Remote Learning
A Guide for Pupils and Parents

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 pupils to have online lessons which include audio, video and screen sharing as well as an ability to communicate with their teachers. Pupils can access any files their teachers may upload and they 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 families and that this may present a number of challenges. It is important that all pupils attend live lessons when these are provided. Research shows a clear link between pupils' attendance at and engagement with teaching and their long-term progress and outcomes in school. This is why we only ever close the school to cohorts of pupils as a last resort and make every effort to ensure high-quality online provision when this is needed.

In the event that any student is unable to attend any online lessons, an email explaining their absence must be sent to info@theappletonschool.org, 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 lessons in Microsoft Teams in advance and an invitation will be sent to students school email. At the correct time, pupils will access each lesson through the calendar page in Teams. To further support remote learning, live lessons will follow their normal timetable. The following guidance outlines the process and protocols that we have in place:

Protocols when in an remote live lesson

Students Must:
- Ensure their 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.
- Only students of The Appleton School can take part in the lesson. Parents and family members must not ask questions.
- If students need to ask/respond to a question, they should use the "Raise Hand" function to get the teacher's attention.
- Students can ask a question in writing, using the chat function for the teacher to respond to verbally.

Students MUST NOT
- Be in a live lesson without the teacher.
- 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 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.

Students are in a lesson and our normal high expectations of behaviour 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.
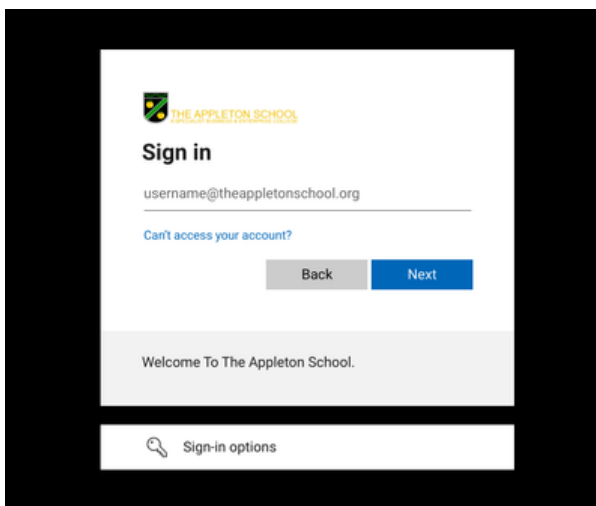

Students will be required to log in using their normal school username and password.

Their 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.
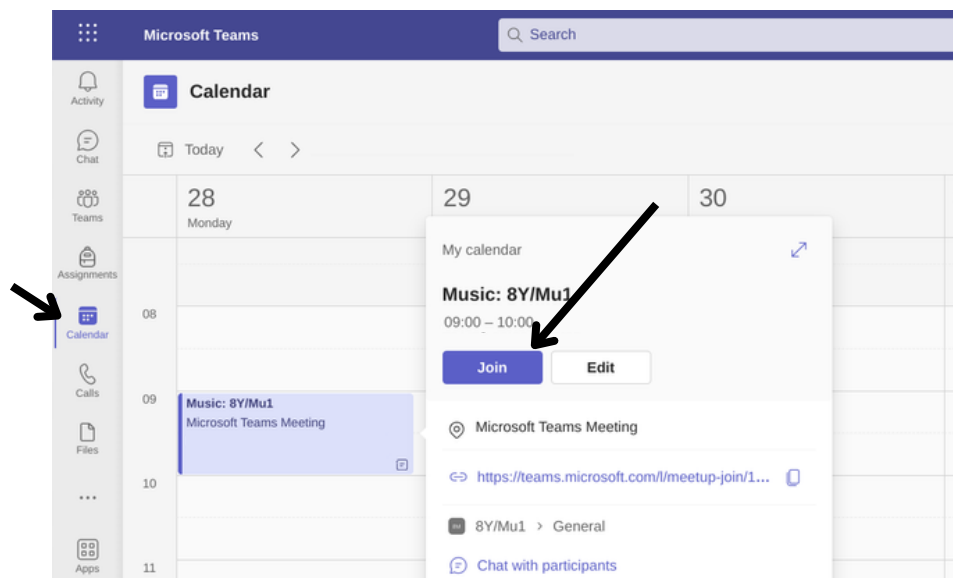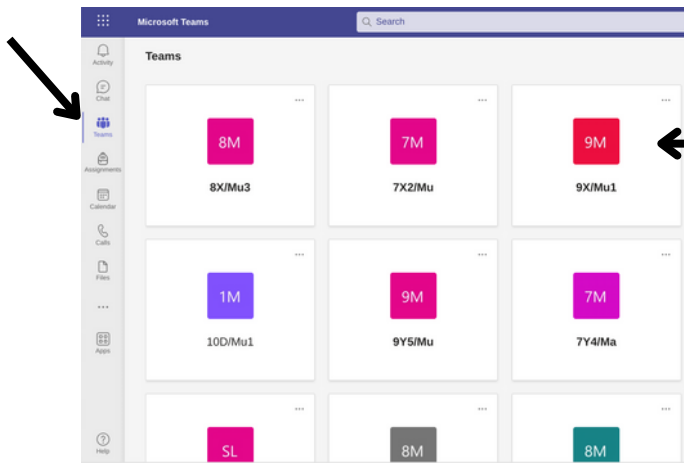
Alternatively, click on the Teams tab on the left and select the appropriate class from the groups listed. Each class name ends with an abbreviation of the subject studied, e.g. En = English, Ma = Maths

Here pupils 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.
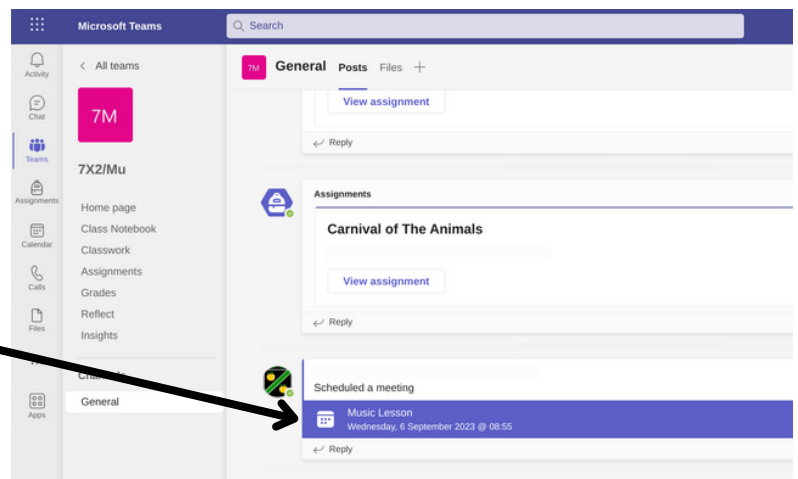

Note: Some teachers may need to move location before starting their next lesson. Pupils should remain in the waiting room until the teacher admits them to the lesson. If a member of staff is unable to teach a lesson due to illness, students will be notified and an alternative assignment will be set for the class by the Head of Faculty.
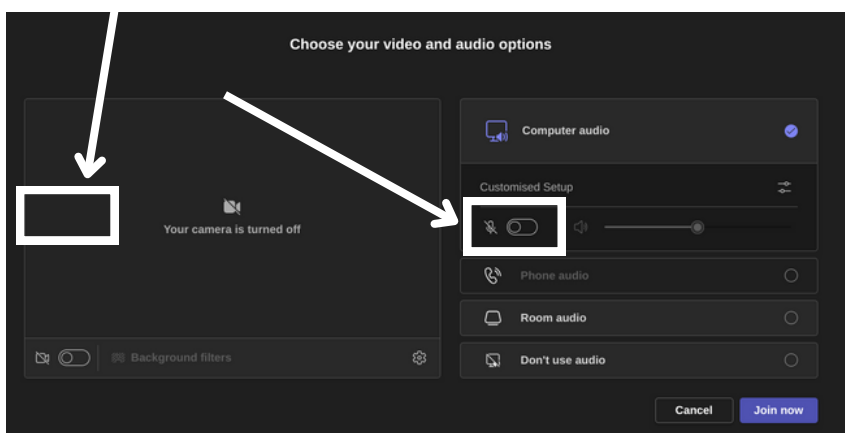
When entering a remote live lesson, students **must ensure that both their camera and microphone are off**.

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

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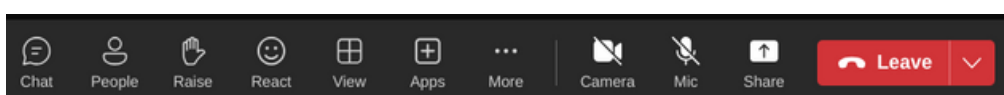
Engaging in learning

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

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

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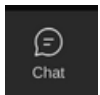
Staff may ask pupils to respond to questions by typing their answers in the chat box.

Completing tasks

Teachers will set tasks for pupils to complete as part of their 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.
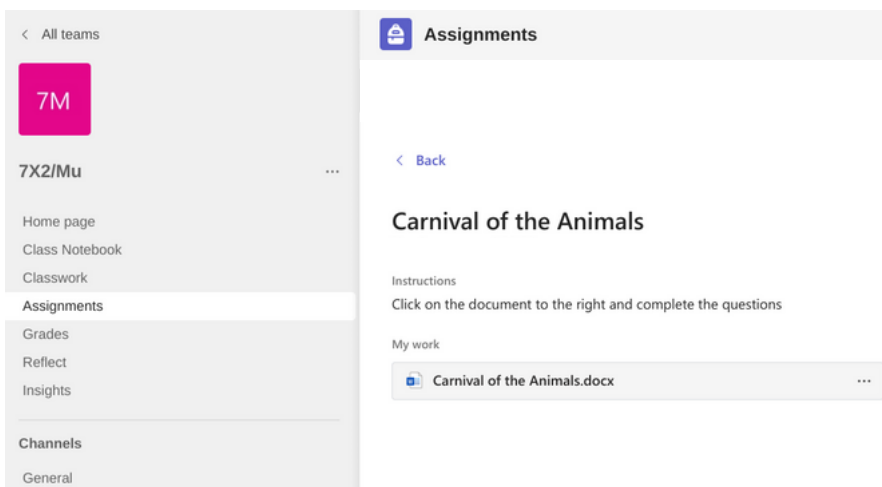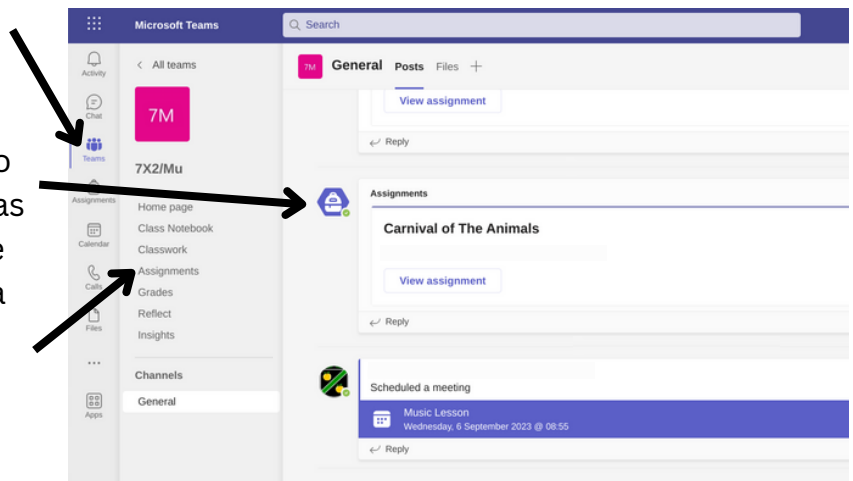
Teachers may upload resources such as Word, Excel and PowerPoint documents for pupils to work on. These documents can be edited/worked on online, without a need to download or print. Simply click on the document to add responses. Documents edited online will auto-save and return to the teacher.

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

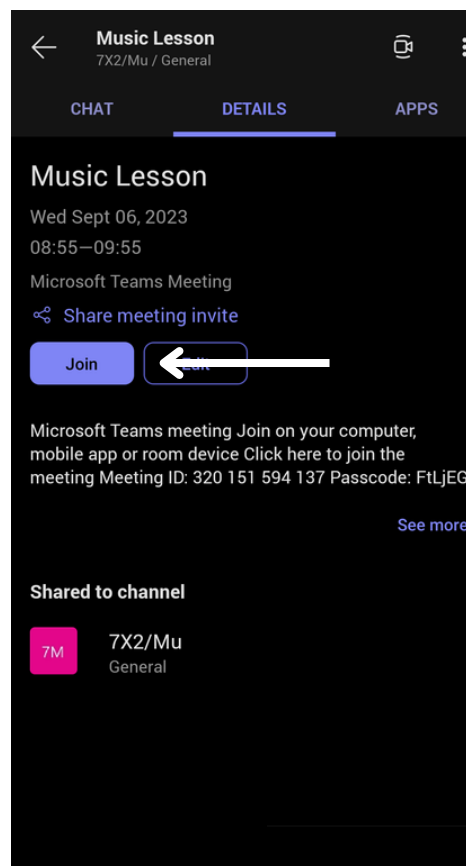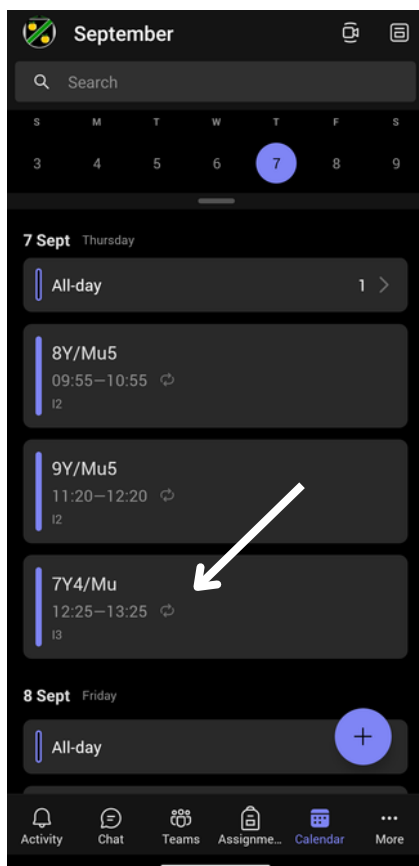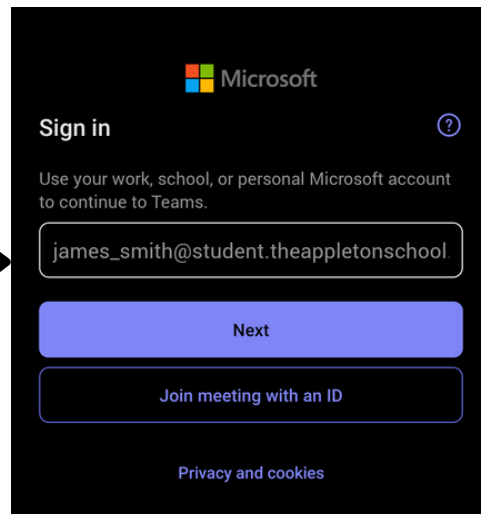# Joining from a Mobile Device

Download and install Microsoft Teams from your app store.

Students will be required to log in using their normal school username and password.

Their username has the following format
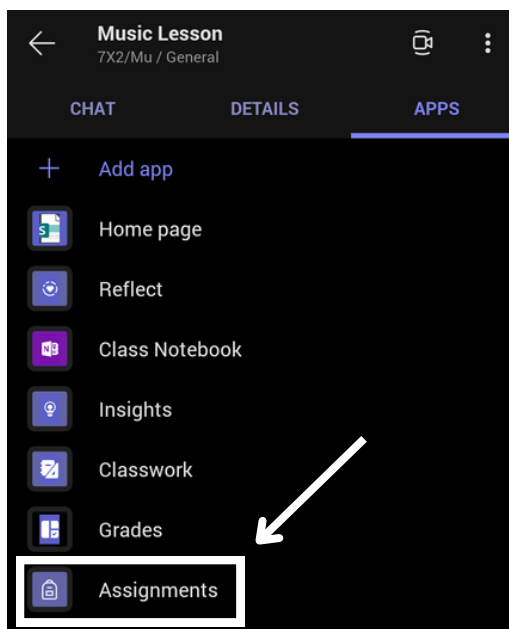
james_smith26@student.theappletonschool.org

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, they may be prompted to download the file, edit and re-upload to submit.
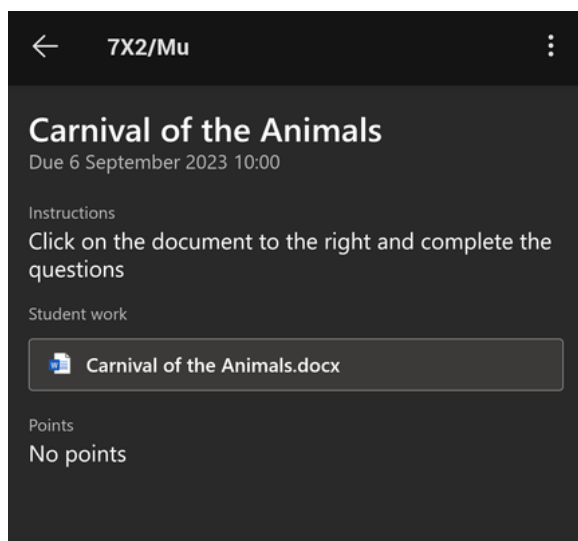
Staying Safe Online

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 personal devices to ensure that your children remain safe online.

Please use the links below to read more about keeping children safe online.

- NSPCC - Keeping Children Safe Online
- UK Safer Internet Centre - Advice for Parents and Carers
- UK Safer Internet Centre - Top Tips for Parents and Carers

Further advice about keeping children safe online can be found on our website https://www.theappletonschool.org/parents/safeguarding-and-wellbeing-for-families

If you believe that your son/daughter has accessed something inappropriate on-line please contact our safeguarding team by emailing safeguarding@theappletonschool.org and report this to the approperiate body using the links listed here: How to Make a Report

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 students find working remotely mentally challenging and recommend that pupils 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. Pupils could meet with others, go for a walk, cycle or run or play other sports. Pupils could also develop a skill or do something else they enjoy such as art, crafts, making 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 a student is struggling with their mental well-being, please contact their 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 pupils are struggling with their 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