

# REMOTE LEARNING

## A guide for Parents and Students

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### Remote Learning

This guidance has been produced in preparation for a future lockdown or school closure due to COVID-19, during the 2020-21 academic year.

We have reviewed and evaluated lessons learnt from our period of closure in spring/summer 2020 and updated our guidance and expectations in light of DfE mandates and government legislation

[Guidance for full opening: schools Published 2 July 2020](#)

It is our aim, should SDCC and/or the Atrium go into lockdown once more, that all teachers, support staff, parents, carers and students will be prepared and resourced to continue teaching and learning from home until it is safe to return to school. Ensuring that every pupil at SDCC and the Atrium will continue to access their full curriculum and have access to quality teaching from home.

#### **If an individual pupil is self-isolating...**

Teachers will set remote learning for timetabled lessons missed using MS Teams, incorporating quality online resources to supplement the school curriculum. For example:

<https://www.thenational.academy/>

#### **If a bubble or year group is self-isolating or a Lockdown occurs...**

Teachers will continue to teach live timetabled lessons remotely using MS Teams.

#### **If a teacher is self-isolating...**

If a teacher is unwell departments will follow normal staff absence protocol and set appropriate cover work. If a teacher is self-isolating but not showing CV-19 symptoms and is fit to work, they will continue to teach live timetabled lessons from home where possible.

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## The Remote Curriculum

The remote curriculum on offer to students at SDCC and the Atrium will not differ from that which is provided to students in school.

It is the expectation that student timetables will remain in place and remote learning should mirror that of a school day, including the breadth and depth of subjects experienced by our students. We expect that remote education (including remote teaching and independent work) will take pupils broadly 5 hours each day.

## The SDCC and the Atrium Principles of Remote Learning

Where possible lessons will have live elements and students are encouraged to interact and ask questions as we would expect in a normal classroom setting. Some lessons may be prerecorded with teachers available live on MS Teams via the chat function.

## MS Teams

All learning will take place within MS Teams, some teachers may utilise One Note allowing students to collate work and receive feedback from teachers. Where students have their exercise books, work books or sketchbooks at home and are practiced in doing so, work can be completed this way and shared with teachers via photographic upload or scanning.

### Students can access MS Teams in one of two ways:

1. By clicking on the little grid of squares on the top left of their Outlook 365 page (accessed via the school website at the top of the page, click on quick links).



2. Downloading the MS teams app (best if using any Apple products) and then logging in with their school email address and password. <https://www.microsoft.com/en-gb/microsoft-365/microsoft-teams/download-app>
3. Downloading the Onenote app (best if using any Apple products) and then logging in with their school email address and password. <https://www.onenote.com/download>

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## **If my child does not have digital or online access at home, how will you support them to access remote education?**

We recognise that some pupils may not have suitable online access at home. We will take the following approaches to support those pupils to access remote education:

- Paper resources will be available for students who cannot access remote learning. These will be posted out as and when required, please contact your child's tutor to discuss this further. We will be making arrangements for work to be collected for teachers to review.
- Some students will be eligible to access Laptops and internet connection devices. If you believe that your child is eligible, please contact your child's tutor to discuss.

## **How will your Child be taught remotely?**

Lessons will be scheduled in the Calendar and teachers will be setting assignments outlining the work to be set.

### **Lesson Structure**

- **LIVE Registration & Get to Work Activity** (teacher on camera to welcome)
- **Direct instruction** (teacher introduces learning including objectives – camera optional)
- **Guided practice** (student independent working/learning, teacher available for questions in real time, may involve a recorded lesson such as those on Oak National)
- **Another cycle of Direct Instruction and Guided Practice in KS3 and optional KS4**
- **LIVE Consolidate & Check understanding** (teacher on camera to praise and outline next steps)

### **Engagement and feedback**

**What are your expectations for** my child's engagement and the support that we as parents and carers should provide at home?

Students are expected to engage with all lessons and complete the work set. Establishing routines at home is key to supporting your child's remote learning experience.

### **Top tips for Students for Home Learning:**

1. Wake up at a "normal" time and have a good breakfast (like a normal school day).
2. Try to find a quiet space to work.
3. Gather everything that you need, pens, pencils, exercise books and an electronic device.
4. Check you have the latest version of the Apps installed on your device. You can do this by visiting here and downloading the latest version <https://www.microsoft.com/en->

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[gb/education/students](https://www.microsoft.com/education/students) for free or visit the App store on your device. If asked to login in use your school email address and password.

5. Make sure you have a drink of water and some snacks
6. Log into Teams and follow your timetable in the Calendar.
7. If the lesson is live you can ask questions using the hands up button or chat function.
8. If the lesson is prerecorded you can message your teacher using chat in Teams.

### **How will you check whether my child is engaging with their work and how will I be informed if there are concerns?**

Teachers will be taking registers for all lessons. This will be monitored to ensure that students are accessing their remote learning provision. If there are any concerns Teachers, Tutors and Heads of Year will contact parents to discuss any possible barriers so that support can be put in place to help students access the Remote Learning provision.

### **How will you assess my child's work and progress?**

Feedback can take many forms and may not always mean extensive written comments for individual children. For example, whole-class feedback or quizzes marked automatically via digital platforms are also valid and effective methods, amongst many others. Our approach to feeding back on pupil work is as follows:

- Typed feedback in teams once work is submitted.
- Audio feedback via Onenote/teams.
- Self marking Quizzes
- Whole class feedback after a sample of work is reviewed by staff.

### **Additional support for pupils with particular needs**

#### **How will you work with me to help my child who needs additional support from adults at home to access remote education?**

Additional support for pupils with particular needs

How will you work with me to help my child who needs additional support from adults at home to access remote education?

We recognise that some pupils, for example some pupils with special educational needs and disabilities (SEND), may not be able to access remote education without support from adults at home. We acknowledge the difficulties this may place on families, and we will work with parents and carers to support those pupils in the following ways:

- 1 to 1 live sessions with a member of the SEND Department on Teams, if this would be helpful. These sessions will focus on learning strategies that will support home learning.
- Support sessions with Teachers on teams.

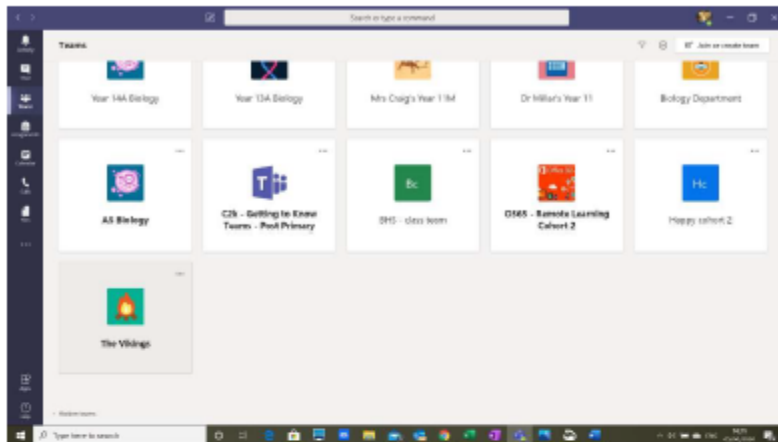
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- Individual feedback from Teachers.
  - Teachers to be available throughout the lesson to answer questions and support students.
  - Pre-teaching material available before all the lessons – via Teams. This will help students know what the learning content will be.

Below are some guides to help you with using Teams and OneNote. Remember OneNote works best if you use the App.

## *MS Teams: How to...*

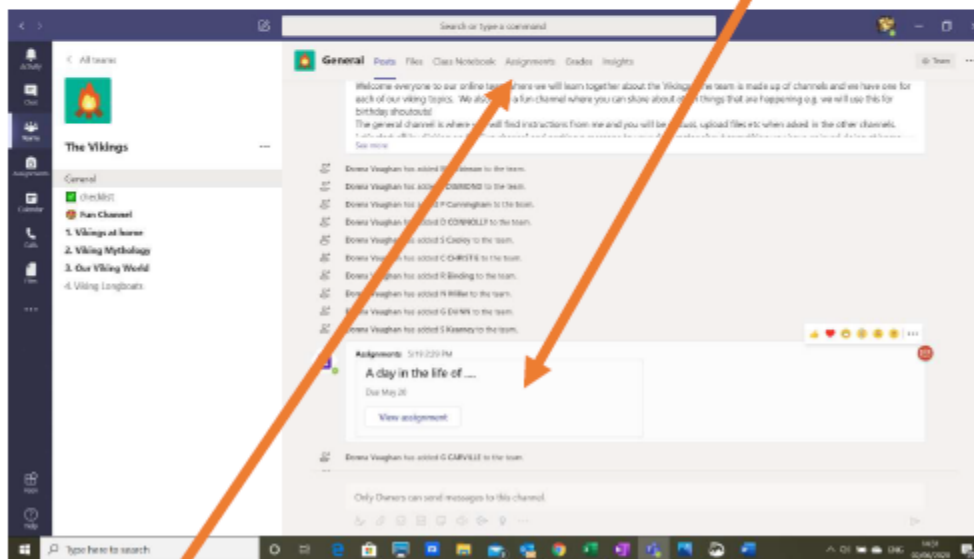
### Access, complete and submit an assignment

#### Using a laptop/PC:



1. Select the relevant Team from your homepage

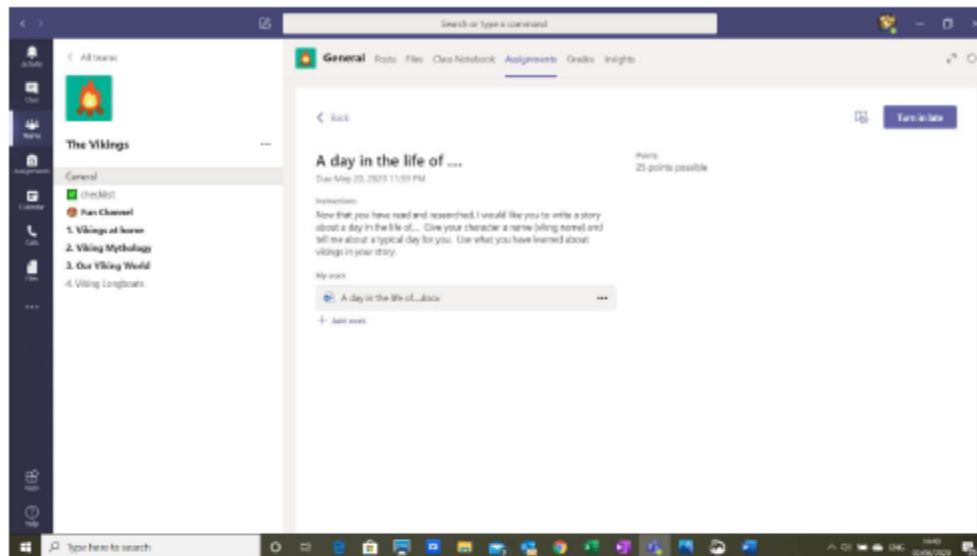
2. To select the assignment either click on the link in the posts tab (this opens the assignment directly):



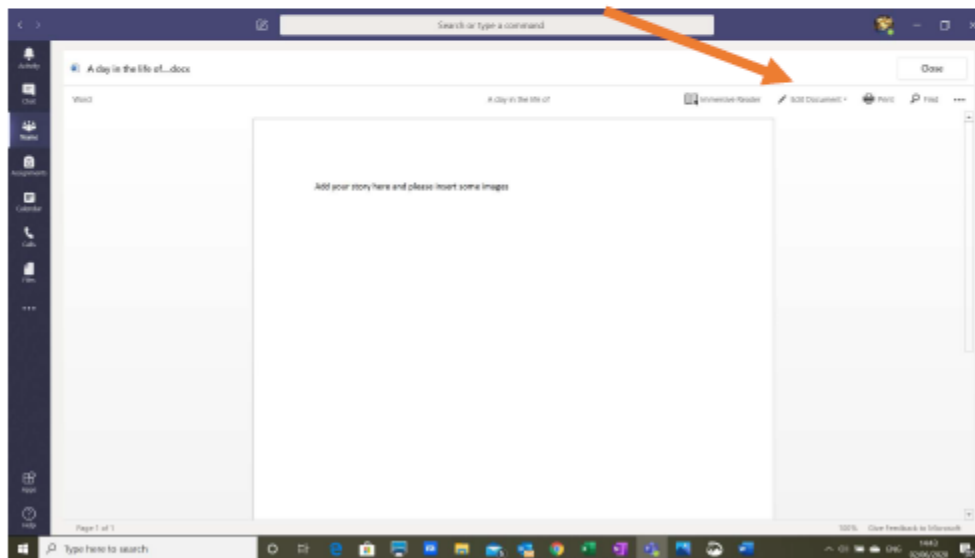
OR by clicking on the assignments tab at the top (you will need to select which assignment you want to do)

3. Read the instructions and click on the assignment document (this may be a Forms Quiz, a Word doc or a PowerPoint doc depending on your task)

## MS Teams: How to...

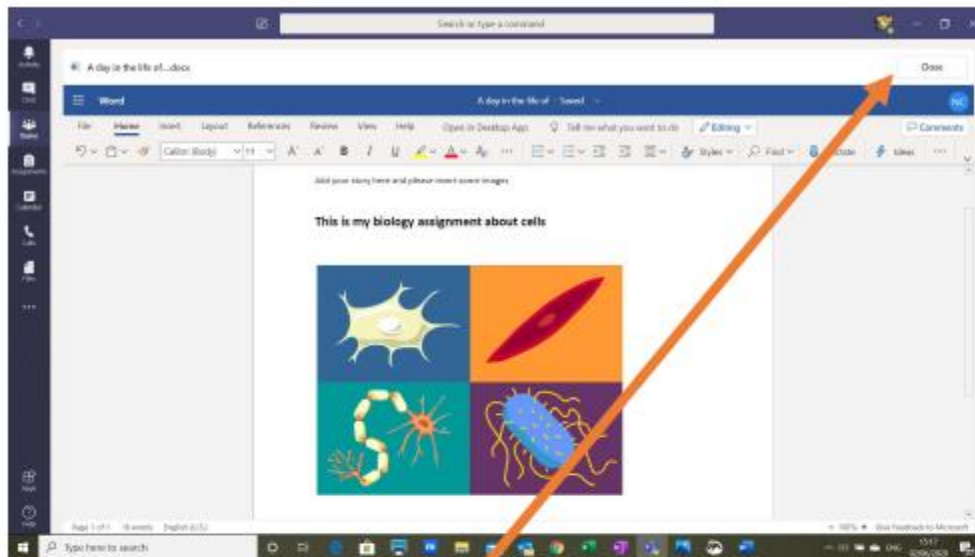


4. If it is a Word or PowerPoint document, click 'edit document'. Open in app is ok.



5. Type in your work. It will automatically save after each key stroke.

## MS Teams: How to...



6. When you are finished, click 'close'.
7. Click 'turn in' button. If your assignment is overdue, it will say 'turn in late'



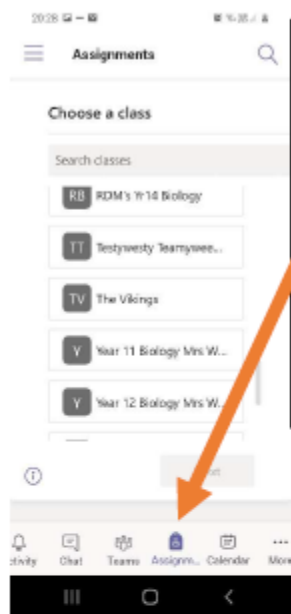
8. You will see an animation (this varies!) and it will tell you the date and time you turned in your assignment. **It is only after this point that your teacher will be able to see and mark your work!**
9. You can click 'undo turn in' if you forgot to add something or add work if you have another document to include.



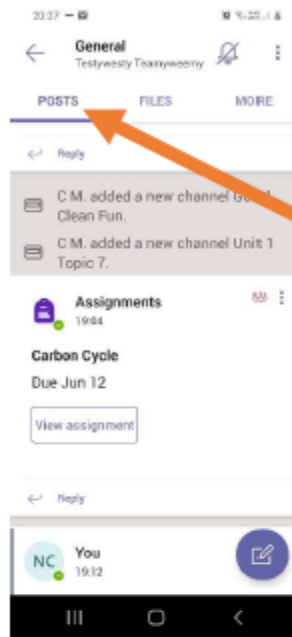


## MS Teams: How to...

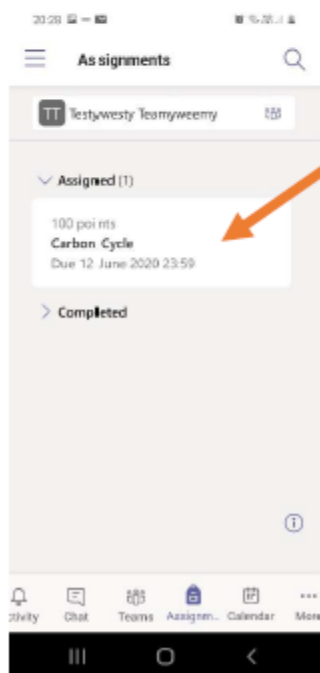
### Using a mobile phone:



1. Open up the Teams app and select assignments tab. Choose the relevant class.

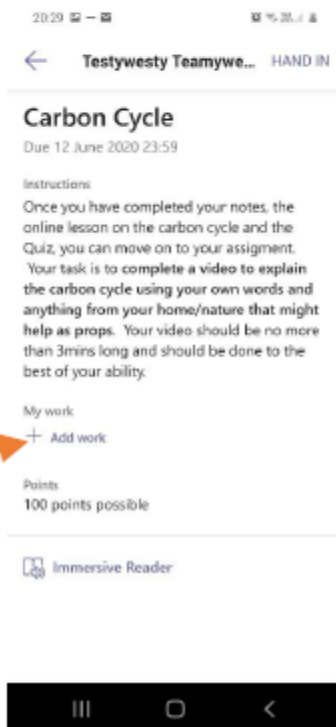


2. The assignment can also be accessed via the general posts tab

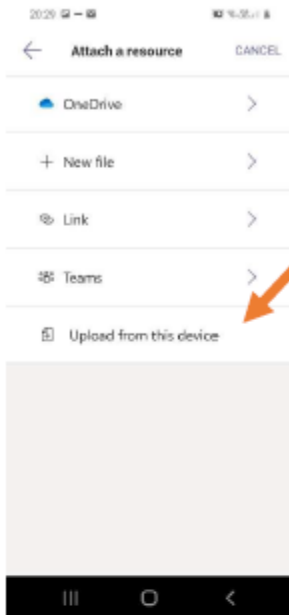


3. Click on the assignment to see details about what you need to do.

4. Click on add work if you need to add a photo/video/word or PowerPoint document

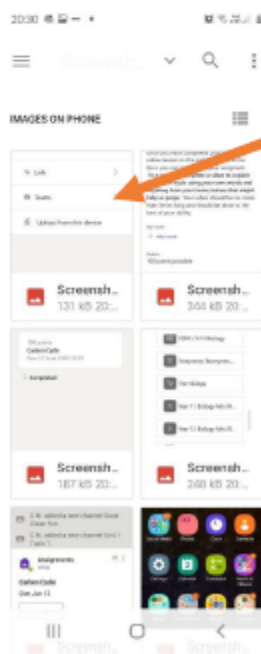
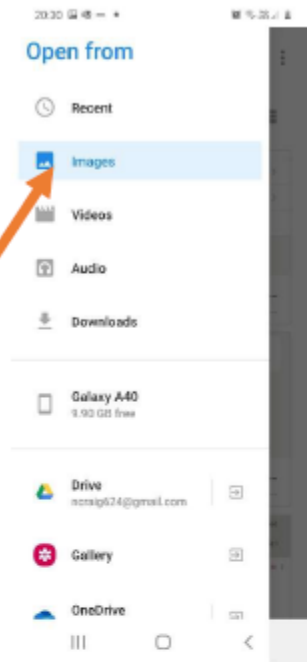


## MS Teams: How to...



5. Choose the relevant place that you want to upload your document from e.g. OneDrive or from device

6. If choosing 'from device' select the correct area e.g. images or videos etc

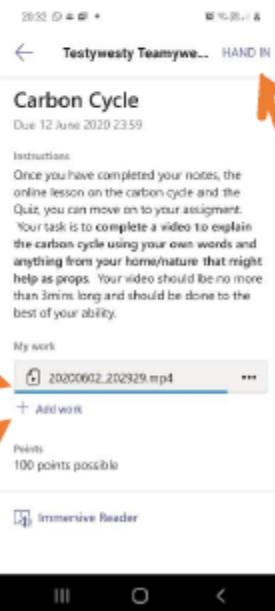


7. If it is an image, choose the correct one you want to upload.

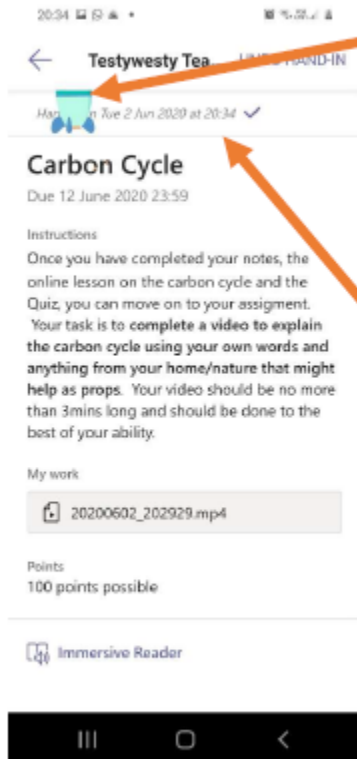
8. You can see the progress of the upload using the blue line. Ensure you allow it to fully upload!

9. You can add other files using the '+ add work'

10. Click 'hand in' to submit your work



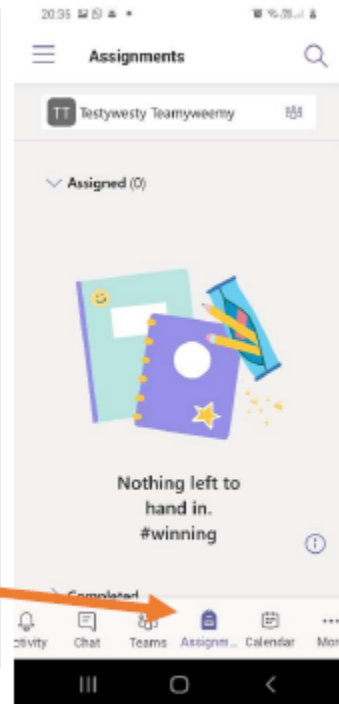
## MS Teams: How to...



11. You will know that your work has been successfully submitted because an animation will appear e.g. a rocket

12. You can also see the date and time you handed your work in

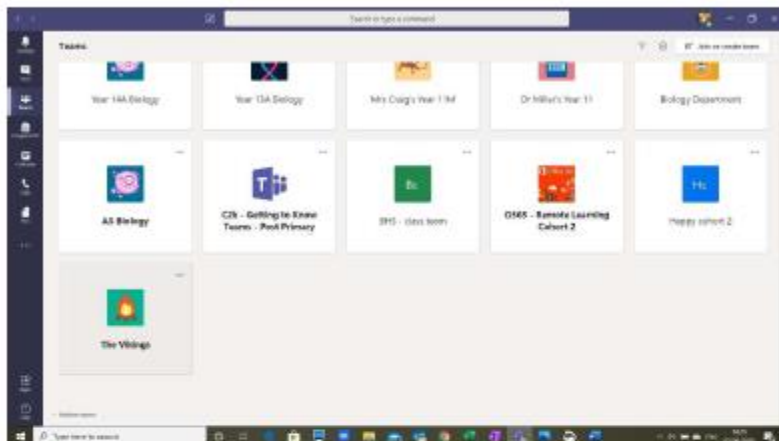
13. In the assignments section, it will let you know you have nothing left to hand in



## MS Teams: How to...

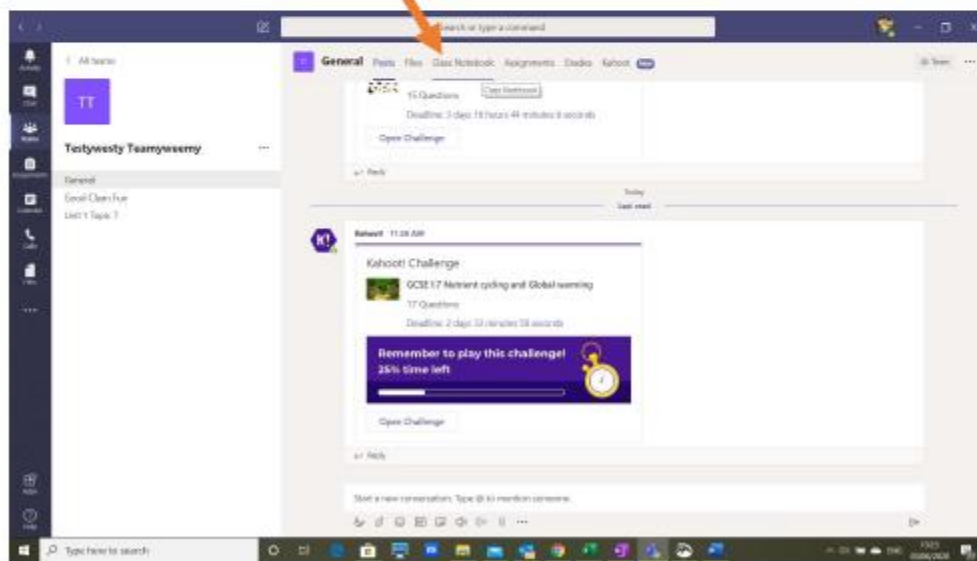
### Upload work to your class notebook

#### Using a laptop/PC:



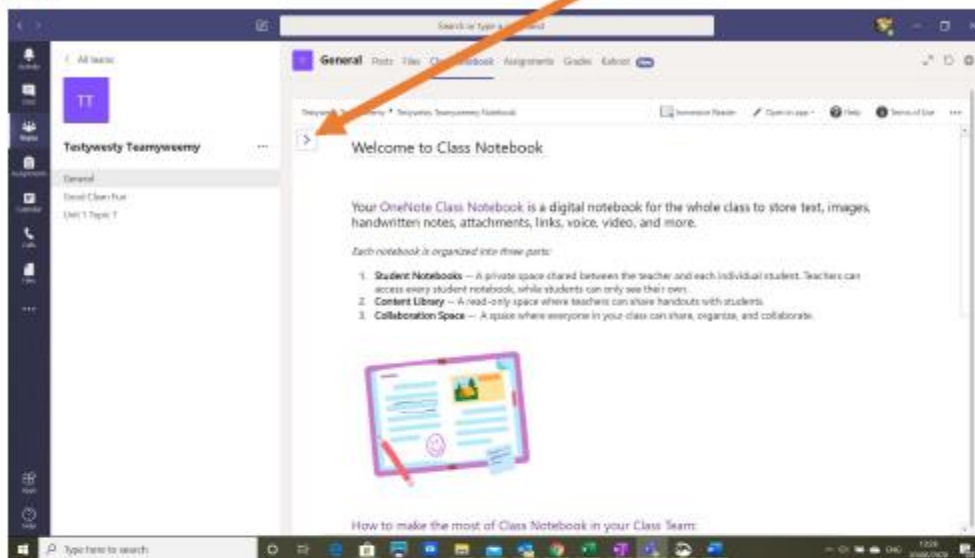
1. Select the relevant Team from your homepage

2. Select the class notebook tab

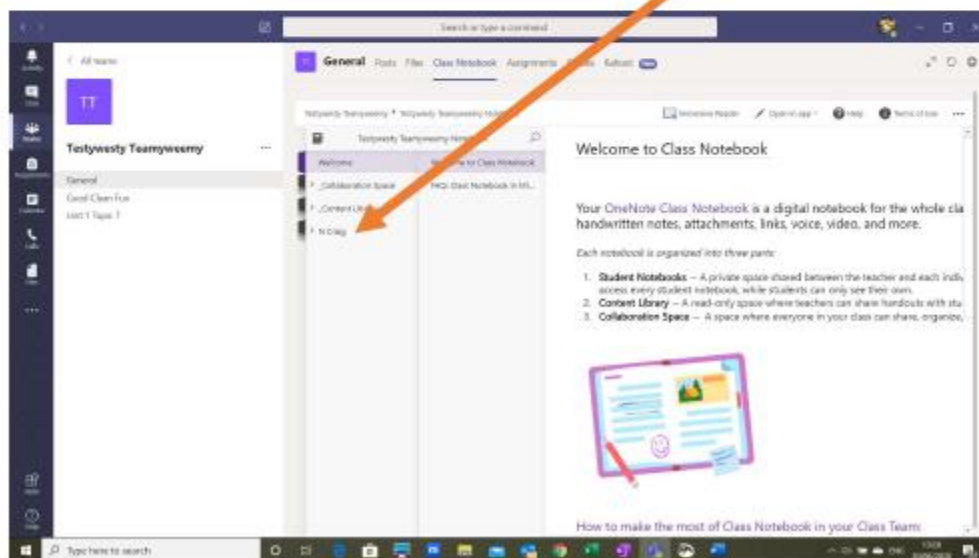


## MS Teams: How to...

3. You will automatically be brought to the welcome page (this may look different if your teacher has changed it!). Click on the > button to see more options.

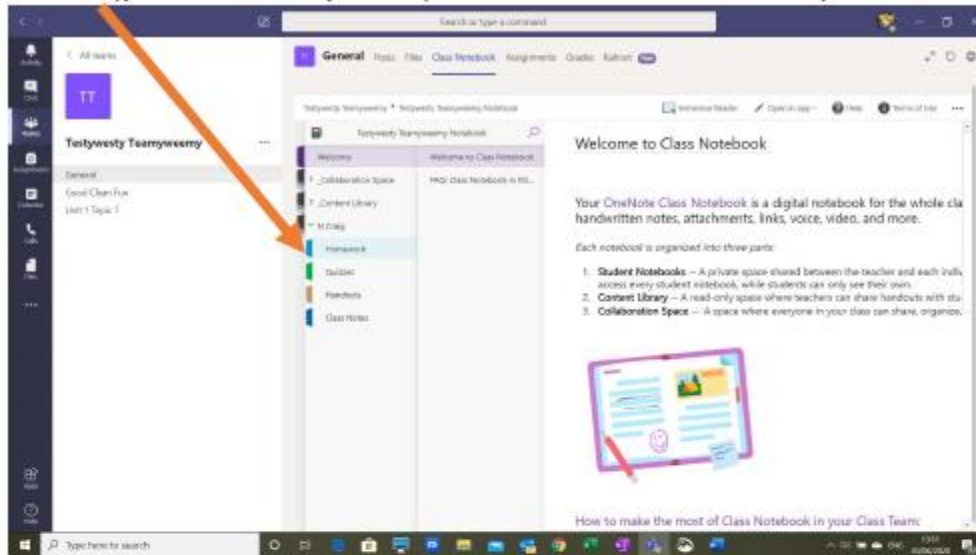


4. Explore the content library – your teacher may use this area to put up instructions, links to documents/websites etc (as read only). Click on your name to show the different sections of your notebook. Only you and your teacher can see this. The rest of your class cannot access your notebook.

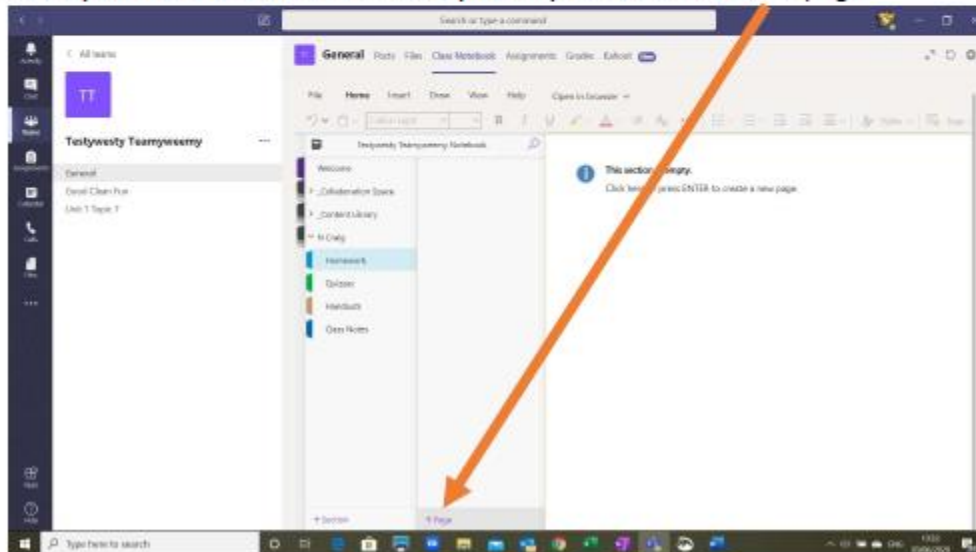


## MS Teams: How to...

5. If you want to upload work, choose the section you need to upload the work to (your teacher may have specified this in their instructions).

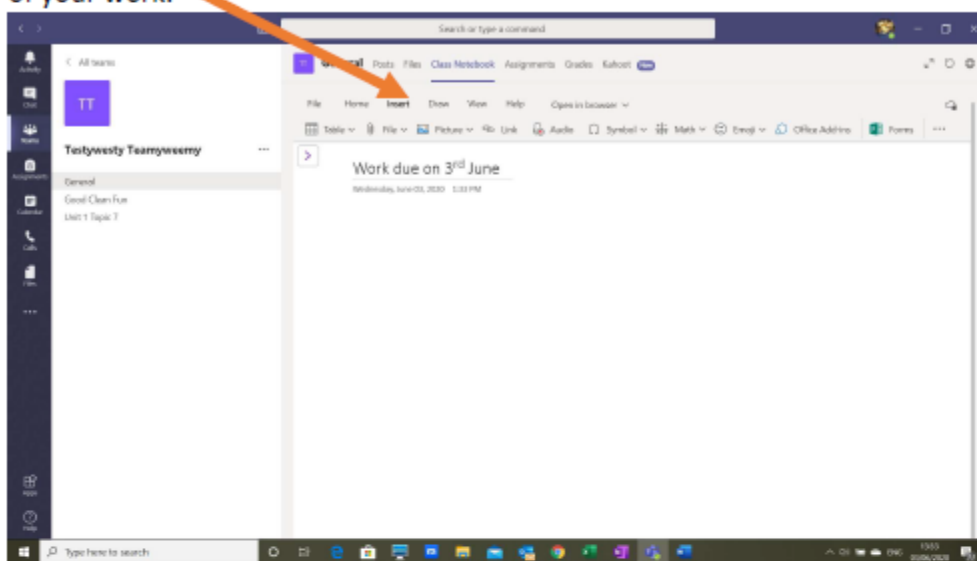


6. Once you are in the correct section, you may need to add a new page

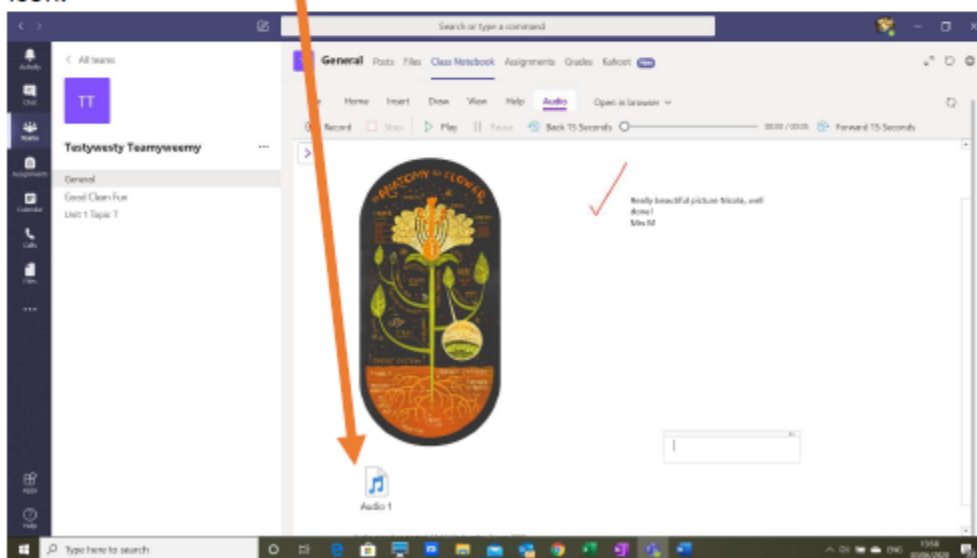


## MS Teams: How to...

7. Give your page a title and if you click on the main section of the page, you can type your work. If you go to 'insert' you can upload a file or photograph of your work.



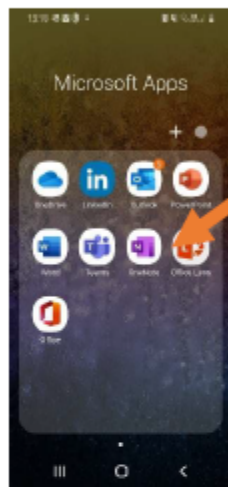
8. Your work will save automatically after each keystroke and your teacher can see this without you having to click on any submit buttons. When they mark this/give feedback, you can access this by going back to your class notebook (you may need to close Teams and reopen to allow it to refresh). Your teacher may have left audio feedback – press play to hear it if you see this icon.



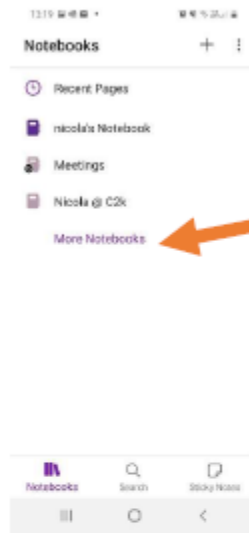


## MS Teams: How to...

### Using a mobile phone:



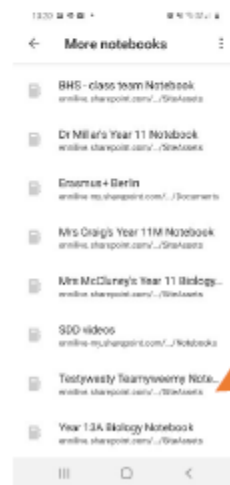
1. Open up the OneNote app  
Make sure you are logged in with your @c2ken.net account.



2. You may have to click on 'more notebooks' to access the correct one.



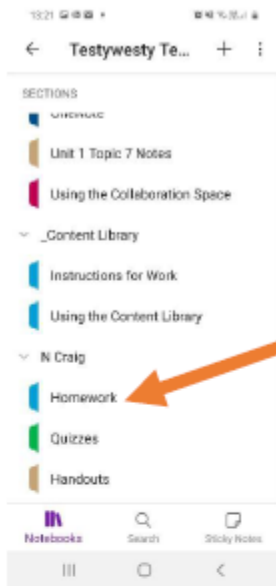
4. The first time you do this you may have to refresh the page/be patient while your notebooks load



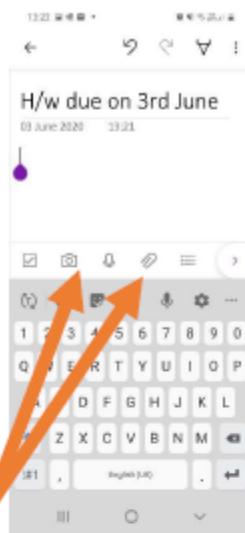
3. Once loaded, select the relevant notebook that you want to upload work to.



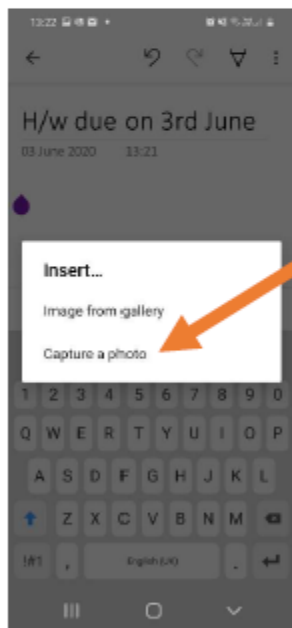
## MS Teams: How to...



7. Go to the relevant tab in your notebook that you have been asked to upload work to.



5. You can add a new page using the + button at the bottom right side of the screen.  
6. Add a title then you can type your answers



8. You can insert photos of your work or attach files using the icons on screen.



9. Your work will save automatically after each keystroke and your teacher can see this without you having to click on any submit buttons.

10. When they mark this/give feedback, you can access this by going back to your class notebook (you may need to close OneNote and reopen to allow it to refresh). Your teacher may have left audio feedback – press play to hear it if you see this icon.