

St Bede's Catholic High School Remote Learning



Pupil & Parent Guidance

Being ready to learn at home

Dear Parents and carers,

To be prepared for any eventuality, we have prepared this guidance booklet for you and your children should their year group be forced to study from home. We will always be guided by local and national health advice so in the event that students should be directed to work from home, for any period of time, we want students, parents and teachers to be aware of how this will work.

As promised, there will be a full curriculum on offer for a year group should they return to remote learning. Students will be able to access 'live' lessons, recorded content and resources via Microsoft Teams and Class Charts.

Key stage 3 students will be ensuring they have all of the correct passwords and details during their Computer Science lessons while our key stage four students will have an opportunity to get this information during form time.

There are many different scenarios which might prompt remote learning to take place. It might take the form of a regional lockdown, a local lockdown or a school lockdown. If a lockdown is likely, parents will be contacted immediately. Pupils will then be taught at home following the plan detailed in this letter.

We will aim to minimise any disruption to learning via the means explained in this booklet. Please know that school can offer support if there are any difficulties with remote learning. Please contact your child's year leader who should be able to help.

To ensure pupils continue to receive a high-quality education outside of school, the school will monitor pupils' attendance and their engagement with remote learning. If a pupil is unable to engage in remote learning then parents should contact the school office as soon as possible.

It is imperative that students' behaviour remains in line with our school expectations if they are required to study from home. Should any students behave in an inappropriate or offensive manner online, we will follow the school's behaviour policy. Any unauthorised recording or misuse of learning materials will be dealt with accordingly and students may lose their online privileges.

We really appreciate your help and support during this time. I can assure you that we have invested heavily in training time, equipment and resources in order that we can be well prepared for any return to home learning. I hope this booklet reflects this and allows for a smooth transition to home learning should it be required at any point.

Yours faithfully,



Mr P Denton

Headteacher

Staying safe when learning at home

We have put together some guidance to help you with learning at home. It can help you to understand our expectations whilst you are learning from home, provide you with information about how to stay physically and mentally well, and give you some useful tips for staying safe online.

If you need some more help, please contact your form tutor, your class teacher or your year leader.

Learning at home

Even if you cannot attend school, we want to make sure that you can keep learning, even at home.

This is the plan for remote learning should St Bede's be directed into lockdown or if pupils are advised to self-isolate.

What is remote learning?

Remote learning occurs when the student and teacher are not physically present in a traditional classroom. Teaching is relayed through technology.

Why would remote learning take place?

Remote learning will take place if pupils are directed to stay at home and learn. There are many reasons why this might occur. It might be because of a national or local lockdown or it might be because pupils are having to self-isolate because someone close to them has symptoms of COVID 19.

What remote learning will I receive in lockdown?

If year groups have to remain at home, then they will receive live teaching or a pre-recorded lesson through Teams. Class teachers will teach pupils in their class groups. If students are forced to self-isolate then they will be set work to complete by their class teachers through Class Charts.

How many hours of teaching will I receive in a day should there be a year group lockdown?

Pupils will follow their normal timetable. Pupils should log onto Teams before 8.55am to receive the first lesson of the day.

Break times and lunchtimes will stay the same.

The school day will end as normal at 3.15pm.

Will I receive training on how to use Teams?

All pupils will receive training on how to use Teams. If you are in Y7,8 or 9 then you will receive Teams training in Computer Science lessons. If you are in Y10 or Y11 then pupils will receive some training in registration.

Subject teachers will also refer to Teams in lesson.

Homework will now be set through Class Charts.

Will a register be taken in each lesson?

All pupils are expected to attend lessons from home if there is a year group lockdown. A register will be taken to monitor pupil engagement. If a pupil does not attend contact will be made with home.

What happens if I have technical problems or am unable to access Teams?

There will inevitably be some technical issues when first accessing lessons via Teams but hopefully these issues can be addressed and appropriate support given.

If pupils have any technical issues with Teams then pupils must contact their class teacher via email and explain that they cannot connect to the lesson. They must then contact the IT technicians for support – ITsupport@sbchs.co.uk

What happens if I am sick and cannot attend the lesson?

If a pupil is sick then school does not expect them to attend a lesson. However, parents must call the absence line to report this, as they would for any normal school day.

Who do I contact if I need extra help from school?

It is very important that pupils stay in contact with school so that support can be given where necessary. Some pupils may find it difficult to complete tasks at home or may find it hard to function without their peers.

If a pupil is struggling at home, then it is imperative that they contact their subject teacher, form tutor or their year leader. They should be able to offer some guidance.

Pre-lockdown

Before you begin learning from home, we will make sure you are able to access all of the resources and the equipment you need to do this. If you are worried that you will be unable to access remote learning, speak to your form tutor as soon as possible.

We understand that there will be more distractions at home than in your classroom. However, it is important that you maintain a routine and ensure you are still learning, even during these circumstances.

How to stay well

It is important to make sure you look after your physical and mental health.

To avoid any unnecessary aches and pains, you should make sure you have a sensible place set up to learn from. If possible, you should sit at a table or desk, ensuring your back is supported, rather than laying on your bed or the sofa. If you think you are missing any important equipment or a suitable space to work, make sure you speak to your class teacher before you start learning from home.



You must ensure you also look after your wellbeing while you are at home. To make sure you are staying mentally well, try some of these ideas:

- Get into a routine – you could make sure you wake up and go to bed at the same time each day
- Talk regularly with your friends or extended family

- Stay active – try getting out for a walk every day with your family
- Eat normally – make sure you have three meals a day at regular times
- Try practising breathing techniques – the charity Mind has lots of helpful information here: <https://www.mind.org.uk/information-support/tips-for-everyday-living/relaxation/relaxation-exercises/>
- Make sure you get some rest
- Talk to someone if you have any worries or concerns – you can also find a whole list of places that can help if you don't want to speak to your family here: <https://www.mind.org.uk/information-support/for-children-and-young-people/useful-contacts/>



Staying safe online

If you are spending all day at home, you will likely be spending more time online. Whilst there are many positive aspects of using the internet, such as keeping in contact with those you can't see and staying entertained, you must also remember to use it sensibly.

While you are spending more time at home, you should consider the ways you can stay safe and maintain a healthy relationship with the internet by doing the following:

- Not keeping your phone or tablet in your bedroom
- If you are contacting anyone by phone or video, make sure you do it in a family space
- Making sure you know how to report anything on the apps you use – most of the popular apps have a reporting function. If you need help with this, please ask your parents
- If you need to report something that you've seen online, you can use the UK Safer Internet Centre (<https://www.saferinternet.org.uk/our-helplines>).
- Telling your parents if you are worried about anything you have seen online



What to do if you're worried

There may be times when you're feeling worried or concerned about something. You should always tell someone if you feel this way – even if it doesn't seem like an important thing. There are lots of different people you can talk to whilst you're at home, including:

- Parents, carers or someone else in your family.
- Teachers or members of school staff.

We will stay in touch with you whilst you are learning from home. Please do let us know if there is anything we can do to keep you learning and most importantly to keep you well!

School plan for remote learning - Parents

How will a lockdown be communicated to parents?

School will communicate a possible lockdown with parents via Parent Mail. Students and parents should follow the guidance as stipulated in the correspondence sent out.

The guidance will differ depending on the lockdown that is being followed.

What will happen on the first day of a Year Group lockdown or Pupils self-isolation ?

If students are fit and well, they should log onto Teams at 9.15 ready for their first lesson.

Pupils who are self-isolating will be set work via Class Charts by their subject teachers.

What type of education will pupils access at home in the event of a Year Group Lockdown?

If there is a Year Group lockdown, pupils will receive live lessons (or pre-recorded lessons if live lessons are not possible). These lessons will be delivered by the pupil's class teacher. Pupils will follow their normal timetable and so are expected to engage in learning from 9.15 am to 3.15pm. Therefore, if a pupil should have a maths lesson at 9.15 on that particular day then they will receive that lesson at that time at home.

What teaching platform will students use?

Pupils in a Year Group lockdown will receive lessons via Microsoft Teams. This software package allows pupils to be taught in class groups. Resources and teaching support material are also made available and pupils will be able to communicate and collaborate with their peers and teachers.

Their schedule (normal timetable) will be available to view on their personal calendar via Teams.

Individual work will be set via Class Charts for those pupils who are self-isolating.

How do pupils access Teams and Class Charts

All pupils will receive training on Microsoft Teams within the first few weeks of term. This training will either take place in Computer Science lessons (KS3) or in registration (KS4). Extra information on how to access Teams has been provided with this letter.

Pupils can access Teams via their mobile device or via a laptop.

Those pupils who do not have access to either of these devices will be provided with appropriate equipment.

Guidance on how to use Teams is attached.

Each pupil should have their own Class Chart login details and password.

Pupil attendance

Pupils are expected to fully engage with their learning. A register will be taken during every lesson. If a pupil is unable to attend then parents should inform the relevant Curriculum Leader or Year Leader as soon as possible. If a pupil fails to attend a particular lesson, parents will be contacted.

Pupil behaviour expectations

During online lessons a high standard of behaviour is expected from pupils. Pupils may communicate with peers and staff but this communication will be guided by the class teacher.

Like a normal lesson in school, pupils are expected to complete tasks and submit work where necessary. Students must not use lesson content or materials for any other reason than their studies. If any student is found to abuse the support given by teachers online then that support will be withdrawn and the school will follow the same process as outlined in the behaviour policy which can be viewed [here](#).

Communication to parents and pupils during lockdown.

It is imperative that contact is maintained with school and home so that issues can be raised and addressed. Depending on the person, this communication will take many forms.

Pupils

Each pupil will receive direct communication from their class teachers on a daily basis but they will also receive some communication from their form tutor. There will also be a collective worship and assembly presentations shared with students each week.

Aside from attending timetabled lessons, it is important for pupils to check their Class Charts and emails. Staff may use these platforms to communicate important information. Likewise, pupils should make contact with school if they require any assistance in any way.

Parents

School will communicate with parents via *ParentMail* and Class Charts.

Parents will also be able to access information via the school website from the section "Home Learning."

Getting started

Access Teams

1. How to install teams on your phone?

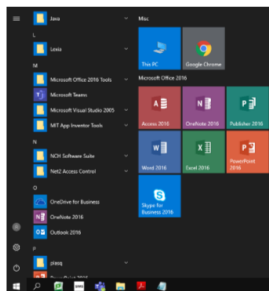
First, you'll need to install the Teams app from the app store or Google Play store. Once the app is installed, the process is essentially the same for both devices. When you open teams you should see a sign in screen. Tap "Sign in." In the email field, type YourUsername@arrowsmith.wigan.sch.uk , then tap "Sign in." Once you are logged in, the app may ask for permission to send notifications, access your microphone and camera, etc. Once you've granted or denied the various permissions, the app will be ready to use.

2. How to install teams on your computer?

Login to your school email by clicking on the link from the school website. Once you have logged in, click on the 9 dots and click *All Apps* then search for teams. By clicking on teams it will first offer the ability to download teams. Once it has downloaded, run the installer and install Teams. When the installation has finished, open the program from your start menu or applications list. Enter YourUsername@arrowsmith.wigan.sch.uk and click Sign in.

3. How can I access Teams at school?

The Teams programme has already been installed onto most school computers. It can be accessed via the menu at the bottom left hand corner of the screen.



Accessing your work

4. How to view classwork / homework from a class?

View both upcoming and turned in assignments by class, or view them across all your classes. Selecting an assignment will allow you to turn it in or view feedback and scores. You can also view your current grades by class.

Navigate to the **General** channel in your class, then select **Assignments** to view all your assignments. Navigate to **Classwork** channel for your classwork assignments or to

the **Homework** channel to view your homework assignments. Assignments you haven't opened yet will have a bold title. Late assignments will include a Past due warning.

5. How to view classwork / homework from all classes?

To view assignments across all your classes, select Assignments from your app bar. Then, choose a class and select Next. To open an assignment, select it. To return to the list of your classes, select the title of your class again and choose another.

6. How to hand in classwork / homework?

Select the assignment to open it and view the assignment's details. If your teacher specified a document for you to turn in or you have other files to attach to this assignment, select **+Add work** and upload your file.

Note: You can attach a file up to 50 mb in size. You can work on Office files associated with this assignment right from here — no need to leave the app.

Select the **Turn in** button to turn in an assignment before its deadline. The button will change depending on the status:

- **Turn in again** if you're editing an assignment you've already turned in and need to submit work again.
- **Turn in late** if you're turning in your assignment after the due date, but your teacher has allowed late turn-ins or asked for a revision.
- **Not turned in** if the assignment is past due and your teacher is no longer accepting turn-ins. You cannot turn in work.
- **Undo turn in** if you decide you want to edit your assignment before the due date. You'll need to turn it in again after you make your edits.

Join class meetings


7. Joining a class meeting

Class meetings can be viewed in a number of places:

- In the **classwork** channel
- On the Teams calendar
- On your Outlook calendar

To join a meeting simply click the **join** button. Unless directed by your teacher, connect with your video disabled and mute your microphone. *If your teacher wants you to connect with video enabled please make sure you are in an appropriate place in your home and wearing appropriate clothes.*

8. How do I use the hands up facility

To get the attention of your teacher use the raise your hand  button. This will notify your teacher that you want their attention.

9. How do I leave a meeting?

To leave the meeting just click the leave



Using Teams

This document will guide pupils through the process of using Teams. The guidance will cover elements of

1. How to install Teams on your phone?
2. How to install Teams on your personal laptop?
3. How to access Teams at school?
4. How to view classwork / homework from an individual class?
5. How to view classwork / homework from all classes?
6. How to hand in classwork / homework?
7. How to join a class meeting?
8. How to use the hands up facility?
9. How to leave a meeting?