Remote Learning
A Guide for Students

In the event of a school closure, we may need to use Microsoft Teams to deliver learning remotely, either through live online lessons or when appropriate, independent assignments. Remote lessons delivered through Microsoft Teams, allow you to have online lessons which include audio, video and screen sharing as well as an ability to communicate with your teachers. You can access any files your teachers may upload and you can complete tasks using the assignment option. Details of how to access lessons and complete assignments are given below.

If you have any questions about remote online learning or need support with this please email info@theappletonschool.org

Attending live online lessons and why it's important?

We recognise that remote learning can be stressful for you and your families and that this may present a number of challenges. It is important that you attend all live lessons provided. Research shows a clear link between your attendance at and engagement with teaching and your long-term progress and outcomes in school.

In the event that you are unable to attend any online lessons, your parents must email info@theappletonschool.org explaining the absence, just as we would expect with any normal school day.

Remote learning is web-based and can be accessed from all types of computers, tablets and smartphones. Teachers will schedule your lessons in Microsoft Teams in advance and an invitation will be sent to your school email. At the correct time, you should access each lesson through the calendar page in Teams. This will also help to clarify your timetable which will mirror your in-school timetable.

The following guidance outlines the process and protocols that you must follow:

Protocols when in an remote live lesson

You Must:
- Ensure your camera and microphone are turned off at all times.
- **Fully engage with all lessons**, contributing in the comments section when asked to do so by staff and **completing all tasks set**.
- Ask any questions using the chat function for the teacher to respond to verbally.

You MUST NOT
- Be in a live lesson without the teacher. Please wait for the teacher to admit you into the classroom.
- Record live lessons. The record option on Microsoft Teams has been disabled.
- Make derogatory comments, harass, bully or attempt to intimidate/humiliate others.
- Use inappropriate language.
- Post any pictures or links to external websites.
- Share a link to a lesson with others. Only those registered will be able to access the meeting.
- Create or use any other Team/group.

High expectations of all behaviour in lessons remain in place.
All live lessons are recorded by the school and behaviour that is not in line with our behaviour or internet usage policies will receive a sanction.

What to expect in an online lesson

The structure and format of a remote online lesson may vary depending on the subject being taught and the best practice for the content or types of activities being undertaken.

Lessons may include:
- Sharing of lesson resources (PowerPoint/Slides/Prezi).
- Activities which require pupils to recall prior learning.
- The teacher talking through key knowledge and modelling specific concepts within the subject. For example: highlighting key language techniques in a paragraph from a novel or going through the steps to solve a mathematical problem.
- Interactive material to support learning such as video clips, online textbooks and resources.
- Discussions around exam questions and guidance on how students might approach them led by the teacher.
- Independent work for pupils to complete set through the assignments function in teams. These will allow pupils to practice and apply the knowledge developed in the lesson or deepen their knowledge and understanding of a subject area.
- An opportunity to ask the teacher questions about the learning material.
- Targeted tasks and questions from the teacher which checks pupils understanding.
- An opportunity for teachers to explain the next steps in learning.

How to access remote learning

Using any web browser (e.g. Chrome, Safari) navigate to www.theappletonschool.org and select Microsoft Teams from the 'Quick Links' menu in the top right-hand corner.
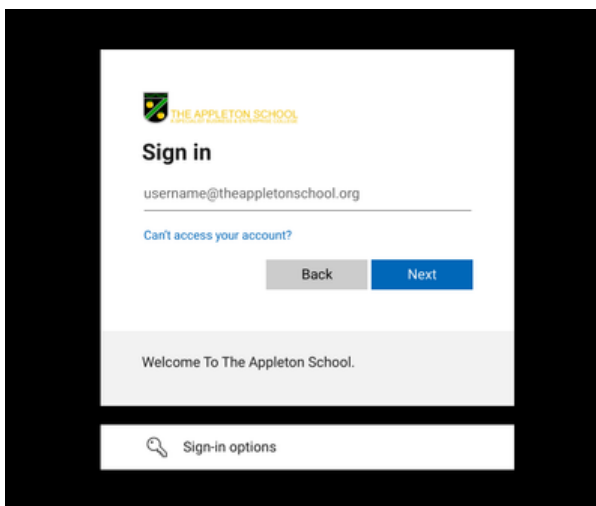

You will be required to log in using your normal school username and password.

Your username has the following format

james_smith26@student.theappletonschool.org

First Name   Surname   Year of GCSEs

In Microsoft Teams, select the calendar option from the left-hand side, click on the next scheduled lesson to see the details and click on the 'Join' link to start the lesson.
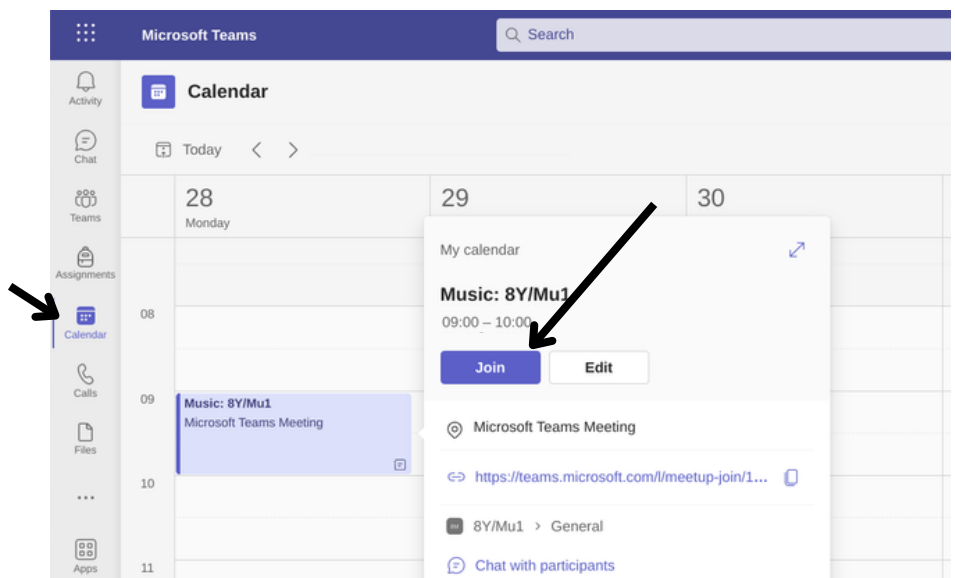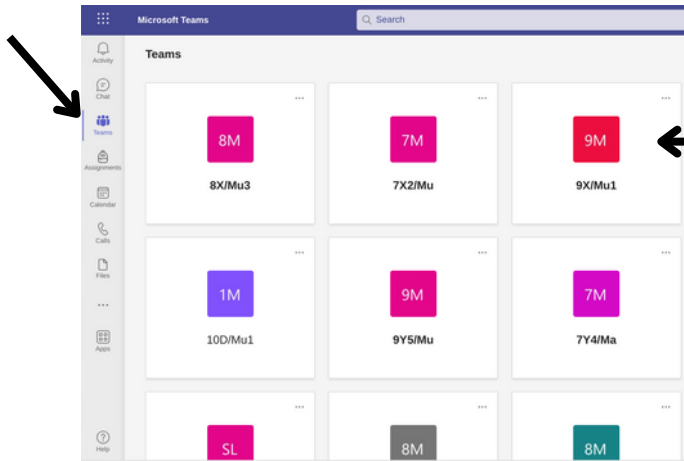
Alternatively, click on the Teams tab on the left and select the appropriate class from the groups listed. Each class name ends with an abbreviation of the subject studied, e.g. En = English, Ma = Maths

Here you can see both scheduled live lessons and any assignments set by staff.

Live lessons will have a calendar logo. To enter the lesson, click on the meeting and click 'Join' as detailed above.
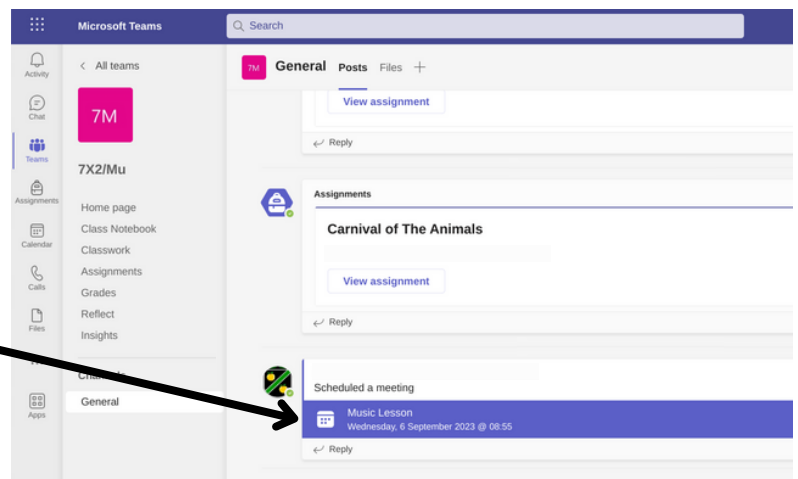
**Note: Some teachers may need to move location before starting their next lesson.**
You should remain in the waiting room until the teacher admits you to the lesson. If a member of staff is unable to teach a lesson due to illness, you will be notified and an alternative assignment will be set for the class by the Head of Faculty.
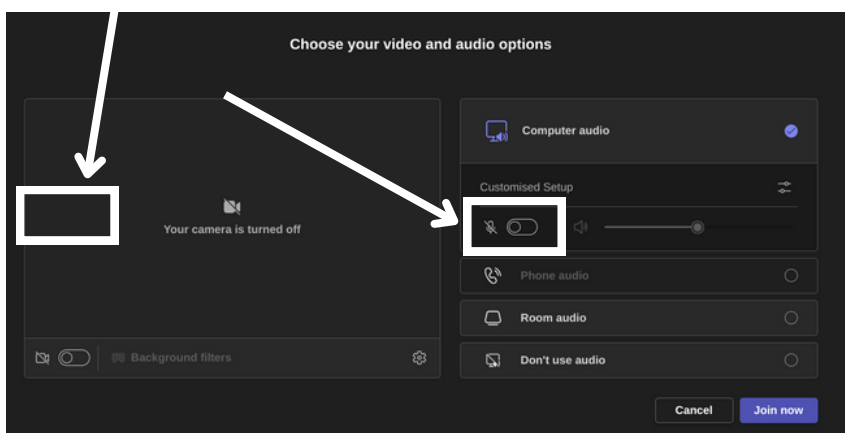
When entering a remote live lesson, you **must ensure that both your camera and microphone are off**.

You will still be able to contribute to the lesson using the chat function as detailed below.

You will enter a waiting room and be admitted to the lesson by the teacher.
Once in, you can use the controls below which can be found at either the top or bottom of the screen to interact with the teacher.
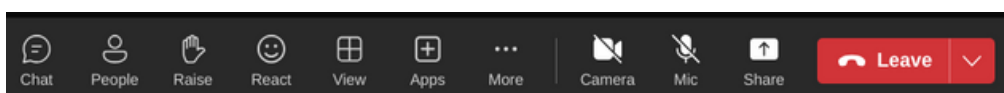
Engaging in learning

We expect all pupils to fully engage with remote online lessons. Just as in the classroom, teachers will use targeted questioning to ascertain your prior knowledge, develop thinking and check understanding. You should engage with the lesson using the following controls

You may raise your hand to ask a question of the teacher. This will show a notification on the teacher's screen and they will come to you as soon as it is appropriate.
To lower a hand, click this button again.

Responding to a question
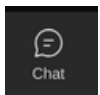
Staff may ask you to respond to questions by typing your answers in the chat box.

Completing tasks

Teachers will set tasks for you to complete as part of your lesson. These can be found by navigating to the class page from the Teams tab as detailed above. Assignments will be listed on the team posts feed with a satchel icon or can be accessed by clicking on the assignments option within the class teams page.
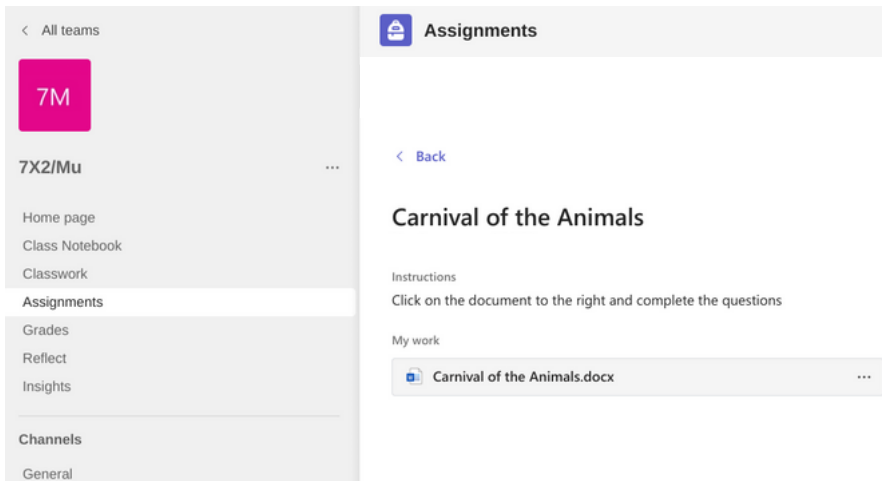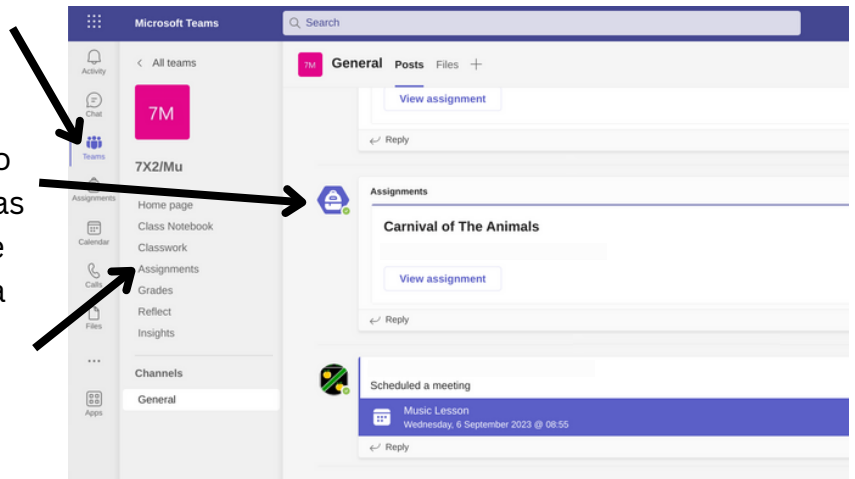
Teachers may upload resources such as Word, Excel and PowerPoint documents for you to work on. These documents can be edited/worked on online, without a need to download or print. Simply click on the document to add your responses. Documents edited online will auto-save and return to
 teacher.

Staff may also use other online resources such as online surveys.

Joining from a Mobile Device
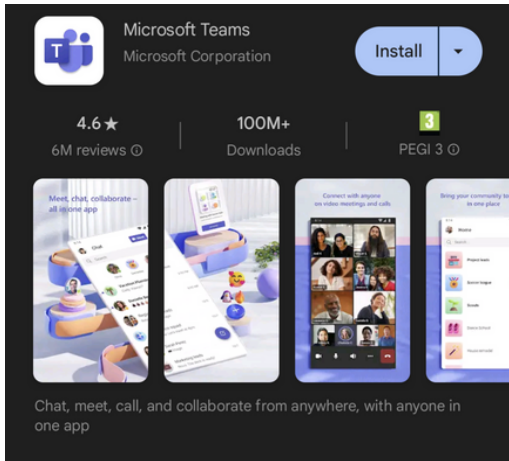
Download and install Microsoft Teams from your app store.

You will be required to log in using your normal school username and password.
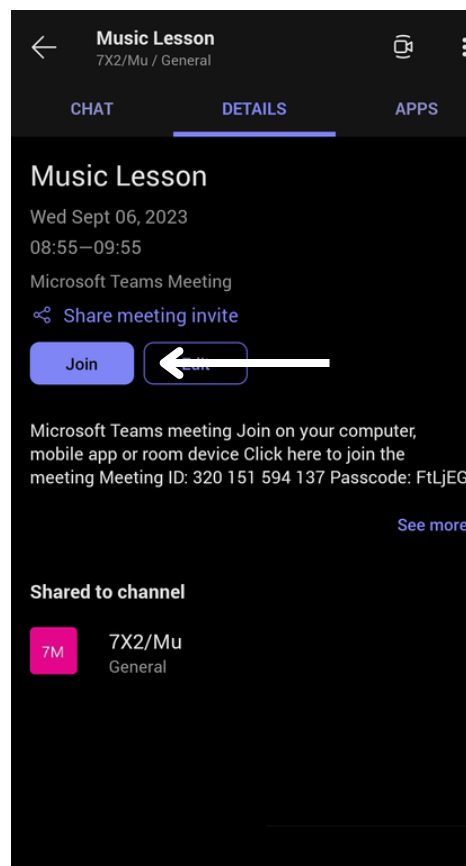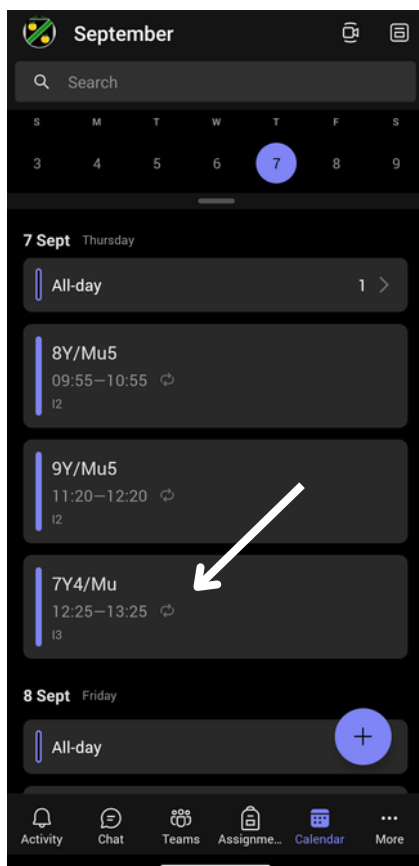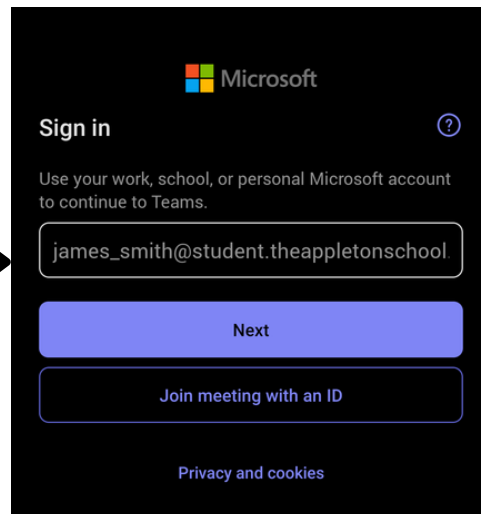
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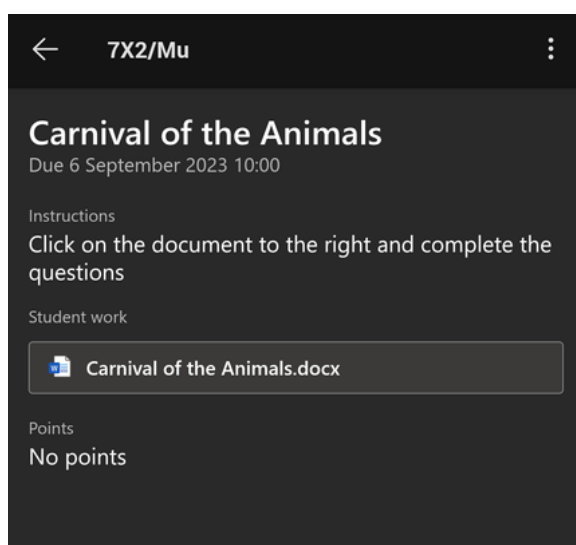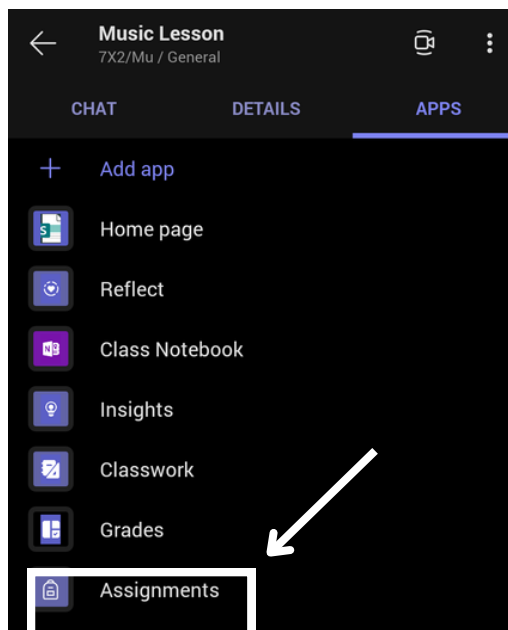james_smith26@student.theappletonschool.org

First Name   Surname   Year of GCSEs

To join a lesson, select the calendar option at the bottom of the screen, click on the appropriate lesson to bring up more details, and click 'Join' to enter the lesson.

To access tasks, select apps within the meeting details and select assignments.

As with the web interface, click on the document to edit. When working on a phone, you may be prompted to download the file, edit and re-upload to submit.

Staying Safe Online

While accessing lessons online, you should only use Microsoft Teams and any other sites or resources you are directed to by members of staff. For your safety, The school's Microsoft Teams remote learning system is monitored by our IT team, however, it is important that you have appropriate filtering and monitoring in place on your personal devices to ensure that you remain safe online.

For more information on staying safe online please look at this guidance from CEOP https://www.thinkuknow.co.uk/11_18/

If you have a concern about anything that you have accessed online, you can report this to CEOP here: https://www.ceop.police.uk/Safety-Centre/

You can also report any concern to the School's Safeguarding team by using our Never Acceptable resource from our website - click here

Student Well-being

The Appleton School is committed to supporting the emotional well-being and physical and mental health of all members of the school. This forms an essential part of the school's ethos. We firmly believe that emotionally healthy and resilient students will become strong independent learners and responsible citizens within the community.

We appreciate that some of you will find working remotely mentally challenging and recommend that you have some form of exercise and social interaction with others every day. This could be first thing in the morning, over lunch or at the end of the school day. You could meet with others, go for a walk, cycle or run or play other sports. You could also develop a skill or do something else that you enjoy such as art, crafts, creating music, dancing or making something.

This video below from the NHS gives some good advice on maintaining good mental health.

https://www.youtube.com/watch?v=x6bz_ekkrYA

If you are struggling with your mental well-being, please contact your Head of Year, Assistant Head of Year or our safeguarding team by emailing safeguarding@theappletonschool.org or calling 07507 673942 (Mon-Fri 8am-5pm)

Below are some links to external agencies which could be useful if you are struggling with your mental well-being.

An online counselling service for young people aged 11-26. This service is accredited by Essex County Council and is completely free for Essex-based students.

Mind is a mental health charity that offers information, support and guidance to anyone that might be dealing with their mental health.

Childline is a free, private and confidential service where young people can talk about anything. Whatever their worry, whenever they need help, they can contact them anytime online or on the phone. The free number is 0800 1111.

The YoungMinds crisis messenger service provides free, 24/7 crisis support across the UK. If a young person is experiencing a mental health crisis and needs support, they can text YM to 85258. A trained volunteer should connect with them in less than 5 minutes.

More information and links can be found on we wellbeing page of our website. https://www.theappletonschool.org/students/student-wellbeing