Remote Learning

Student and Parent/Carer handbook

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Remote Learning Plan

From Monday 11th January onwards remote learning will consist of 'Live' lessons delivered through Microsoft Teams.

Students will be expected to:

- Follow your timetable as if you were in school that day e.g. Lesson 1 RE at 09.05am
- Attend every live lesson and complete the work in your exercise book, or on paper if you have left your book in school
- Submit a photo of your work to your teacher through Teams

Live lessons in Teams allow your teacher to teach you as if you were in the classroom. It is the nearest thing to normal.

Registers will be taken by your teacher for every lesson. If you fail to attend lessons you will receive phone calls from school in order to see how we can best assist you in your learning.

Allow teacher time at the start of the lesson to 'set-up'- if they have not logged in at the exact start time of the lesson don't leave the lesson.
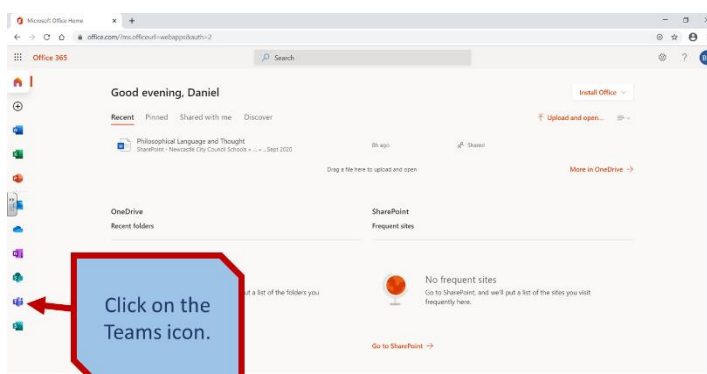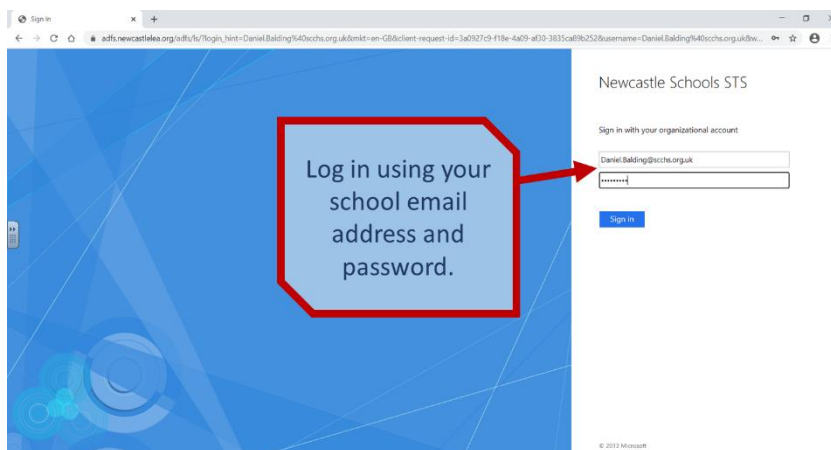
The School Day

Lesson 1	9.05 am
Lesson 2	10.05 am
Break	11.05 am
Lesson 3	11.15 am
Lunch Break	12.15 pm
Lesson 4	12.50 pm
Lesson 5	1.50 pm
End of School	2.50 pm

Safeguarding / Behaviour Summary (further details on pages 15-18 and in *Protocols For 'Live Lessons' Via Microsoft Teams- Student/Parent/Staff* document)

- All cameras should be turned off- both staff and student.

- Students and staff should adhere to 'Protocols for live lessons'.
- Students will be muted and should not unmute themselves unless the teacher either requests them to or unmutes them manually.
- Students can be removed from online lessons for disruptive behaviour.

How To Log On To Teams Reminder

Open a Google Search and type in 0365.

Click on the first link for www.office.com.

Log in using your school email address and password.

Click on the Teams icon.
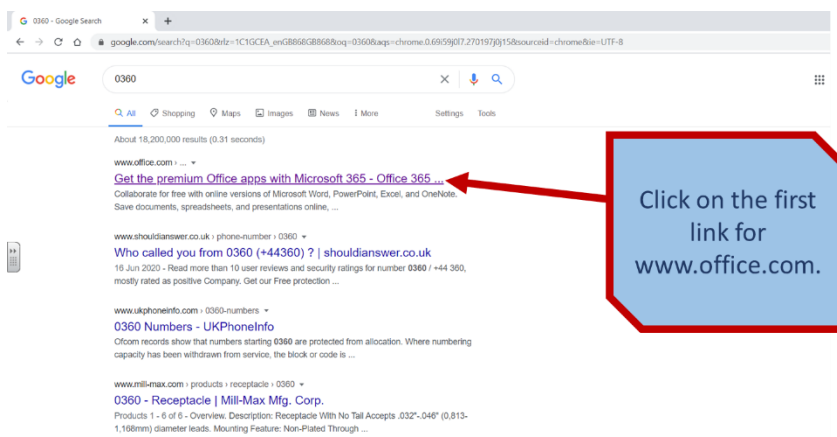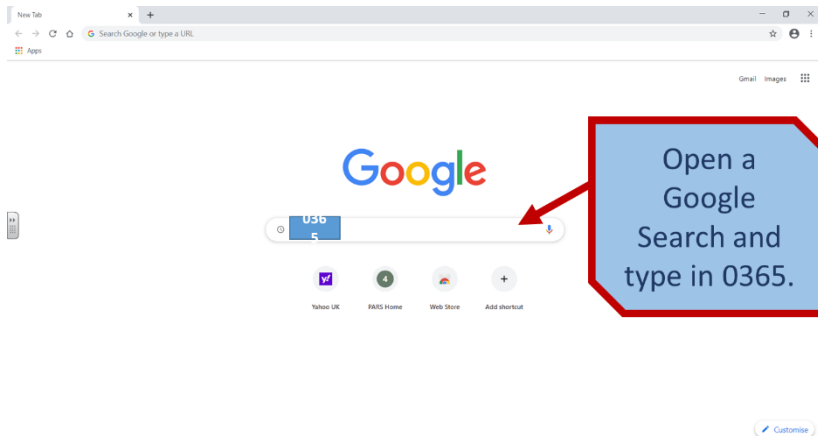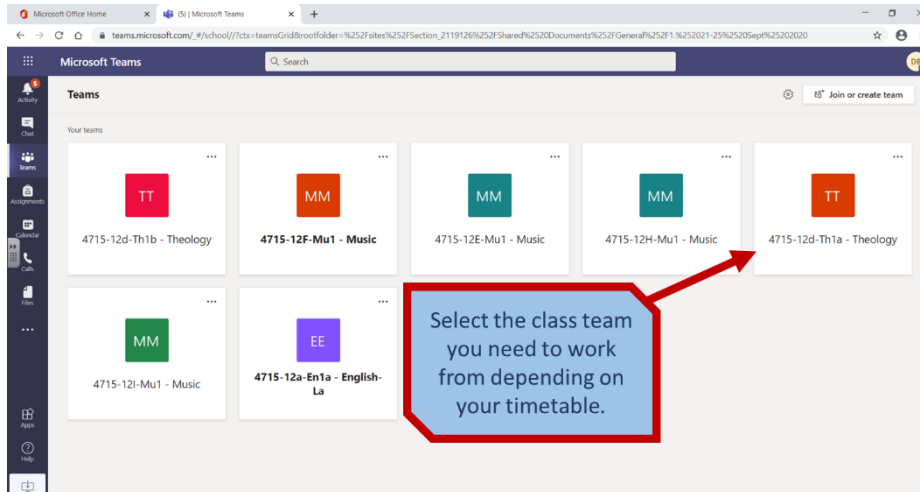
Reminder:

To log onto Teams you will need your school email address and your school password.

Your school email address is: firstname.surname@scchs.org.uk

Your password is the same one you would use in school.

If you have forgotten your password or have had trouble logging on please email admin@scchs.org.uk and this can be resolved easily.

How to Attend a Scheduled Lesson

Your teacher will 'schedule' each lesson which will then allow you to join that lesson. Your teacher might schedule your lessons weeks in advance, or they may schedule them a few minutes before the start time of the lesson.

The best thing to do is to join the lesson at the time your lesson in school would begin.

From the page with all your classes on (in squares):
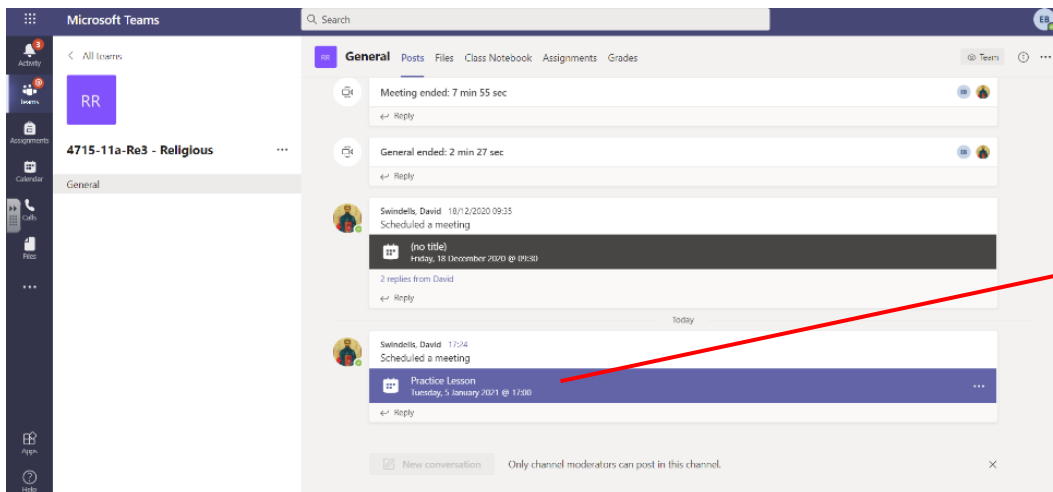
When you enter the subject team you need for the lesson in your timetable look for the post from your teacher.

When you've checked the date/time is correct, click the post.
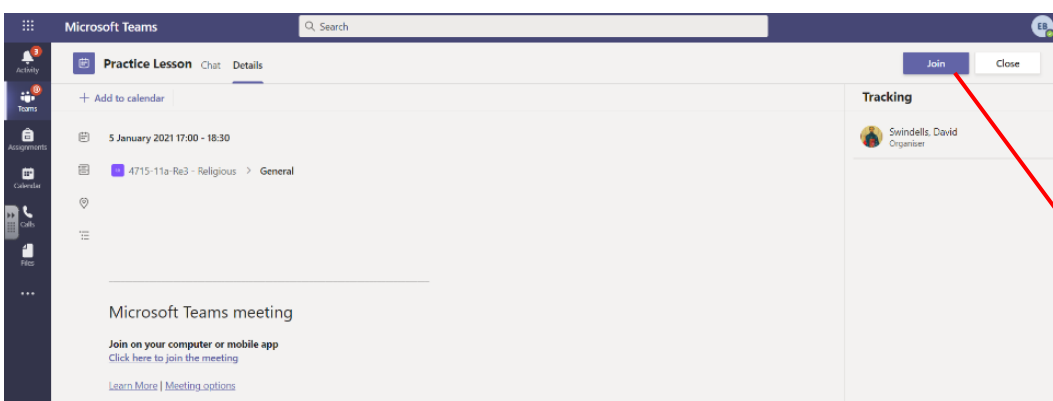
You'll then be taken to this page.

Click join.

You'll then be taken to this page which is a 'set-up' page.

Turn your camera and microphone off and click 'Join now'.

As you are unable to join a lesson before the teacher you will enter into a 'lobby' area.

When your teacher admits you, you will have joined the lesson.
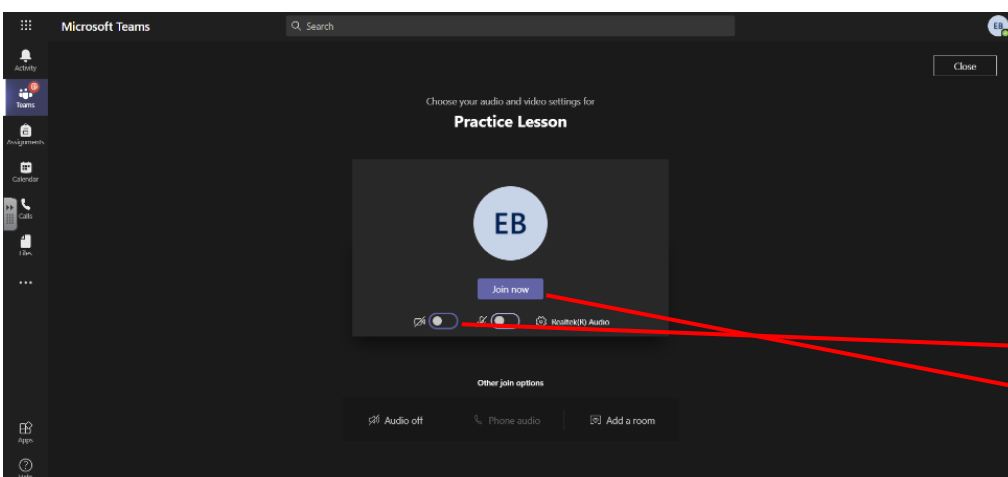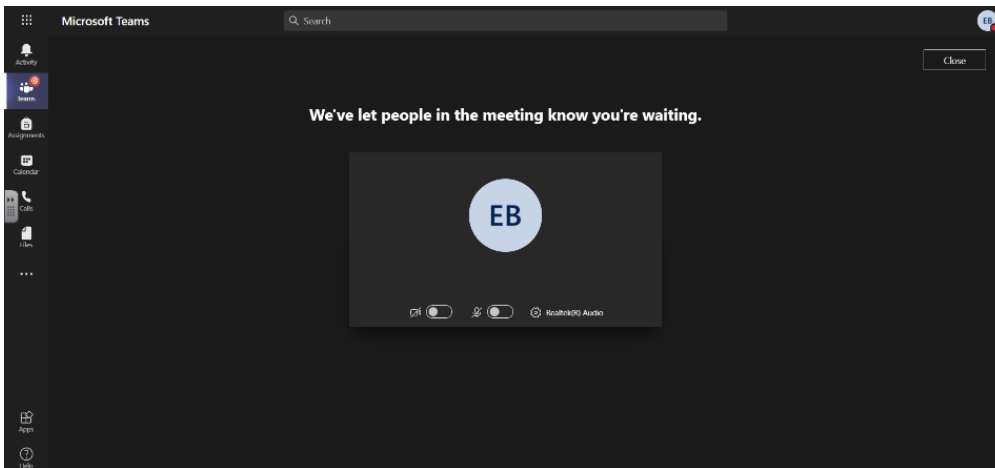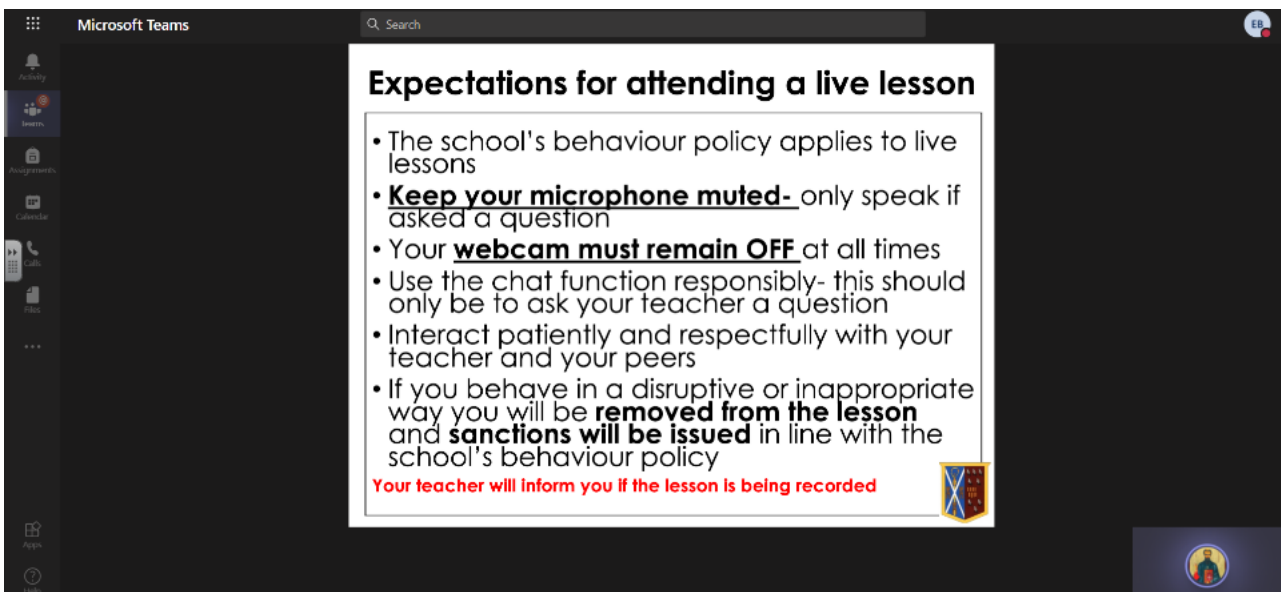

In the lesson you will be muted. Staff have the ability to unmute you to answer a question if they wish.

At the start of the lesson when your teacher joins they will first 'share their screen' with you (just like looking at the whiteboard in class).

Your teacher may ask you to 'raise your hand' if you can hear them to check their microphone is working correctly. You do this by pressing the button that looks like a hand.

Your teacher will then read out our 'Expectations for attending a live lesson' which you can see above.

Following this your teacher will begin the lesson.

Expectations / Protocols

At the end of this booklet is a document called **'Protocols for 'Live Lessons' via Microsoft Teams- Student/Parent/Staff January 2021'**. This document outlines how we intend to keep our staff and students safe when using Teams. Here is a summary of that information for students (please read the document before starting live lessons):

- Live lessons will be scheduled within the usual lesson time as per the students' timetable.
- Students are expected to be on time for 'live' lessons/events. In each 'live' lesson a register will be taken so that the teacher is able to track engagement and follow up appropriately on non-attendance.
- Students are expected to behave appropriately in line with expectations outlined in the schools' behaviour policy.
- If a student is not meeting behavioural expectations or is being disruptive, the teacher may remove the student from the lesson and sanctions in line with school policy will follow. This also applies for misuse of the chat function.

Safeguarding

- o Students are expected to be resilient, reflective and to take responsibility for what they do;
- o Understand that the school behaviour policy applies during live lessons;
- o Ensure their webcam is off at all times;
- o Mute their microphone unless they are asked to contribute;
- o Respect and support others;
- o Use the chat function responsibly and not post any offensive material or comments;
- o Not take screenshots/screengrabs, recordings or photographs, or store footage of teachers or other students during live events/lessons in the event of anyone's image being displayed on screen;
- o Ensure that they have a safe and appropriate place to participate from. This should not be in their bedroom;
- o Report any concerns any safeguarding concerns that have arisen from a live lesson immediately to one of the Designated Safeguarding Lead– Mr R Collinson richard.collinson@scchs.org.uk

Behave to the same high standards as you would in school.

Registers / Completing Work

Registers

Registers will be taken by staff for every lesson. House Teams will monitor attendance as usual and contact home if a student has not attended the lesson.

Completing work

Complete work in your exercise books. If you do not have your books use paper.

Every fourth lesson you have a particular subject will be known as an 'Assignment Lesson'.

- Before the lesson your teacher will have set you work in the 'Assignments' section of the class Teams. Your teacher will give you potentially up to 30 minutes of the lesson to leave the lesson, complete the assignment and send it back to your teacher.
- **These assignments should be done during the lesson time**- the same as if you did a piece of extended work in the classroom to hand in to be marked.
- You can either complete the work on a document if your teacher has attached one, or upload a photo of your work. Remember to attach the work before submitting or your teacher will have nothing to mark.
- Your teacher will then mark the work through the 'feedback' section of the assignments feature.

The only piece of work you should upload is the work completed in the assignment lesson (unless your teacher specifically directs you otherwise).

What If My Teacher Is Absent?

We will attempt to notify you of a teacher's absence if we think it necessary.

Depending on the nature of the staff absence a number of things may happen:

1. You may be moved into a different 'class' whilst learning remotely. This would mean you would still follow your timetable and attend live lessons but they would be with a different teacher from that department.
2. If we are unable to offer live lessons for a particular subject due to timetable conflicts these options may apply:
   a. A 'Live Lesson' recording from another class studying the same topic may be uploaded to Teams for you to watch.
   b. Other staff in that department might post work on Teams.
   c. If you cannot find any work on Teams go to the school's website homepage and there should be a link to a Google Doc with resources in.

If none of the above have been available to you in the instance of a staff absence please contact school and we will do our best to resolve the issue.

Online Safety

Parents Online Safety

You will be aware the Internet hosts many exciting opportunities for education. The online world is a wonderful place for young people to explore, with unprecedented opportunities for learning and creativity, but just like the real world there are risks and dangers they should be aware of and which we should all act to protect them from. As a school we encourage the use of technology as an important part of our students' development but always want them to spend their time online safely. As a parent/carer you can play a significant part in ensuring this.

Top Tips for Parents:

1. Talk to your child, early and often
2. Explore online together
3. Know who your child is talking to online
4. Set rules and boundaries
5. Make sure content is age-appropriate
6. Use parental controls to filter, restrict, monitor and report content
7. Check they know how to use privacy settings and reporting tools

Websites:

Childline
www.childline.org.uk

Childnet
www.childnet.com/parents-and-carers

CEOP (Child Exploitation & Online Protection Command) Think U Know Parents
www.thinkuknow.co.uk/parents/

Internet Matters
www.internetmatters.org/

Net Aware
www.net-aware.org.uk

NSPCC
www.nspcc.org.uk/preventing-abuse/keeping-children-safe/online-safety/

PEGI (Pan-European Game Information)
www.pegi.info

The Breck Foundation
www.breckfoundation.org

UK Safer Internet Centre
www.saferinternet.org.uk

Have I Been Pwned?
haveibeenpwned.com/

Apps:

NetAware by NSPCC
A simple guide for parents to the most popular social networks, apps and games

InternetMatters by Internet Matters
This tablet-only app will help parents learn together with their child about online safety issues

iOS Settings by Apple
Enable password protected Restrictions on iPad, iPhone and iPod touch

Qustodio Parental Control by Qustodio
Internet monitoring and control for mobile devices including tablets and smartphones

SecureSafe
Free password and file manager

Parents Checklist:

☐ I have enabled parental controls on my child's devices (as appropriate)

☐ I have disabled in-app purchases

☐ I have installed YouTube Kids (if appropriate)

☐ I know what games and websites my child uses

☐ My child plays age-appropriate games

☐ I know what social networking sites my child uses

☐ I know who my child talks to online

☐ I use different, strong passwords for different sites

☐ We have agreed some family rules (eg online conduct, down time, contacts, shared content)

☐ I know where to get support and report any concerns

☐ My child knows how to report concerns and where to get additional support

Worried? Need to Report?

1. Report to your Social Network Service
2. Contact school
3. NSPCC
4. CEOP (Grooming)
5. Internet Watch Foundation (Illegal Content)

ChildLine
0800 1111

CEOP REPORT
ceop.police.uk

IWF
Internet Watch Foundation

Protocols for 'Live Lessons' via Microsoft Teams-Student/Parent/Staff (January 2021)

Scheduling and Access to Live Lesson

Live lessons will be scheduled within the usual lesson time as per the students' timetable. It is now more important than ever therefore, that students follow their normal timetable each day to ensure they can attend these lessons unless there are genuine and unavoidable reasons that they cannot. A detailed 'Student guide' explaining how to access a live Teams lesson/event is available on the 'Remote Learning' page on the school's website.

Attendance

Attendance is compulsory with the caveat that where there is a genuine reason that students cannot attend, that they inform the school via email or phone.

Students are expected to be on time for 'live' lessons/events. In each 'live' lesson a register will be taken so that the teacher is able to track engagement and follow up appropriately on non-attendance.

If a student misses a scheduled lesson and hasn't given a valid reason in advance this will be recorded. Parents/carers will be contacted if their son consistently misses live lessons by his House Team.

Behaviour

In relation to 'live' lessons, students are expected to behave appropriately in line with expectations outlined in the schools' behaviour policy.

Students are expected to be resilient, reflective and to take responsibility for what they do. At the beginning of a lesson the class teacher will start their lesson by sharing a set of whole school 'Expectations for Attending a Live Lesson'.

Sanctions

If a student is not meeting behavioural expectations or is being disruptive, the teacher will remove the student from the lesson.

If a teacher has removed a student from a lesson they will inform the appropriate SLT year link (listed below) at their soonest convenience via email with the necessary information. The SLT link will then decide how best to proceed e.g. phone call home, parent meeting, delegation to House/Dept. teams, or if further sanctions are required.

Year 7- Mr T Rogers

Year 8- Mr K Stuart

Year 9- Mr D Swindells

Year 10- Mr D Swindells

Year 11- Mr R Collinson

Sixth Form- Mrs P Perkins

Rewards

Teachers will also celebrate success using some of following; verbal praise in live lesson, phone calls home or issuing a postcard.

Safeguarding Children and Live Lessons

The following protocols/responsibilities will ensure appropriate safeguarding for students and staff during these online interactions.

Key protocols

• Live lessons will always include a member of staff and two or more students. Staff will not conduct a live lesson if there is only one student in attendance;

• Cameras of both staff and students will be turned off and communication will only be done using audio;

• Cameras should be off. However, in the event of a malfunction or your face being shared, staff/students must ensure they wear suitable clothing, as should anyone else in the household who might appear on screen. Staff/students must sit in front of a neutral background or blank wall.

• Consent to attend lessons is assumed. Only students that have been given consent by their parent/carers to attend live lessons will be present during the lesson. It is the responsibility of the parent/carer and the student themselves to ensure those without consent do not attend the lesson and inform school of this. It is not the responsibility of the member of staff running the lesson.

Responsibilities

Staff must:

• Always log on through their St Cuthbert's account and use their St Cuthbert's email for school business;

• Start their lesson by sharing their screen with a set of whole school 'Expectations for Attending a Live Lesson' (or share this verbally to students);

• Only use Microsoft Teams as the chosen platform to deliver live lessons;

• Maintain the same boundaries and insist on the same standard of behaviour as in a school setting.

• Maintain professional language at all times;

• Ensure that a safe and appropriate place is chosen to conduct the lesson (not a bedroom if teaching from home);

• Report concerns about safeguarding during the lesson to the Designated Safeguarding Lead or Deputy Designated Safeguarding Leads immediately.

Students must:

• Students are expected to be resilient, reflective and to take responsibility for what they do;

• Understand that the school behaviour policy applies during live lessons;

• Ensure their webcam is off at all times;

• Mute their microphone unless they are asked to contribute;

• Respect and support others;

• Use the chat function responsibly and not post any offensive material or comments;

• Not take screenshots/screengrabs, recordings or photographs, or store footage of teachers or other students during live events/lessons in the event of anyone's image being displayed on screen;

• Ensure that they have a safe and appropriate place to participate from. This should not be in their bedroom;

• Report any concerns any safeguarding concerns that have arisen from a live lesson immediately to one of the Designated Safeguarding Lead (see details below).

Support/Contacts

Safeguarding

To report safeguarding concerns contact the Designated Safeguarding Lead:

• Designated Safeguarding Lead – Mr R Collinson richard.collinson@scchs.org.uk

Teams access

Any issues relating to accessing live events or problems with the Teams should be sent to admin@scchs.org.uk so this can be passed on to IT support.

Pastoral Issues

Where there are issues relating to pastoral care e.g. child welfare, bullying etc, please contact the relevant House Teams via admin@scchs.org.uk

Teaching and Learning

If there is an issue relating to the subject, for example the student is struggling with the work or needs further subject specific support please direct your questions to the subject teacher. This can be done via admin@scchs.org.uk – please include the specific subject.

SEND

Email the SENDCo, Mr R Collinson richard.collinson@scchs.org.uk

General Questions

Will Teams work on my computer / phone / tablet?

Microsoft Teams can run on any device via the web browser: Simply go to https://teams.microsoft.com. There are also dedicated apps and software clients for Windows, MacOS, Android and iOS that may offer more functions. We have installation guides available on the right hand side of this page, but all these apps/software can be downloaded from https://products.office.com/en-gb/microsoft-teams/download-app . If you use a Chromebook, please use the web browser and not the dedicated app. Safari is not currently supported (see more), so we would recommend you use another option above on a Mac, or download the Teams dedicated app.

How do I install Microsoft Teams?

Microsoft Teams can run on any device via the web browser: Simply go to https://teams.microsoft.com. There are also dedicated apps and software clients for Windows, MacOS, Android and iOS that may offer more functions. We have installation guides available on the right hand side of this page, but all these apps/software can be downloaded from https://products.office.com/en-gb/microsoft-teams/download-app. If you are using a Chromebook, please use the web browser instead of the dedicated app, as this has not been updated in a long time.

Which web browsers are supported?

Microsoft Teams app works with Internet Explorer 11, Microsoft Edge, Microsoft Edge (Chromium, latest version), the latest version of Google Chrome and the latest version of Firefox. Safari is not currently supported (see more), so we would recommend you use another option above on a Mac, or download the Teams dedicated app. Safari is not currently supported (see more), so we would recommend you use another option above on a Mac, or download the Teams dedicated app. If you are using a Chromebook, please use the web browser and not the app as this has not been updated in a long time.

What are my logon details to Teams?

Username: First name.surname@scchs.org.uk

Password: The same password you use to log onto the school system.

Something is not working as expected, what basic troubleshooting steps can I take?

Try signing out, closing everything down, logon and try again. Try using a different device (laptop / tablet etc) or a different web browser (Google Chrome / Microsoft Edge), or you could use the dedicated app. If you are using an Apple mobile phone, make sure you have the latest version of the Teams, Word, PowerPoint, Office apps installed. If you are using an android mobile, there is specific guidance for students in the install guide that you will need to follow, but you may find it easier to use another device.