REMOTE LEARNING & ONLINE LESSON GUIDANCE

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HOW WILL ONLINE LESSONS WORK?

If we are in a local lockdown or if your year group are asked to isolate and work from home, you will follow your normal timetable.

- A register will be taken in the first five minutes of each lesson just like in school.
- 'Live' lessons will take place in your normal subject slot on your timetable
- You must ensure that you have a device/tablet with internet enabled to participate and interact in the lesson.
- You must ensure that you join the live lesson using Teams at the correct time using the instructions below.

WHAT IF I CAN'T ATTEND MY LESSON?

In the unlikely event that you are unable to attend your online lesson, you MUST email your teacher BEFORE the lesson to let them know at studenthelp@fueleducation.org.uk

As soon as you are able, you should request access to watch the recording of the online lesson. Please e-mail studenthelp@fueleducation.org.uk and recordings can then be added for you. Details on how to how then access them can be found on page 9 of this guide.

SAFEGUARDING
" LIVE LESSONS "

It is essential that we are able to safeguard both staff and pupils during online lessons.
To ensure we are able to do this, we have put in place stringent safeguarding measures:

01 Pupils should be in a **private place** with as few interruptions as possible.

02 Pupils should have their camera on if possible. Microphones should be turned off.

03 The live class will be **recorded** so that if any issues were to arise, the video can be reviewed.

04 **Language and behaviour must be appropriate,** including that of any family members in the background.

05 **Any Written transcripts** of the lesson will be kept for 30 days

06 The online lesson may be **scanned** by the Schools **internet safety software** for any inappropriate language.

07 Pupils will **not be able to share their screens** unless requested to by the teacher.

08 The individual chat function will be **disabled** between pupils but is enabled to communicate with teachers.

09 Any messages sent and received will be kept in the Schools **audit logs**

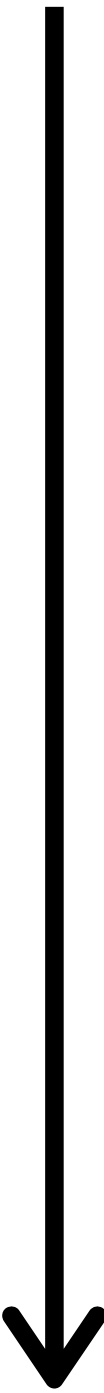**10** Wherever possible **2 members of staff** will be in the live lessons.

11 Staff and pupils must not remain in the virtual classroom **1 to 1** at the end of the lesson.

12 Senior leaders will **dip in** lessons to ensure content is appropriate.

13 If a pupil has any concerns about the online lessons, they should report them immediately to their teacher.

WHAT MIGHT A REMOTE LESSON
LOOK LIKE?

Online teaching and learning is different to learning in the classroom and so you may find that the way the lesson is structured feels different. The lessons are likely to include the elements below:

1. **A review of prior learning** prompting you to think about what you have learnt previously and how this will help you with your next steps.

2. **Explain:** There is likely to be some explicit teaching to help you to understand the class material. This might be a video, reading, PowerPoint.

3. **Practise:** Pupils will be taught a small amount of new information, then given a chance to do something with it before moving on. This will allow your teacher to see how well you are grasping the concepts. You will be able to put your hands up (virtually) so that you can ask any questions you might have.

4. **Reflect:** There will be points during the lesson where you are expected to reflect on what you have learnt after you have completed a piece of work.
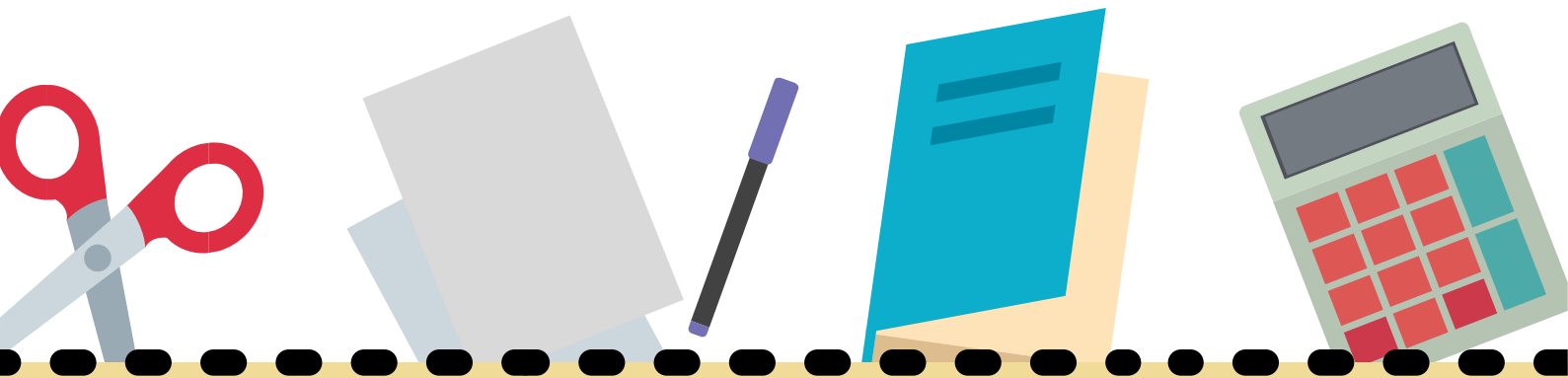
5. **Review:** There will be opportunities to review the learning in the lesson and think about common misconceptions and how you might apply the learning to a new situation.

6. **Independent Work:** You should "leave" the online lesson understanding your next steps for learning. This may involve completing a homework style task or further reading that will extend your learning.

PREPARING FOR THE LESSON:

Ahead of your lesson, please think about what resources you may need. For example:

- The **equipment** that you will need to access the lesson (e.g. calculators, pens, paper, textbook, previous learning tasks etc.)

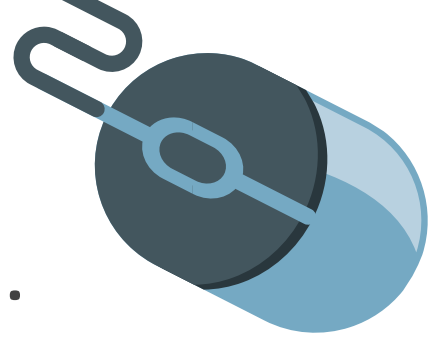- **Evidence of a specific task** that you were asked to complete ahead of the lesson.

ONLINE CONDUCT AND APPROPRIATE BEHAVIOUR...

Remember that this is a normal lesson with your subject teacher. All lessons are recorded for safeguarding purposes. We have the same high expectations of behaviour and conduct that we would have if you were in a classroom.

Failure to adhere to these expectations will result in a referral to the behaviour team and further sanctions may apply.
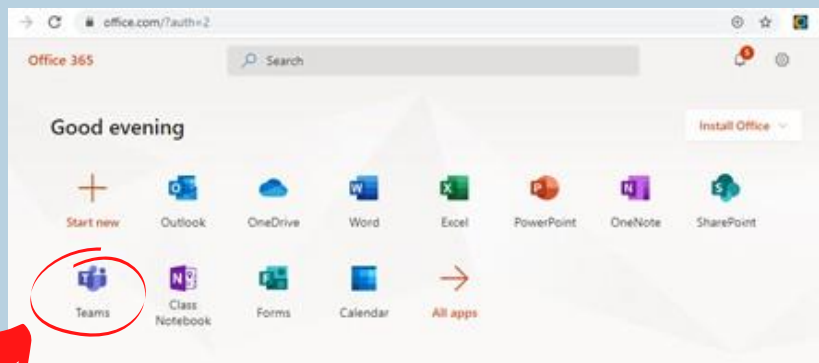
JOINING AN ONLINE LESSON...

1 Go to www.office.com and sign in with your school email address and password. This is the same as you use in school to log onto the school system. If you have any problems then please email studenthelp@fueleducation.org.uk
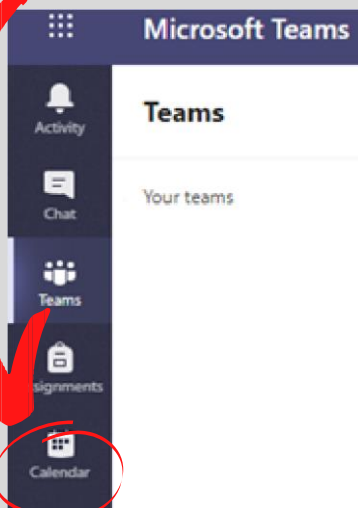
2 You should arrive at this screen....
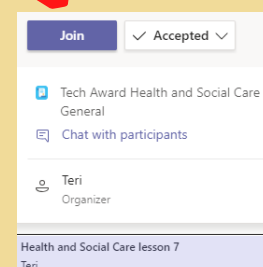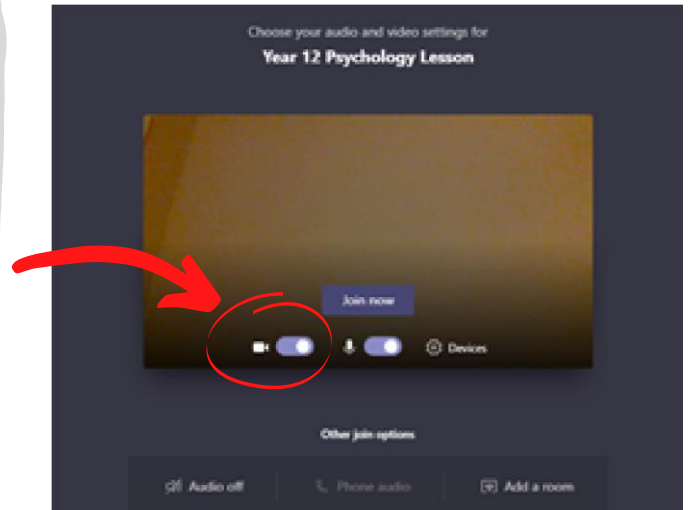
Click on 'Teams'

3 Go to 'Calendar'

4 Find your lesson (there will be a lesson for each subject on your timetable) and click 'join'...

5 You will see this screen (your face should be in the box).

Your camera should be turned ON but if it is not then you MUST manually turn the video ON (by clicking on it). Leave your microphone and speaker ON.
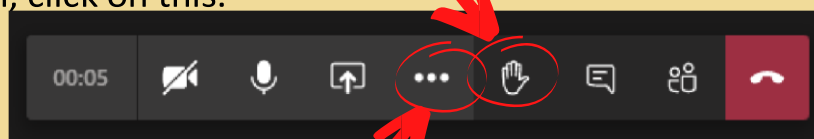
6 Click 'Join now' button in the centre of the screen. You have now joined the lesson.

TIP: If you are having trouble with Microsoft Teams, try logging off and then logging back in again.

ONCE YOU HAVE JOINED...

- You will see either your teacher or your teacher's screen (if they have chosen to turn their video off). You can talk and they will hear you so you can ask/answer questions as you go along. If there is too much background noise, please switch your microphone off. Do not interupt the teacher when they are speaking.

- You can also show your teacher that you wish to speak by hovering over the bar in the centre of your screen and, if you are on a laptop or PC, you will see a hand sign, click on this.
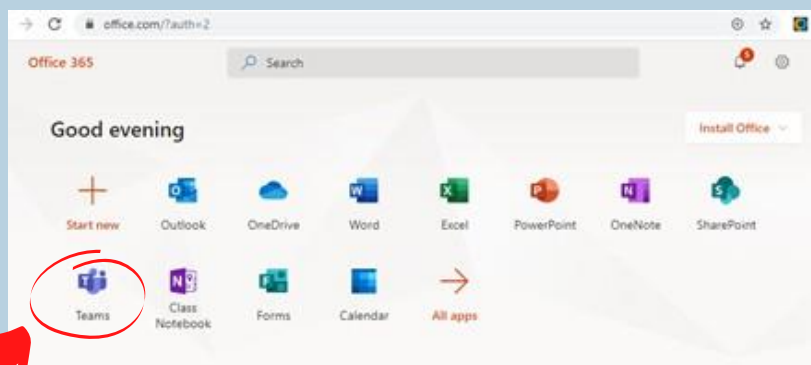
If you are on your phone, click on the 3 dots that are on the centre bar and select 'raise my hand'.
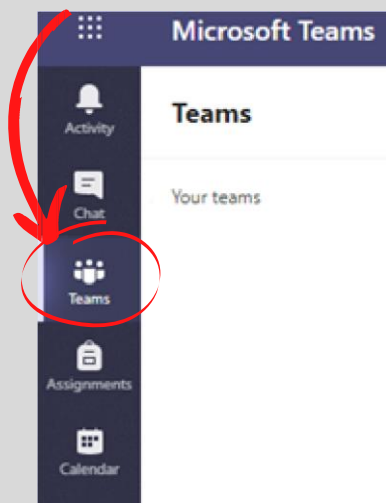
1 Go to www.office.com and sign in with your school email address and password.

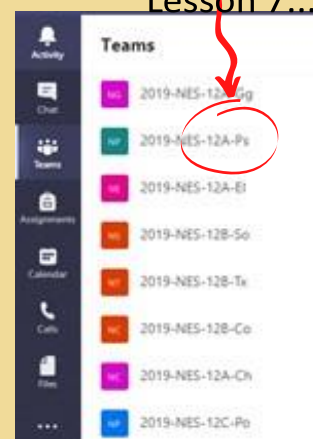**2** You should arrive at this screen....

Click on 'Teams'
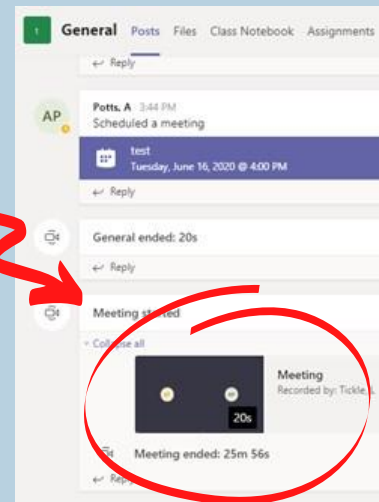

3 Go to 'Teams'

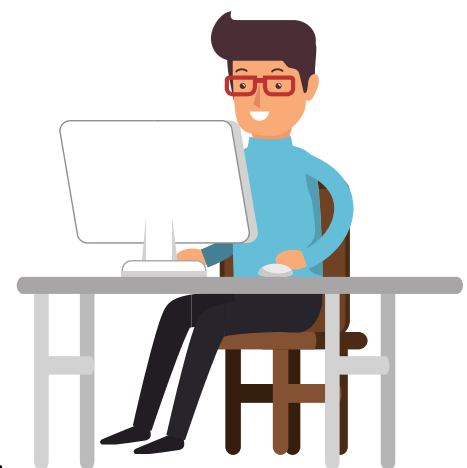**4** Click on your class, for example, Health and Social Care Lesson 7...

5 This will bring up posts for your class. Click on the recording in the newsfeed. For example …

Listen, make notes, and remember to write down any tasks your teacher assigns you.

WHAT IF I HAVE ANY CONCERNS?

If you have any concerns about your online lessons, contact your class teacher or e-mail

studenthelp@fueleducation.org.uk.

GUIDANCE ON HOW TO ACCESS YOUR MICROSOFT TEAMS CLASSROOM & ASSIGNMENTS

Why are we using Microsoft teams?

It as an extension to your real Classrooms, it will house work that will extend classroom teaching and support you when you are not in school. Your Microsoft teams classroom is where you can communicate with your teacher, access learning resources and where you will find your homework. It can also be used for on line learning.

All of the same rules apply to a normal classroom when you are using your online classroom, so please be respectful in your online Classrooms.
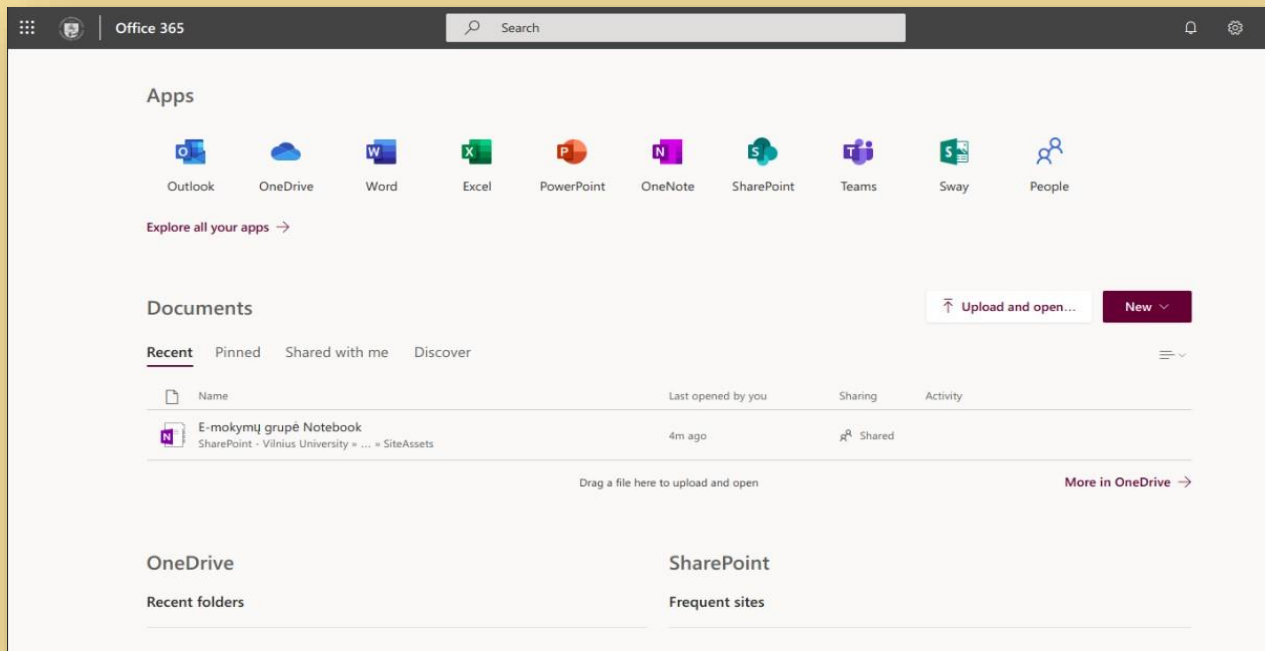
- Make relevant comments on your Class Posts wall.

- Upload and create appropriate files for use in your lessons.

- Carry out assignments and tasks to the highest standards.

Logging in

You login to your Microsoft teams classroom by going to www.office.com .Then you log in using the format below;
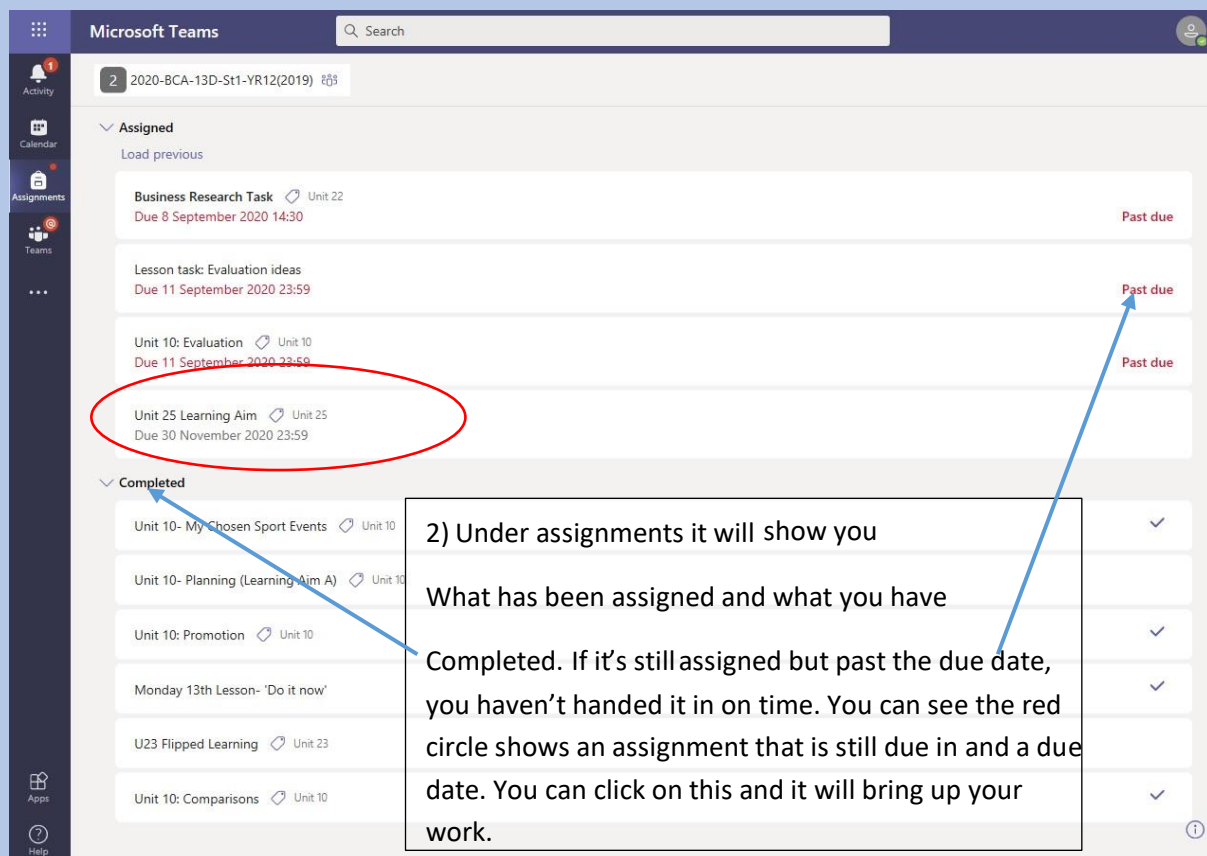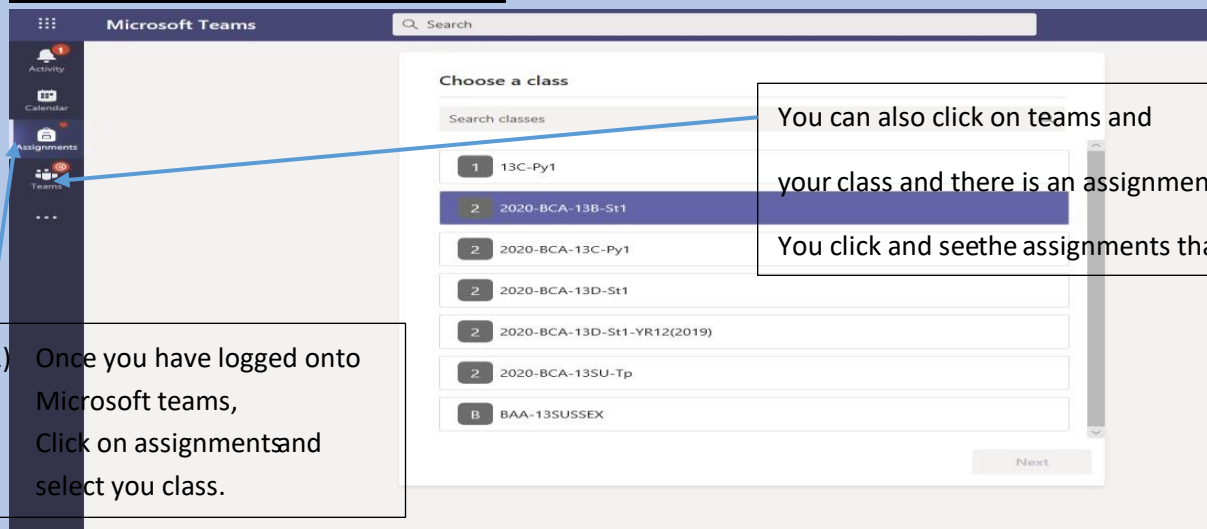
Username: Username@fueleducation.org.uk

Password: Same password as the one you use in School

Use the link below for an interactive demo top help you navigate the system
https://cortexonemsedu.blob.core.windows.net/staticcontent/teams-demo/index.html#/2/0

How do I access my homework?

1) Once you have logged onto Microsoft teams,
Click on assignments and select you class.

You can also click on teams and your class and there is an assignments tab that You click and see the assignments that way.

2) Under assignments it will show you What has been assigned and what you have Completed. If it's still assigned but past the due date, you haven't handed it in on time. You can see the red circle shows an assignment that is still due in and a due date. You can click on this and it will bring up your work.

4) After you have edited the work Sent by your teacher, you must click hand in to submit to your teacher.
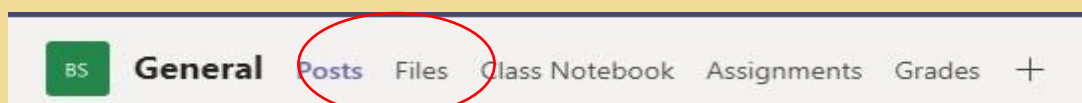
6) You can also add your own documents by clicking add work.

5) When you open a document attached by a teacher, you will need to click edit to change the document and then hand in as shown above.

Accessing files

When you open your Microsoft teams classroom you will have the following options at the top of the page.
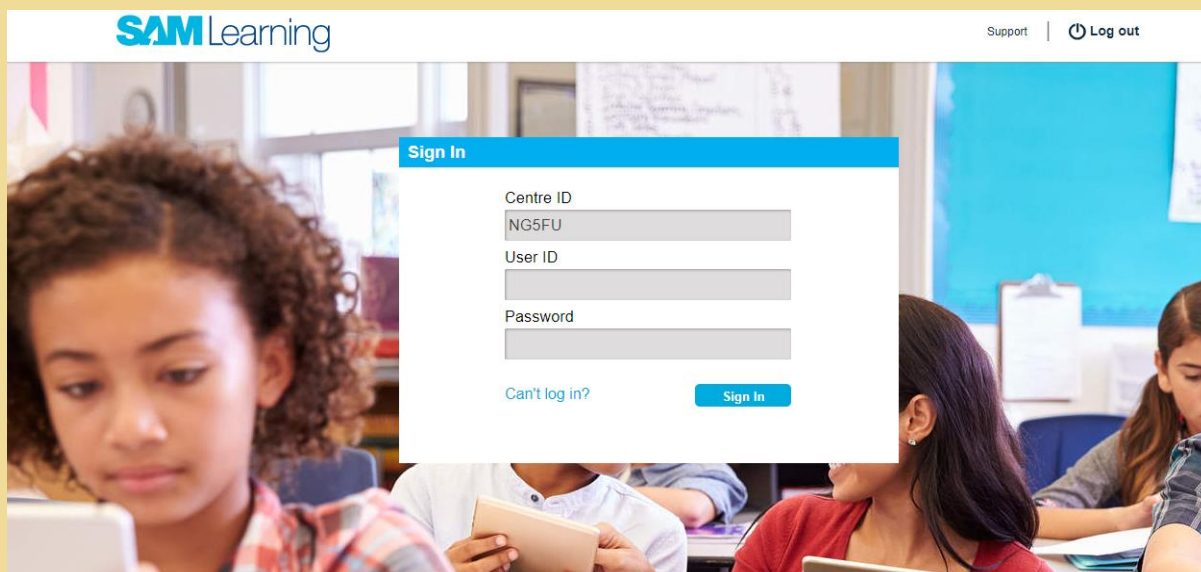
If you click on files this is where your teacher will store your resources and you can access them at home.

General

		Name ⌄	Modified ⌄	Modified By ⌄
○	🗋			
	📁	Class Materials		Harrison, M

SAM LEARNING

In order to access your SAM Learning profile, please follow the instructions below.

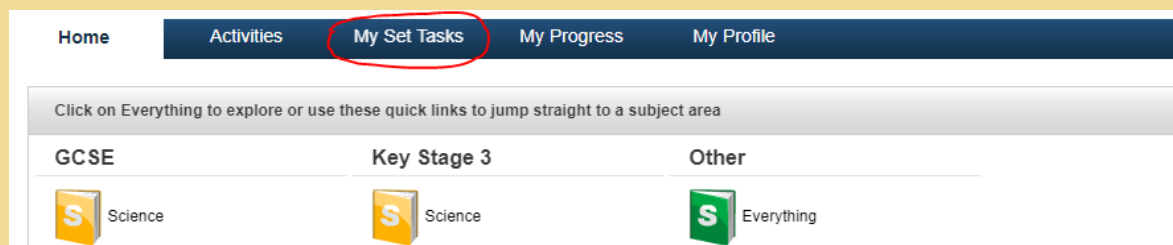Navigate to: https://platform.samlearning.com/

Enter the centre ID which is NG5FU, followed by his/her User ID and Password which will be his/her date of birth followed by his/her initials for both fields.

Example if His/Her date of birth was 1st January 2002, and his/her name was Joe Bloggs, their user ID and password will be:

User ID: 010102JB

Password: 010102JB

They will then need to navigate to "my set tasks" to see what has been set.

GCSE POD

In order to access your GCSE Pod Learning profile, please follow the instructions below.

Navigate to: www.gcsepod.com

1) and click "Login"
2) Click "New Here? Get Started!" and select "Student"
3) Enter your name, date of birth and type in the name of your school. The school's name should appear. Click on it to confirm.
4) Create a username and password (If you have not already done this)
5) Existing users can access GCSE Pod by signing in with Office 365 (red button) GCSE Pod will appear in your apps

Key Features

Playlists

You can create your very own bespoke playlist by selecting Pods that you feel you need to focus on. You can then watch the playlist to brush up on your knowledge or download it to take it everywhere you go.

Check & Challenge

You can test your knowledge on Pods by completing quizzes and questions. You will receive instant feedback on your answers with helpful tips to help you understand why it's right or wrong.

My Courses

You can keep organised by viewing a list of your upcoming exams in subject or date order. You can view an exam playlist to see all the Pods relevant to that exam.

Assignments

View homework set by your teacher. You should watch Pods selected by your teacher and complete the questions to help test your knowledge.

Paper to Pod Guides

You can use our guides alongside your marked past exam papers to identify areas you need to focus on. You can watch the Pods relating to questions you didn't do so well on to help fill any knowledge gaps.

Downloads

You can download all our Pods to your mobile device so you can learn on the go, anywhere you are. There are 3 GCSEPod apps which are free to download.