



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

Key Stage 3 Remote Learning from January 11th 2021

From Monday January 11th, years 7, 8 and 9 will be expected to follow their normal school timetable and access work through Microsoft Teams. Students will need to log into Microsoft Teams daily from 9:10 am to access each subject at the time they would normally be timetabled to attend that lesson. Each day will be made up of a combination of Live and Directed Sessions (explanations below).

The attached timetable ensures that all subjects are covered and that students have regular, scheduled interaction with subject specialists to support them with their home study. **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.**

Live Sessions will also appear in student calendars on **Microsoft Teams so they can keep track of when they need to log in to have live interaction with their teachers. A short guide to remind students how to access calendars and live lessons is attached at the end of this letter.**

A blended approach to teacher interaction and student self-study:

Students will usually have **3 live sessions** a day. Sessions for each class and subject may be at different times as it will be determined by when their class teacher would normally be teaching their class. The rest of the time students will be expected to complete **directed, independent study** which will be set on Microsoft Teams for them. Each subject's directed study should take around 1 hour to complete. In total, students will be expected to engage with **5 hours of learning a day.**

What do we mean by Live (Synchronous) Sessions?

Live sessions will provide students with an opportunity to engage with the class teacher and may take on a number of forms:

- 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.

What do we mean by Directed (Asynchronous) Sessions?

For the sessions that aren't **'live'**, the teacher will set work through Microsoft Teams for completion but will not be available via Teams until the next scheduled 'Live' Session. The directed study should be completed at the time they would be timetabled to have that lesson if they were in school. This work could be a written task, an online exercise or an instruction to watch a pre-recorded video or presentation.

Students will not need to submit every piece of work they do in Directed sessions but will need to submit identified assignments through teams to allow for teachers to monitor progress and address any areas in need of development.

Students will need to use email (rather than the chat function on Teams) to contact their teacher if they have questions or concerns outside of the 'Live' session.

Pastoral Support

In addition to Live Sessions to interact with teachers, 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.

Monitoring 'Attendance' and behaviour

Students are expected to log in to Microsoft Teams daily and attend all live sessions on their timetable. 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 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.

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 as instructed.

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

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 are not allowed. 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. 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. When live sessions aren't happening.

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

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 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.

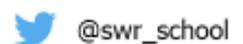
Once downloaded and installed just **register with your school email address and password to get a "free" license.**

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



'My year group has been sent home, what now?'

You will be using Microsoft Teams to access a range of 'Live' and 'Directed' study sessions during your time at home.

You will be expected to access Teams every school day, engage in live sessions and complete the work set.

Follow this guidance to help you get to the places you need to be!

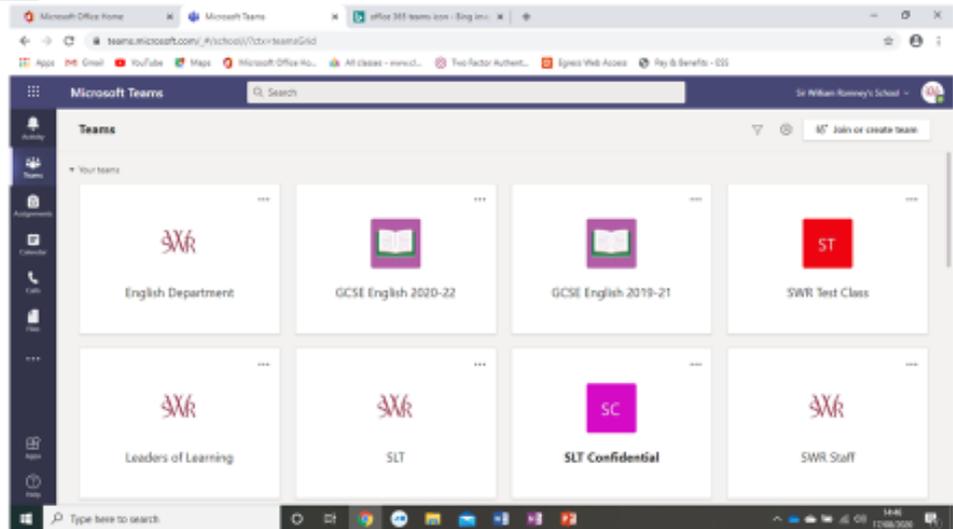
Accessing Teams

Through the online Portal
Go to www.office.com

Log in using your school
email address and
password.
(Example)

003***@swr.gloucs.sch.uk

Click the Teams icon.



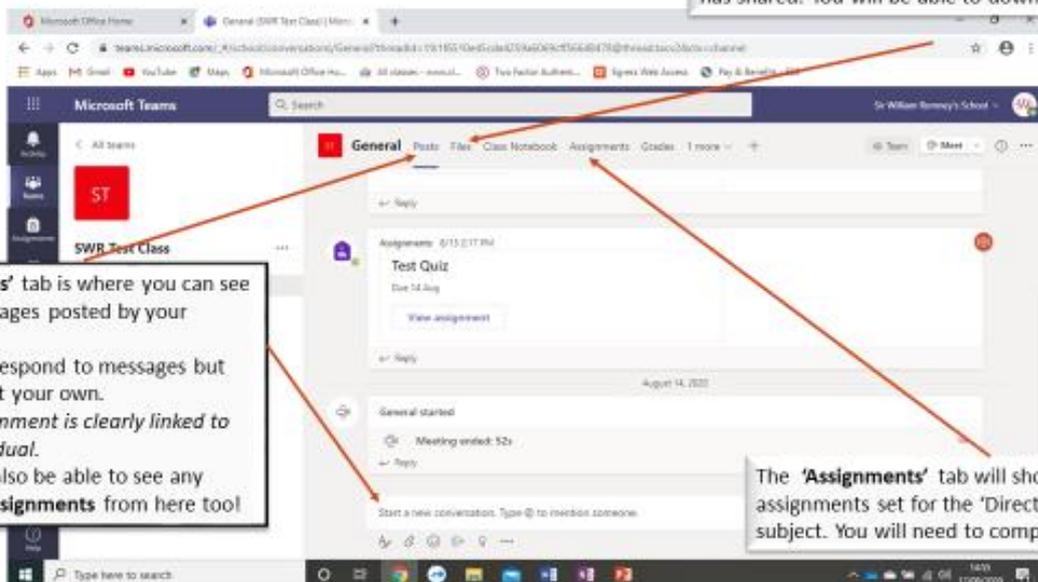
The Desktop app gives more functionality- [download](#)
this onto your personal computer by clicking **open app**.

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

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

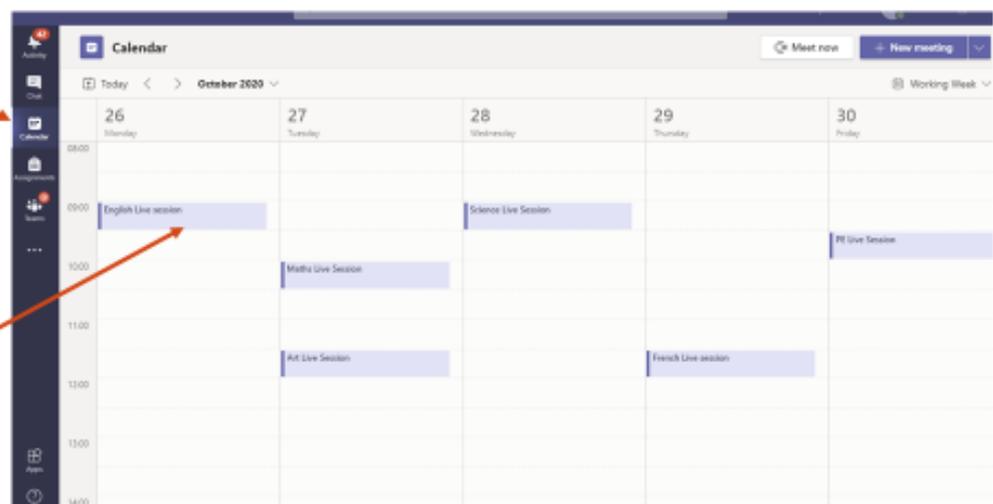
Providing you have accepted the invites, you will be able to see all your live sessions in your calendar.

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.



Directed study

As well as accessing live sessions, you will be expected to complete work independently that will be set through Microsoft Teams.

You should follow your normal timetable and complete work when you would normally have a lesson for that subject if you were in school.

Accessing an Assignment

When a teacher sets you an assignment to complete in **'Directed Sessions'**, it will appear in the **'Assignments'** tab on the left hand side of the screen or in the tab at the top of the page!

By clicking this you will see a list of all the assignments you have been given for that subject.

Click each assignment to complete/ find details of what it is you need to do.

Don't forget to submit the work if your teacher asks you to!

