from home

All students have been given an introduction to the use of Microsoft Teams. The platform will allow staff and students to interact and engage with lesson content and has great potential for supporting progress in the event of a closure. However, for it to be as effective as possible, it is important that all students understand and adhere to our expectations during any live session they are asked to attend.

1. **Attendance is not optional** – Students should log in daily and just like lessons in school, students should arrive on time for their live sessions. If a student is unable to join the 'live session' at the start, they should still join as soon as they can. The start times of these sessions allow a teacher to move from one teaching room to another and get set up but a student should not log out if a teacher is not immediately present in a session.
2. Students have access to Microsoft Teams through their school accounts. External email addresses won't work. A school account follows this format:  
**[Student number]@swr.gloucs.sch.uk** eg. 12345@swr.gloucs.sch.uk  
If a student forgets their Student number or password, our IT support would need to be contacted via email: [ict.support@swr.gloucs.sch.uk](mailto:ict.support@swr.gloucs.sch.uk) Not knowing a username or password is not an excuse to not attend if steps have not been taken to fix this.
3. By default, all student cameras and mics are disabled during live sessions. However, students need to ensure that any language they use, either in a discussion with mic unmuted or in the chat boards is appropriate for school.
4. **All live sessions will be recorded.** This will not be a recording of the students but the teacher may unmute their microphone temporarily to get an answer to a question.
5. Students should attempt to follow the etiquette shared with them during their initial training sessions. For example, students should 'raise a hand' if they have a question rather than adding it to a chat that the teacher may not be looking at in that moment.
6. There are a number of ways students can interact during a live session and they should do so in a sensible manner. Any activity that detracts from the focus of the session could result in the student being removed from the meeting and parents contacted.
7. Student activity is tracked through teams with every action they carry out being logged. Any activity deemed inappropriate will be followed up.
8. Live sessions must end on time- this is because the teacher will likely be teaching a different class in the next period.

## The role of Parents/ Carers during the closure

We understand that any school closure is likely to have a significant impact on families. We would much prefer to have our students with us. However, in the event that this isn't possible, we would be grateful if parents and carers could make every effort to follow the guidelines outlined below.

1. Microsoft Teams will be the main vehicle for us providing learning to students at home. If Internet access is, or becomes an issue, please notify the school as soon as possible so we can arrange to have hard copies of work sent home.
2. **Should a student be unable to attend a live session, a parent/ carer will need to contact the school to inform us of this and alternative arrangements will be made to ensure the student does not slip behind.** This should happen prior to the live session taking place. Likewise, if a student is unwell and therefore unable to complete Directed work, the school should be informed on the first day of illness.
3. If students are sharing a device with parents or siblings and they also use Microsoft Teams, the student will need to ensure other users are signed out and they are signed in. Failure to do this will mean they will be unable to access their classes.
4. All members of the household must be aware that the 'live session' is taking place and make sure they use appropriate language and behaviour when nearby or in the background.
5. Live sessions are group sessions with multiple students attending, they are not a one to one session or an opportunity for a parent to engage with a teacher about their child's learning. If a parent is keen to discuss this with a teacher they should do so by contacting the teacher via email. The teacher will then get in touch at an appropriate time.

# How to Access Microsoft Teams

## This will only work using your school Email address!

### **Step 1: Go to the website**

Go to <https://login.microsoftonline.com/> or <https://www.office.com/>

### **Step 2: Log in**

You will need to use your normal log in details you use at school to get on the computers.

**Username:** your [number@swr.gloucs.sch.uk](mailto:number@swr.gloucs.sch.uk)

**Password:** Your normal SWR password

### **Step 3: Go to Teams**

Click on Teams to access your classes.



**If you are unsure of your username or password, use a parent's email address to email:**

[ict.support@swr.gloucs.sch.uk](mailto:ict.support@swr.gloucs.sch.uk) with your name and year group and we will be able to pass on the details to you.

### **Make the most of your OFFICE365 account.**

Using your school login details, you are entitled to **free access to all of Microsoft Office.**

**YOU DO NOT NEED TO BUY MICROSOFT WORD TO USE IT!**

On a computer/ laptop, **Click the "Install Office" button** on the top right of the page and it will automatically download the latest copy of Office for your computer. This will work on Windows and Mac computers.

Once downloaded and installed just **register with your school email address and password to get a "free" license.**

If you use Apple or Android devices instead, you can search for the relevant apps on the App/ Play store.

Microsoft Word

Microsoft Excel

Microsoft PowerPoint

Microsoft Outlook

Once downloaded and installed just register with your school email address and password to get a "free" license.

# Using Classes on Microsoft Teams



## Accessing Teams

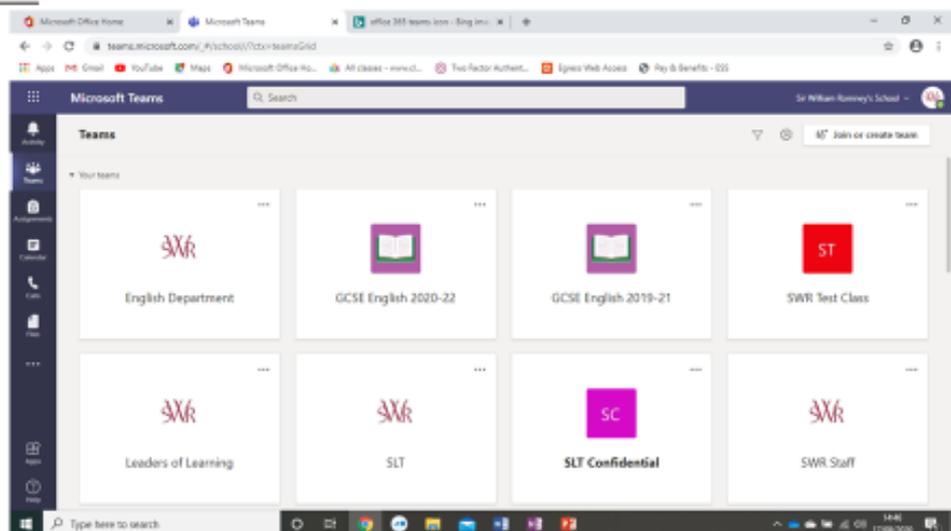
Through the online Portal  
Go to [www.office.com](http://www.office.com)

Log in using your school  
email address and  
password.

(Example)

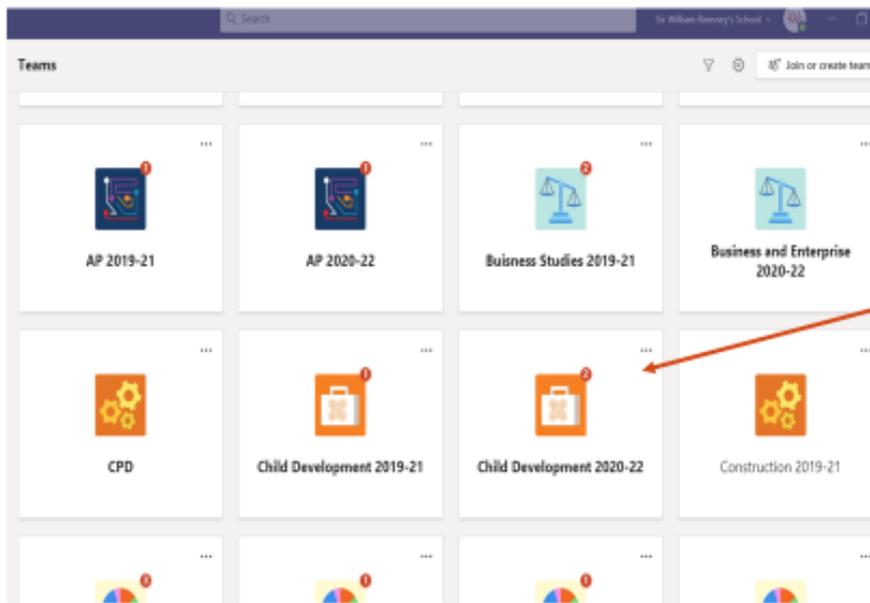
[003\\*\\*\\*@swr.gloucs.sch.uk](mailto:003***@swr.gloucs.sch.uk)

Click the Teams icon.



The Desktop app gives more functionality- [download](#)  
this onto your personal computer by clicking [open app](#).

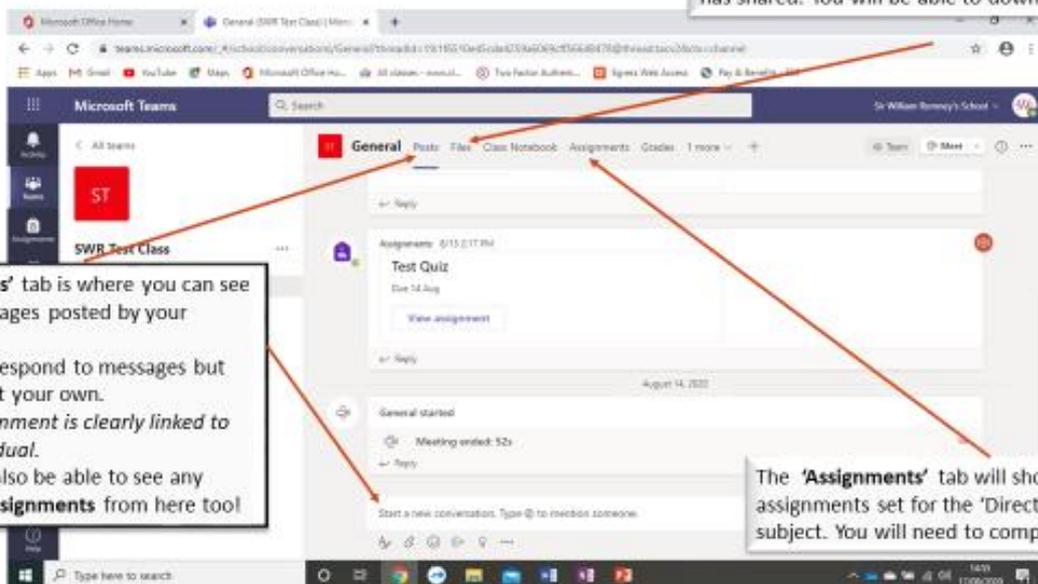
You can also [download](#) the Microsoft Teams app on your  
[phone/ tablet](#) if you prefer to work this way.



From the main menu, click the class you need to attend for that period.

## Using Teams

The **'Files'** tab will take you to a document library where you can see any resources your teacher has shared. You will be able to download them.



The **'Posts'** tab is where you can see any messages posted by your teacher. You can respond to messages but can't post your own. *Every comment is clearly linked to an individual.* You will also be able to see any recent **assignments** from here tool

The **'Assignments'** tab will show you any assignments set for the 'Directed' sessions in that subject. You will need to complete these!

## To access a 'Live session'

Look for a **blue** announcement for a **'Meeting'** in the **Posts section** of the team.

**Click the blue announcement and then click 'Join'.**

You will be able to join the 'Live session' even if you haven't accepted the invite that will have gone to your school email address.



During the session, the class teacher may ask you to **mute or unmute camera/ video** using the icons above.

They may also ask you to type into the **chat bar**. (Circled above)

Or to **raise your hand**. (Highlighted in a square above)

## Seeing your timetable for the week

Providing you have accepted the invites, you will be able to see all your live sessions in your calendar.

If live sessions aren't appearing in your calendar, make sure you have accepted your invites- you will find these in your 'Outlook' emails in Office365. Remember, you will be able to join the 'Live session' even if you haven't accepted the invite by clicking 'Join' in the Posts section of the team.

## Accessing 'Live' sessions

Your live sessions will appear in your **calendar** in Teams.

At the time of the session, click the blue box and click **'Join'** to join the lesson.

