

# A Guide to Remote Learning at St Stephen's

## Home learning routine:

In the case that a year group is contacted and asked to self-isolate at home the new routine of the school day will be as follows:

The next school day (at home) will be a day focused on DoodleMaths, practicing times tables, spellings and reading. This is to allow the class teacher/s to adapt their planning for online teaching, create the lesson meetings and share the assignments on Teams.

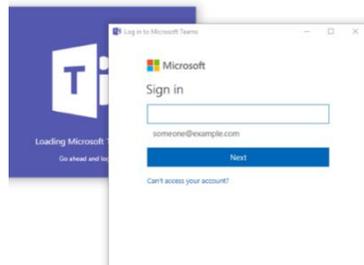
The days following this will consist of a series of teaching inputs of about 20 minutes each followed by time for the children to complete and upload a related task. The teaching inputs will be a live video meeting with the whole class and will include up to 20 minutes of teaching a specific subject area and an explanation of the activity to complete. The timetable will follow a similar pattern to the school day, with English and Maths in the morning and Phonics/Spelling plus a Wider Curriculum lesson in the afternoon, the day will then finish with a story. In some circumstances teachers may have to offer pre-recorded teaching inputs.

To support families with more than one sibling there will be two timetable templates so that if two year groups are learning from home during the same period of time, the timings of teaching inputs will not clash. The expectation is for all children to join with the live lesson inputs, complete and upload the assigned activities.

## Accessing Microsoft Teams:

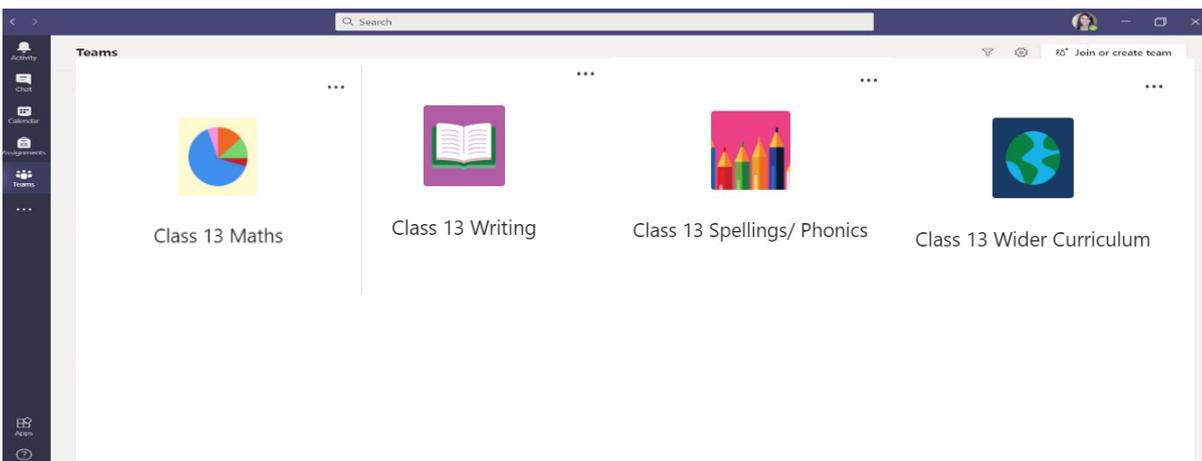
If you are new to Teams, you can access Microsoft Teams from a mobile phone, tablet, laptop/computer. Please follow the instructions below to log on:

1. Type into Google 'Download Microsoft Teams' (<https://www.microsoft.com/en-gb/microsoft-365/microsoft-teams/download-app>)
2. Download the 'Desktop' version if you are on a laptop or the 'App' version if you are on a tablet or mobile phone. There is the option to use Teams online, however we recommend downloading Teams.
3. Once it has been downloaded, use the email address and password provided to sign in.



## Channels

When your child logs onto Teams they will have access to four channels: **Writing, Phonics/ Spellings, Maths** and **Wider Curriculum:**



We will be using the different functions as follows:

- All assignments (lesson resources/worksheets) will automatically be posted to each subject channel. Each channel has a chat function, children are welcome to share their work with their friends and discuss their learning, however if they would like a teacher response, it must also be uploaded to assignments.
- If your child would like the teacher's input, they will need to tag the question or comment with @teacher's name so the teacher is alerted to the fact that there is a message waiting. We ask parents to monitor their child's interactions on this forum.

### **Assignments:**

This is where work can be found and once completed it can be uploaded for the teacher to see and respond to. If your child wishes their teacher to see anything else, they have been doing, they should upload it to any assignment, and it will definitely be seen. To upload to an assignment please see the instructions below. Please note that assignments can be completed digitally or on paper and then photographed or scanned when they are submitted.

1. A teacher will mark each 'handed in' piece of learning with a comment. All uploaded work, and the teacher's response, is private provided it is uploaded through 'Assignments'. Your child just needs to re-open the piece of learning to see the response.
2. The assignments provide clear guidance, and the children are welcome to ask questions as they would in the classroom, as described above. In the event you need to contact your child's teacher for clarification, please email the school office FAO that teacher and we will respond to you as soon as we can. This is to ensure we maintain clear channels of communication so that messages do not get lost or mis-directed.
3. To help your child prepare for the lesson please help them view/download the lesson resources prior to the teacher's video input.

### **Instructions for opening and completing the assignment:**

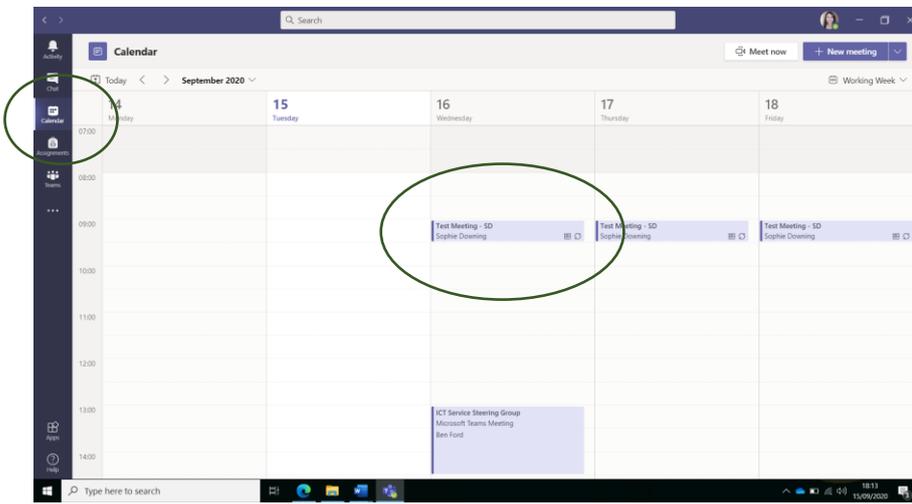
- a. *Click the assignment.*
- b. *Sometimes, the format may lend itself to being edited on the computer. Usually you will need to print the task out to complete it or handwrite it in your exercise book. If you wish to submit the work, you can then take a picture of it and upload using the method below.*

### **To upload the completed work:**

- a. *Click on the assignment.*
- b. *Once page has loaded there should be a button that says, 'Add Work'. Click this.*
- c. *Then click, 'upload from this device'.*
- d. *Find the file and press 'open'. It will then automatically upload.*
- e. *Once uploaded press 'hand in' on the top right-hand corner.*
- f. *It has sent successfully if there is a tick and a time stamp.*

### **Joining a live lesson:**

To join a live virtual lesson, your child needs to go to the calendar section (found on to the left-hand side tool bar), find the meeting scheduled for that time and click 'join'. The day/week of video lessons will be visible here. Your child will only be able to join the lesson the teacher has started it.



### **How to prepare for a live video lesson:**

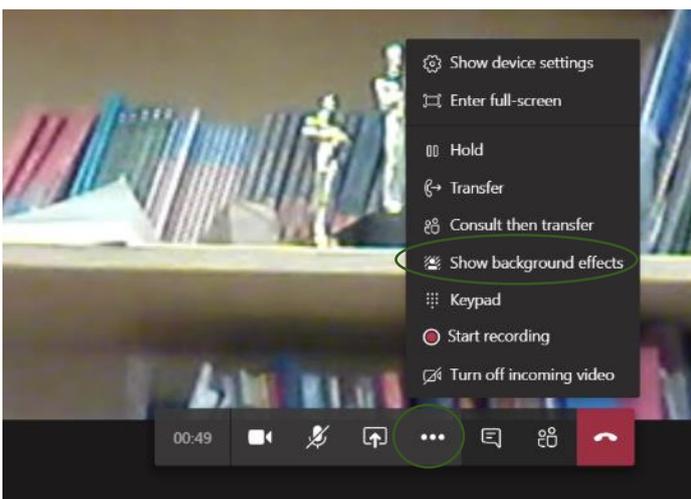
Please set up the device in a quiet environment and have all the equipment ready for the lesson. If you have pets or other children at home, please try to ensure they do not cause any disruption to the live lesson.

It is important to log on to Microsoft Teams a few minutes earlier than the start of the class to avoid any last-minute delay, this will also give you an opportunity to address any potential tech issues. The expectation is for children to join each lesson scheduled. Once your child enters the video lesson, please remind them of the following:

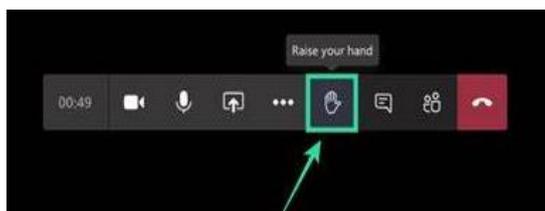
- Turn off their microphone
- Set their video background using blur effect or a picture for privacy \*
- To communicate appropriately for a school setting and ensure their behaviour reflects that of a school environment
- Use the 'raise your hand' icon on the tool bar if they have any questions or an answer and wait for the teacher to ask them to unmute their microphone \*\*
- The chat function will only be used if the teacher directs a child to do so
- They are strictly prohibited from taking photos or recordings of the video lessons

### **\*How to change the background and view**

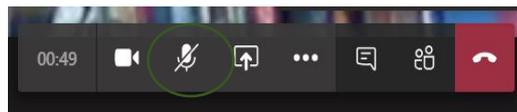
Click on the three dots – show background effects – apply



## **\*\*Tool bar icons**



Raise hand icon



Mute microphone

## **Additional support**

Please use the following website to if you have any questions regarding the use of Microsoft Teams <https://www.microsoft.com/en-gb/education/default.aspx> alternatively, you can contact the school office ([enquiries@ststepens.bwmat.org](mailto:enquiries@ststepens.bwmat.org)) FOA Miss Downing.