



*Creating a culture of aspiration and ambition by having high expectations of students, parents, governors and ourselves.*

## **You need to isolate- What do you do now? (Updated September 2021)**

If you need to isolate due to a positive Covid-19 PCR test, you will be expected to access learning remotely from your second day of reported absence or as soon as you feel well enough to do so.

**Please note, that the most recent guidance from the DFE states that:**

***Individuals are not required to self-isolate if they live in the same household as someone with COVID-19, or are a close contact of someone with COVID-19 if they are below the age of 18 years and 6 months.***

### **If it's just you or a small number of your year group:**

If it's not the whole year group who need to isolate, you will be provided with work to complete independently (please see our most up to date Contingency plan for more detail here). In some instances, particularly where absence is for a period longer than the initial 10 day isolation, it may be possible for some lessons to be attended remotely but this will be at the teacher's discretion and dependent on how well the planned content for the class in school would translate to being streamed.

### **If it's the whole year group:**

If your entire year group (or school) is having to isolate, you will need to follow your **normal school timetable and access lessons through Microsoft Teams**. **You will need to log into Microsoft Teams daily to access each subject at the time you would normally be timetabled to attend that lesson. This will follow the normal school day with live sessions starting at 9:10 am.** All lessons will begin with some form of live interaction and you will need to attend every lesson on time just like at school. The teacher will then talk you through how you will complete the lesson that day. **You are expected to attend every session.**

**You will be able to see your timetabled lessons by clicking into your calendar on teams (see screenshots below)**

*Note- In Key stage 4, some subject teams consist of more than one class (For example in History there might be 2 GCSE groups). You should only attend 'Live sessions' for subjects at the time they appear on your timetable. If there is a live session running at a different time, then it is for a different class.*

### **What do we mean by Live Sessions?**

Live sessions will provide you with an opportunity to engage with the class teacher and classmates. 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 significant parts 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 to ensure you have breaks from screen time and to provide your teachers with time to leave one session and start another. It is important that you are punctual to these sessions:

	Live Session Starts	Live session Ends
Period 1	9:00am	9:50am
Period 2	10:00am	10:50am
<b>Break 11:00am -11:20am</b>		
Period 3	11:20am	12:10pm
Period 4	12:20pm	1:10pm
<b>Lunch 1:20pm-2:20pm</b>		
Period 5	2:20pm	3:10pm

**If your teacher is absent it may not be possible to run a live session. Instead your teacher will provide 'directed tasks' as assignments. Always check your assignments if there isn't a live lesson scheduled!**

### Homework

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

### Assessment and Feedback

The work you complete over this period will be checked and assessed in a variety of ways as it is during 'normal' schooling. 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. 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 or engagement during a period of isolation.

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

Take a look at the screen shots below, they might help. If not, you should make your class teacher aware if you are having an issue accessing or completing any work set. You 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)

## Our expectations of students when learning from home

All students have been given an introduction to the use of Microsoft Teams and it continues to be used to deliver homework and supporting resources to students. 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 a period of remote learning

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

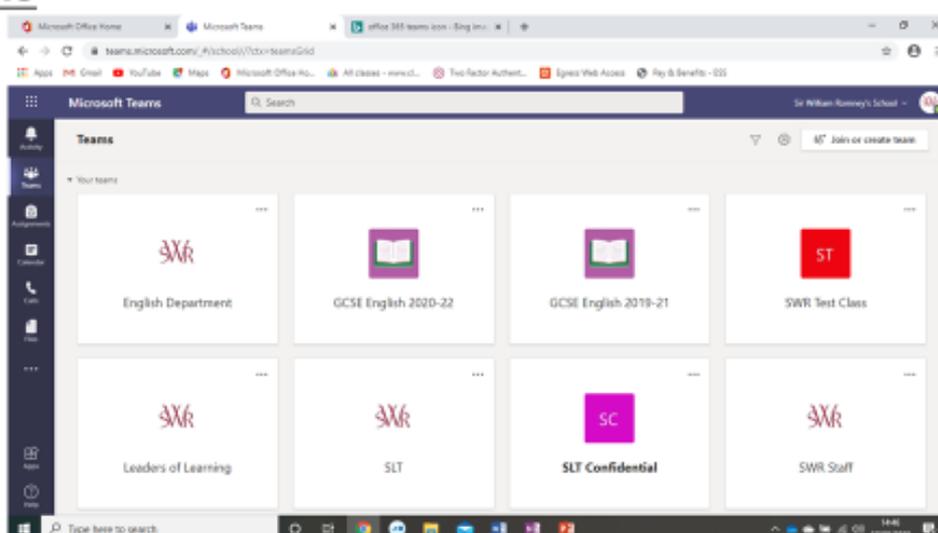
Go to [www.office.com](http://www.office.com)

Log in using your school email address and password.

(Example)

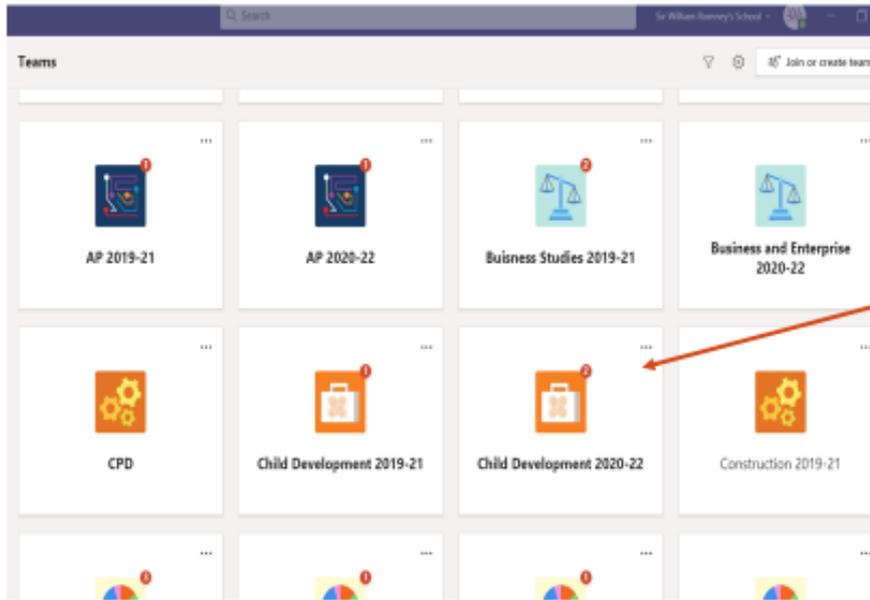
[003\\*\\*\\*@swr.gloucs.sch.uk](mailto:003***@swr.gloucs.sch.uk)

Click the Teams icon.



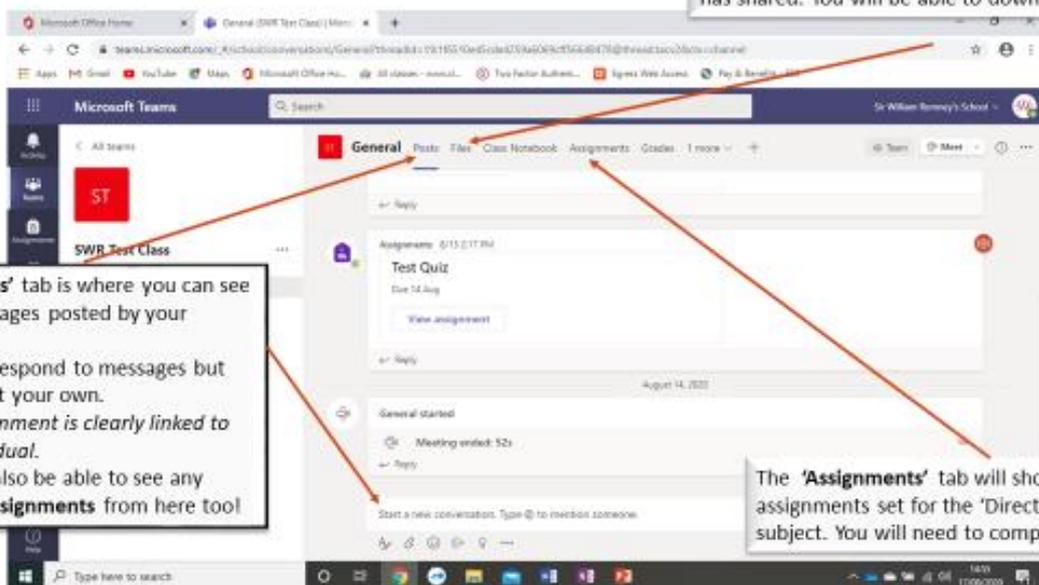
The Desktop app gives more functionality- [download](#) this onto your personal computer by clicking [open app](#).

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 too!

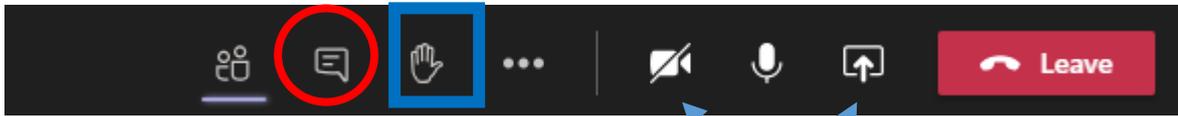
The **'Assignments'** tab will show you any assignments set for the 'Directed' sessions in that subject. You will need to complete these!

## 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.

