

## Remote Learning FAQ – Student and Parent guidance

### What Remote Learning will be offered by Sybil Andrews Academy?

Teachers will be using Microsoft Teams as the main platform throughout this period of Remote Learning.

Every student has access to Microsoft Teams through their Office 365 login (school email address as username and school email password as their password).

Lessons will be conducted through Microsoft Teams as either live lessons, pre-recorded videos with direct communication from the teacher through the chat function, or a mixture of both live lessons, pre-recorded videos and work set within Microsoft Teams.

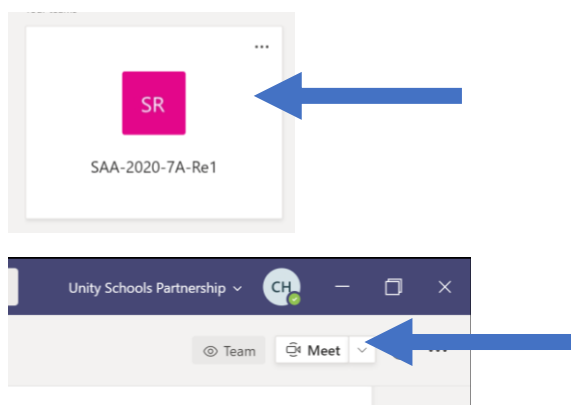
On occasion teachers may need to set work for example, if unwell.

### What is the acceptable use guidance for Remote Learning?

#### Expectations of live Teams lessons

##### Students

1. You will access lessons on Teams by following your in-school timetable. For example, if on Monday, P1, you have French, you will join your French Teams class for your live lesson
  - a. Go to your class Team by clicking on the Class Team.
  - b. Once your teacher has started the lesson, you will see this in the Class Team.
  - c. To join the lesson, click 'Join'.
  - d. You must join every live lesson with your cameras and microphones turned off, unless your teacher invites you to un-mute.



2. Students are expected to take part in each live lesson on their timetable and complete the work set by teachers
3. Students must be dressed appropriately for the duration of the school day online (in case of switching their camera on) and should remain in a public part of their home, wherever possible
4. Students should be ready at the start time of the lesson. This includes book out and equipment ready, Teams open, logged in and in the Class Team
5. Students may need to download lesson resources, as indicated by their teacher
6. Students must remain on mute, unless invited to un-mute by the teacher
7. Students should use the chat function in the live lesson to only ask questions related to the lesson. Remember to think carefully about what you ask and check this is appropriate before sending (everyone else can view this chat on the live lesson and it is saved)
8. Students are prohibited from recording or taking screen shots of content or images from the live lesson
9. Students should not begin a meeting themselves through the meet now function.
10. If Students lose Internet connection, they should re-join the live lesson using the information above. If this does not work, they should alert their teacher via email or Teams chat
11. Students may have their school Office 365 account suspended temporarily if they do not follow the SAA Behaviour Policy and further sanctions may be put in place

#### **Parents can support by ensuring**

1. Parents can support by ensuring their child is appropriately dressed for lessons. We do not expect students to wear school uniform whilst on live lessons
2. Parents can support by ensuring that their child is in a professional environment whilst on Teams lessons and so should conduct themselves accordingly
3. Parents can support by making their child aware that they may have their school Office 365 account suspended temporarily if they do not follow the SAA Behaviour Policy and further sanctions may be put in place
4. Parents can support by ensuring other family members do not participate in the live lesson
5. Parents can support by ensuring their child is familiar with how the Remote Learning process works
6. Parents can support by checking their child knows their login for Office 365 to ensure they are ready to take part in the live lesson at the scheduled time

If you need our support with any of the above please contact us at:  
[saa@sybilandrewsacademy.co.uk](mailto:saa@sybilandrewsacademy.co.uk)

#### **What will happen from Monday 11<sup>th</sup> January 2021 onwards?**

All students in all year groups will receive live lessons and/ or pre-recorded or pre-set material. This is accessed through the Class Team.

#### **How do students access Microsoft Teams?**

Please use the attached Student Guide to Microsoft Teams. If you have any queries please contact the school at [SAA@sybilandrewsacademy.co.uk](mailto:SAA@sybilandrewsacademy.co.uk)

## What will a school day look like?

8:40 to 8:55am – Tutor time (**for all Year Groups**)

The rest of the timetabled day will follow the school day as before,

**Year 7 and 8 will have early lunch at 12:20 to 1:00pm**

**Year 9, 10 and 11 will have late lunch at 1:20 to 2:00pm**

Tutor time will allow your child to meet with their tutor to support wellbeing and to answer any technical questions, regarding the use of Teams.

The remainder of the day will follow the school timetable per Go4Schools, however, lessons will last a maximum of 50 minutes.

We will review this process regularly to ensure that we adapt as we progress through this period of time.

## What will a typical morning look like?

It is best to try and maintain as regular routine as possible. Therefore, treat each morning as you would a normal school day. You should be up, dressed and at a desk or table in a quiet space with your books to hand and ready to work. You are not required to be in school uniform, but you should be appropriately dressed. Every morning, at 08:40, you will join your tutor group for registration. Then, you will join your period 1 lesson at the normal lesson time.

## What will a typical lesson look like?

The lesson will be setup in your class Teams. Classes are named as follows

SAA-2020-[YearGroup]-[Subject]

For example, if Period 1 is English with Mr Ruffell, Go4Schools tells me I am in 11X En2. I would then need to navigate to the class which is called SAA-2020-11X-En2.

The teacher will begin the lesson by starting the meeting. Students are expected to join the meeting once it goes live.

Students will be expected to use their exercise book for completing work. This helps to reduce screen time.

The teacher may invite students to un-mute to verbally provide feedback or use the chat function to ask questions or identify any misconceptions.

## Will there be a break between lessons?

Yes, there will be a short break of approximately 10 minutes between each lesson. This will allow students to have a brief comfort break and prepare for the following lesson. A typical live lesson will be as follows:

- Teacher opens lesson and greets class
- Do Now

- New material delivered
- Exit Task
- The remaining lesson time should be used to upload any work requested, or ask any relevant questions
- The teacher will be on the Class Team for the duration of the lesson time
- However this may vary based on subject, teacher and topic taught

### Will homework be set?

We will not be setting homework throughout this period.

### How will we receive feedback?

Teachers will set work that is handed in through the assignment feature on Microsoft Teams

Teachers will make clear when completed work will be marked and given feedback, it will follow our school policy which means that your child will receive whole class feedback in lesson time.

Please only submit work to teachers through the assignment feature on Microsoft Teams, as directed by the teacher.

### What if I am unable to attend a live lesson?

Work will be uploaded onto Class Materials or the Assignments section of each Class Team for every lesson for students to work through and complete. We are using a 'blended' approach to Remote Learning, which means there will be pre-recorded material, or videos from other platforms which may be used in addition to live delivery from SAA teachers.

We would suggest that the teacher is contacted through email or Teams chat in any instance of queries about the lesson.

### Will all subjects be taught?

To begin with, every lesson will take place, other than Core PE.

### What if I finish my exercise book, or need revision materials from school?

Do not panic. You can use another workbook, lined paper or other written materials to complete your work. Teachers can upload any worksheets, revision materials or other notes you may need to the Class Team.

If you need new exercise books you can ask for replacements from the school. Please contact us at: [saa@sybilandrewsacademy.co.uk](mailto:saa@sybilandrewsacademy.co.uk) and give us the size and colour of the book.

### What if I need a laptop?

Please contact the school, we may have the facility to loan devices to students. Or, students can access learning through the school's provision for vulnerable children.

How do we use and setup Microsoft Teams?

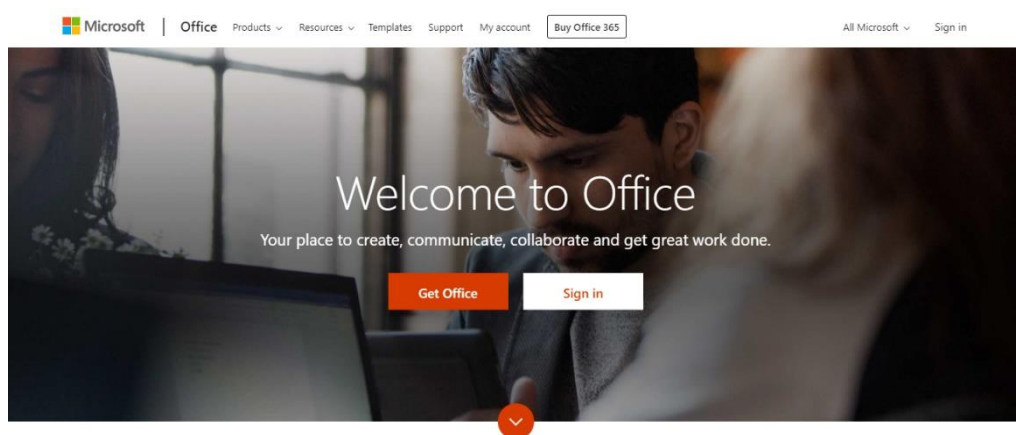
## Microsoft Teams – Guidance for Students

This guide will outline:

1. How to log into Teams using a browser (Chrome is recommended)
2. How to download Teams to your device (PC/ Mac)
3. How to download Teams to your mobile device (iPhone/ iPad/ tablet)
4. How to view a Team (your classes)
5. How to interact with a Team
6. How to view your calendar/ meetings
7. How to view your Assignments

### Section 1 – How to log into Teams using a browser (Chrome is recommended)

Using a web browser (Chrome is recommended, and free to download) go to [www.office.com](https://www.office.com)

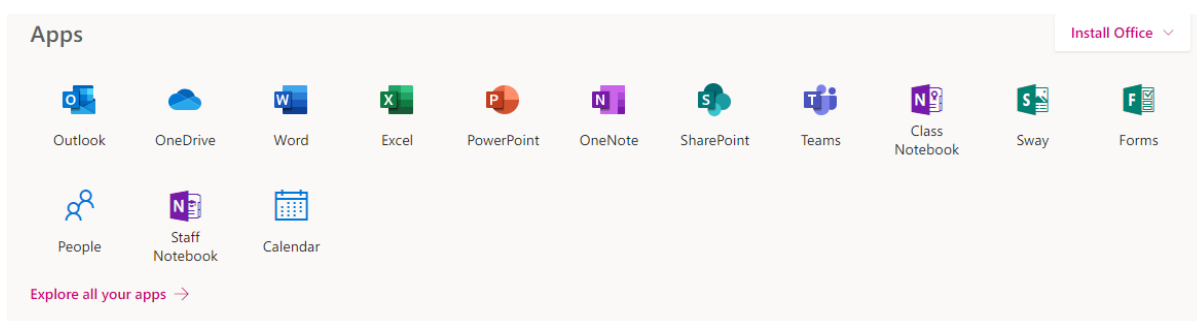


Click on 'Sign in'. Enter your school email address and click 'Next'.

You will then be presented with the Trust log-in page. Enter your school email password and click 'Sign in'.

A screenshot of the SWAT Central Services login page. It features a blue vertical bar on the left. The text 'SWAT Central Services' is at the top. Below it, the instruction 'Sign in with your organizational account' is followed by two input fields: one for the email address (containing 'chandley@sybilandrewsacademy.co.uk') and one for the password (labeled 'Password'). A blue 'Sign in' button is at the bottom.

You should be presented with the Office365 Apps screen.



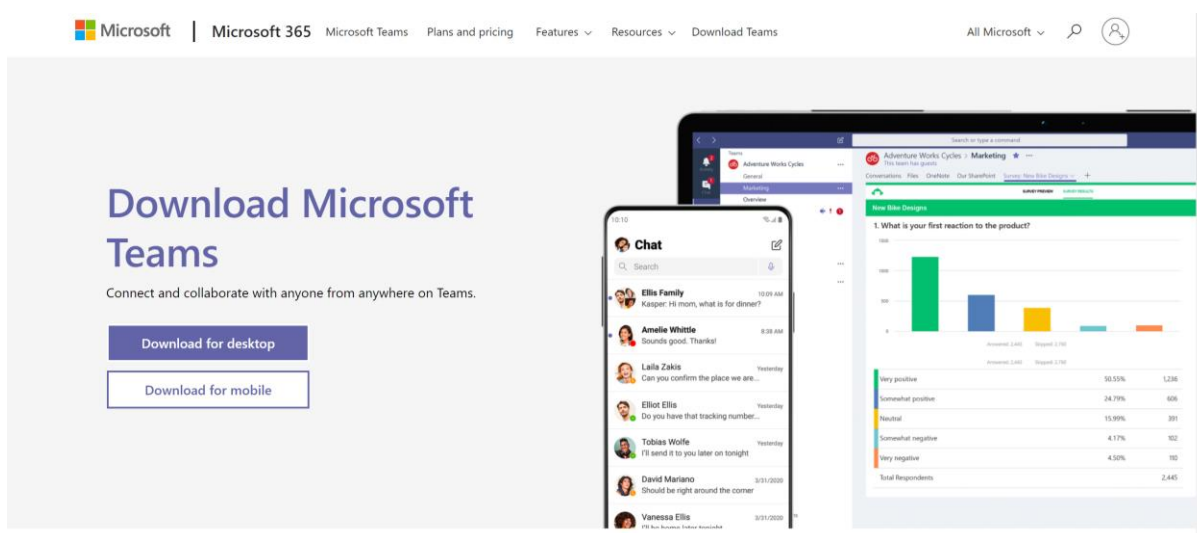
Click on 'Teams'. It should launch Teams within your browser. You can then use Teams within your browser.

**However, we would recommend downloading Teams to your Device. It works on PC and Mac as well as mobile devices (section 2 will now explain how to download Teams, if needed).**

## Section 2 – How to download Teams to your device (PC/ Mac)

To download Teams to your PC or Mac, go to this link and click on 'Download for Desktop'.

<https://www.microsoft.com/en-gb/microsoft-365/microsoft-teams/download-app>



Follow the download instructions. These will vary, depending on your device/ browser/ access settings. If your device is restricted by an administrator (Parent/ Carer), you may need them to authorise the download.

Follow the instructions to sign in. This will include entering your school username and password to sign in. You may be directed to the Trust sign in page, as above.

Teams should now be logged in on your device.

### Section 3 – How to download Teams to your mobile device (iPhone/ iPad/ tablet)

Go to the App Store for your device. For example, for an iPhone, the App Store icon and tap on it.

In the search bar, type in 'Microsoft Teams'. Select the App with the logo, below, and check that the publisher is *Microsoft Corporation*.

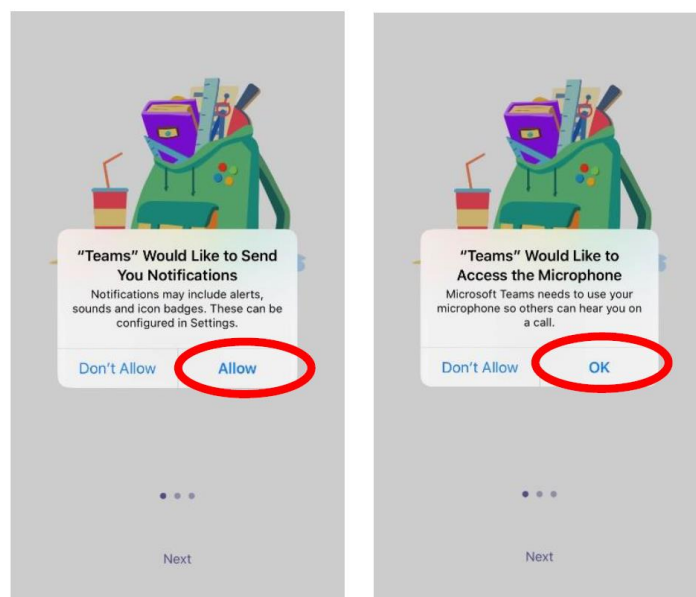


Download/ install the App to your device. It may require a password to download this App from the account, which is associated with the device. It may prompt for a password/ TouchID/ FaceID.

Follow the instructions to sign in. This will include entering your school username and password to sign in. You may be directed to the Trust sign in page, as above.

Teams should now be logged in on your device.

You need to allow some App settings. Please 'Allow' Notifications and 'Allow' Microphone access. **Please note, unless otherwise stated, we will not require your camera or microphone to be 'on' when you are on Teams meetings.**

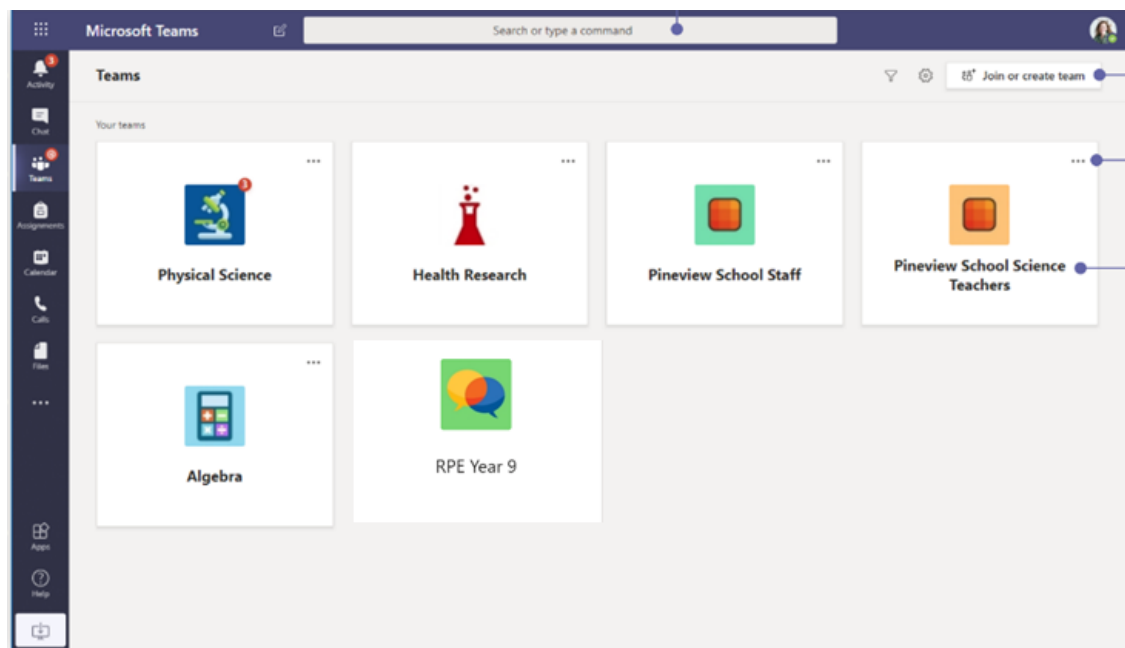


Please note that these instructions may differ, slightly, depending on your devices/ operating systems, etc.

#### Section 4 – How to view a Team (your classes)

These instructions will be related to the downloaded, PC version of Teams. Functionality for Mac/ in-browser and on mobile devices will differ, slightly.

When you launch Teams, you will be greeted with a screen similar to this.



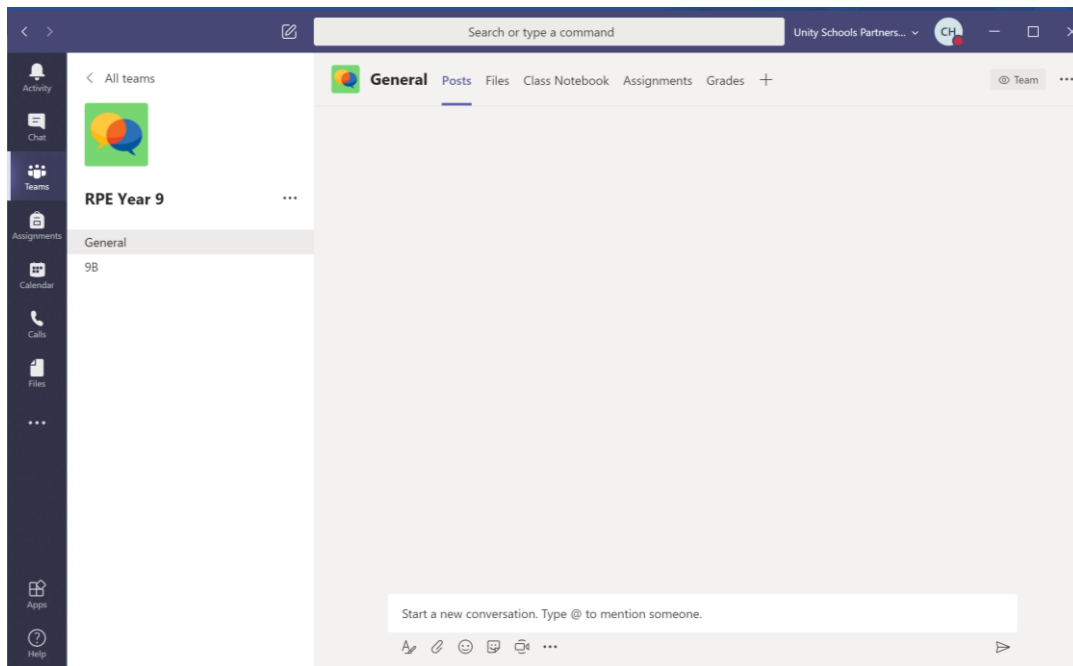
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The Teams that you have been added to will appear under the 'Teams' tab. To open a Team, click on it and it will launch within Teams. It will look similar to this.

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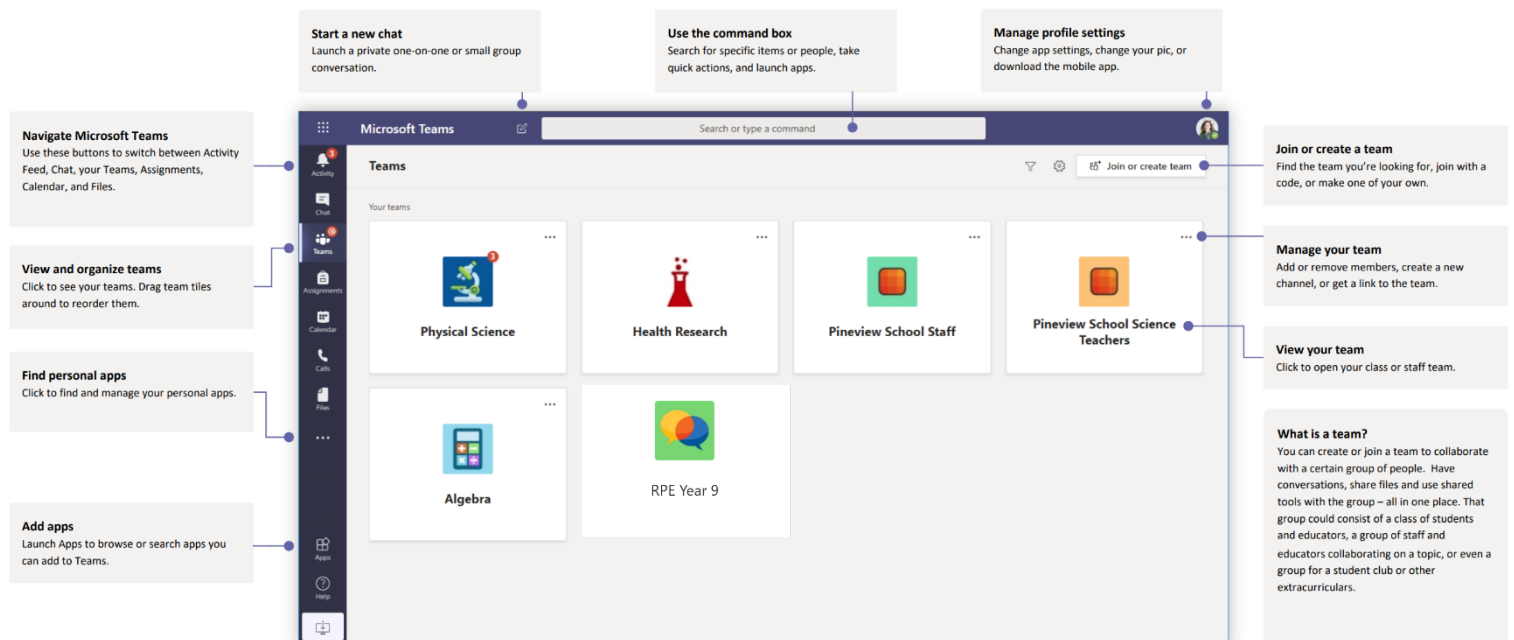
<sup>1</sup> [https://edudownloads.azureedge.net/msdownloads/MicrosoftTeamsforEducation\\_QuickGuide\\_EN-US.pdf](https://edudownloads.azureedge.net/msdownloads/MicrosoftTeamsforEducation_QuickGuide_EN-US.pdf)





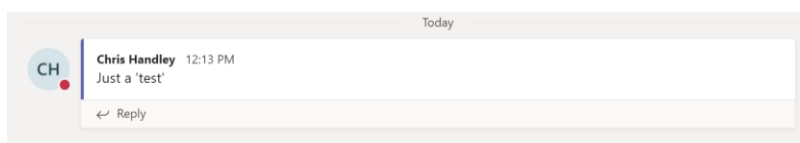
## Section 5 – How to interact with a Team

Please take a moment to understand the functions of the main Teams page.<sup>2</sup>

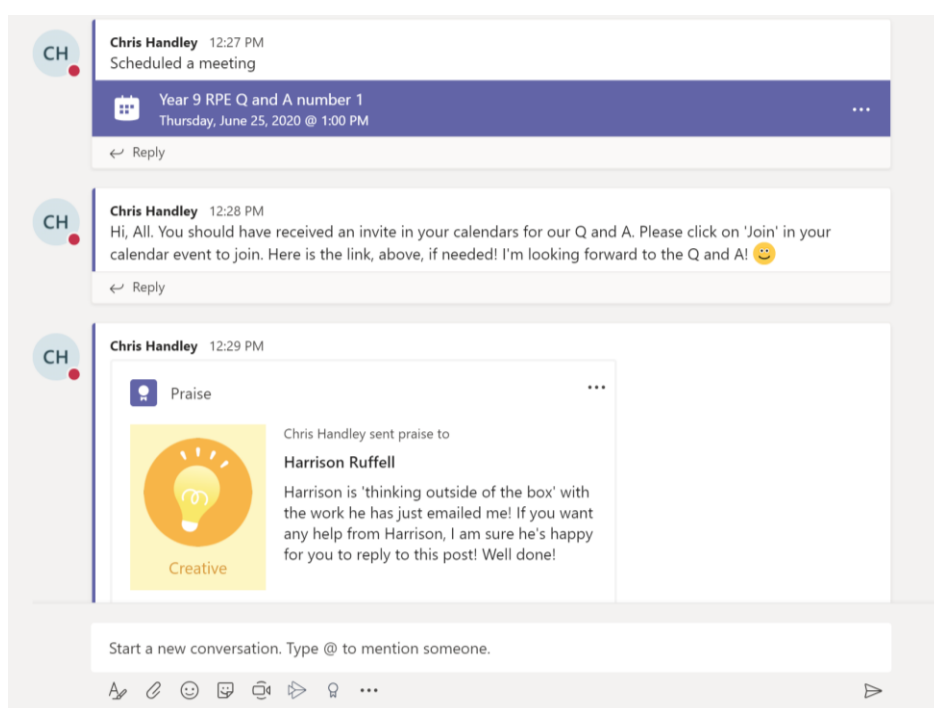


<sup>2</sup> [https://edudownloads.azureedge.net/msdownloads/MicrosoftTeamsforEducation\\_QuickGuide\\_EN-US.pdf](https://edudownloads.azureedge.net/msdownloads/MicrosoftTeamsforEducation_QuickGuide_EN-US.pdf)

Members of the Team may be able to communicate using the 'Start a new conversation' bar. **Please note, this is a professional environment and you cannot remove posts in this forum.**



You may be able to reply to posts, using the 'Reply' button.



When staff schedule meetings, you will be able to join the meetings straight from the Teams chat.

## Section 6 – How to view your calendar/meetings

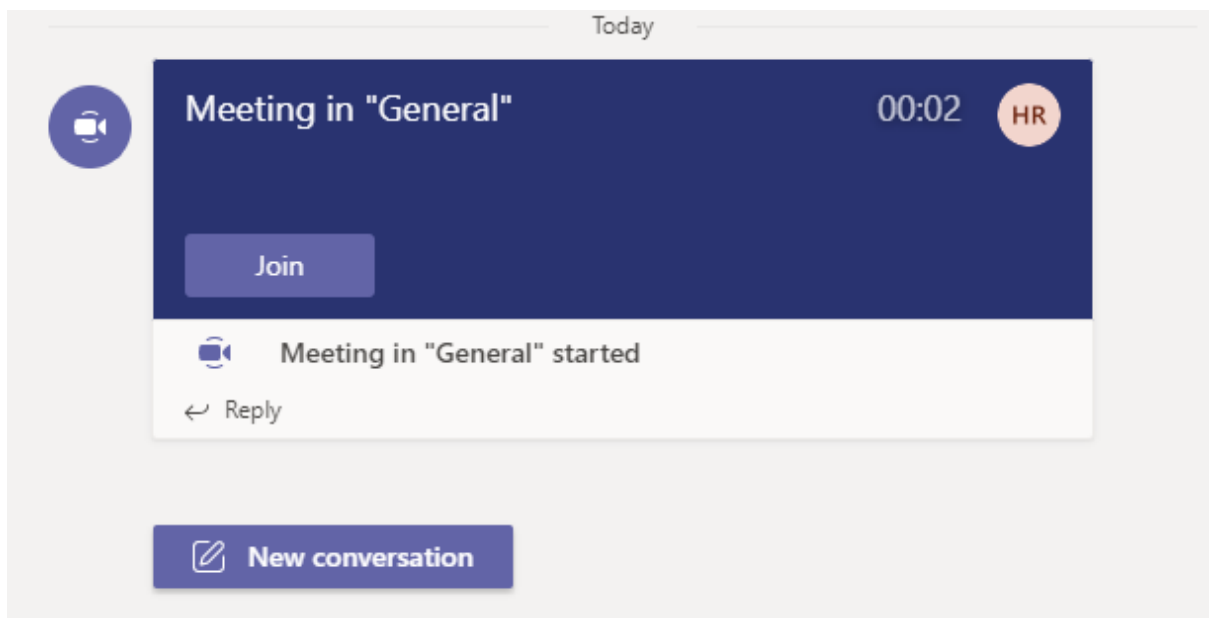
When staff begin a lesson on Microsoft Teams, it will show up in the General chat box of the class. This means you will need to check your Go4Schools timetable to know the order of your lessons. You will then need to click on the correct class, for the correct period.

For example, if Period 1 is English with Mr Ruffell, Go4Schools tells me I am in 11X2. I would then need to navigate to the class which is called SAA-2020-11X-En2 (as below).



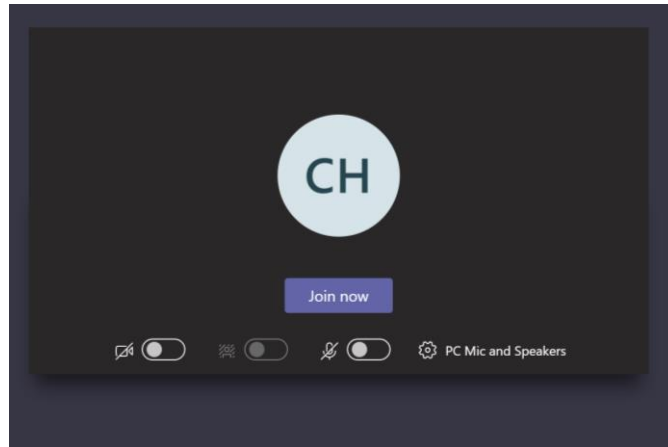
Click on the class

Once the teacher has started the lesson, General channel will show below

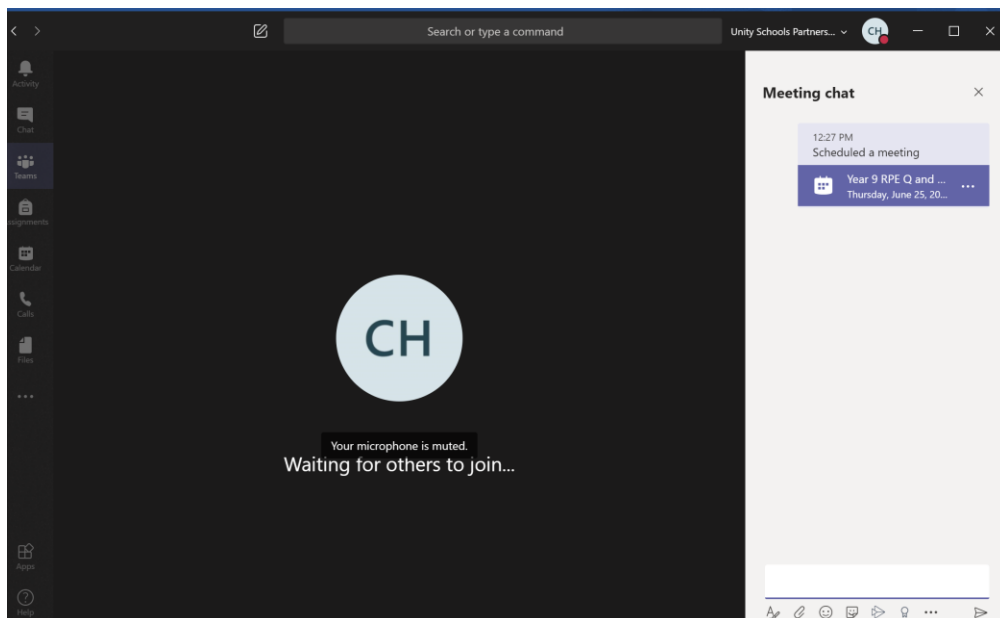


Click Join

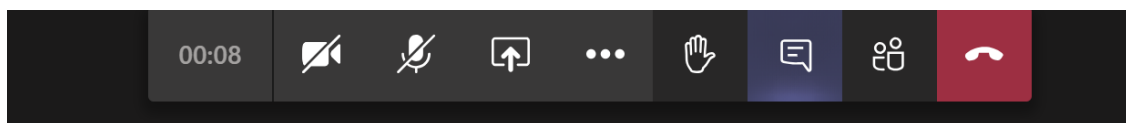
**The teacher will have their camera off but their microphone on. When you join the meeting, you must have your camera and microphone off.**



You can interact with the chat by clicking on the speech bubble icon. It will open a chat window, to the right-hand side.



At the end of the live lesson, click on the red 'hang-up' button to exit the live lesson.

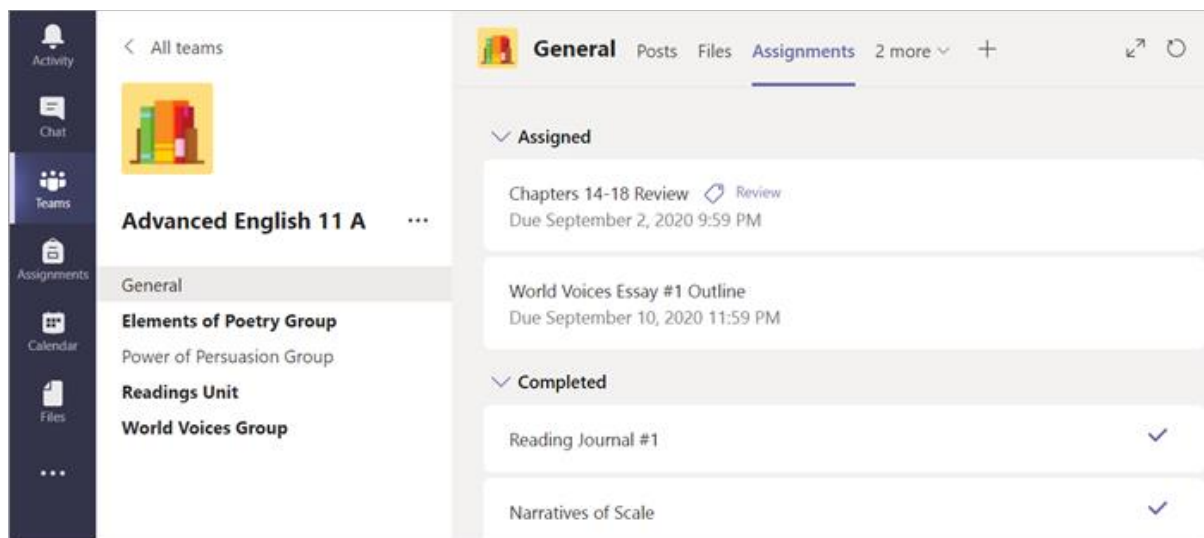


**Live lessons will be recorded by the teacher.**

## Section 7 – How to view your Assignments <sup>3</sup>

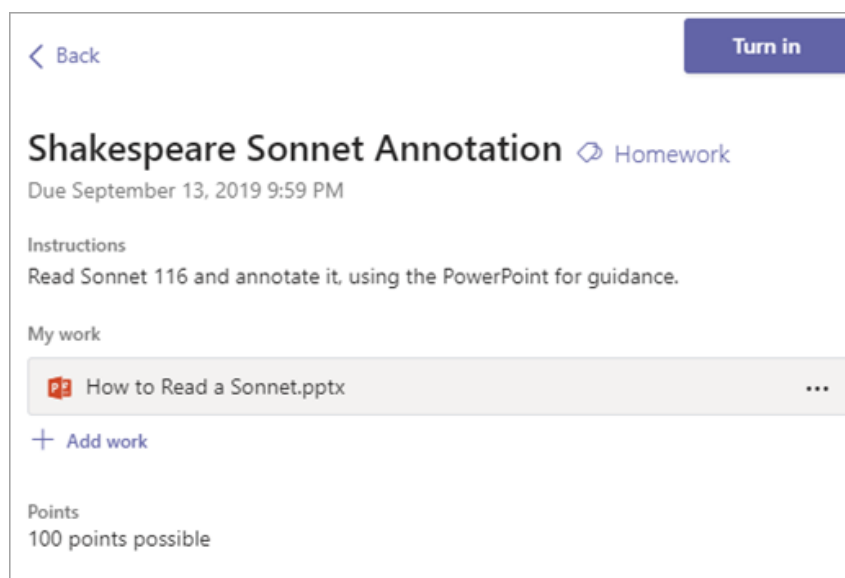
<sup>3</sup> <https://support.microsoft.com/en-us/office/view-and-navigate-your-assignments-student-a206bde9-8bb3-4e38-a745-0f9a6f9eb6ce#:~:text=View%20grades%20in%20one%20class,ve%20received%20on%20graded%20work.>

View both upcoming and completed 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 (where appropriate).



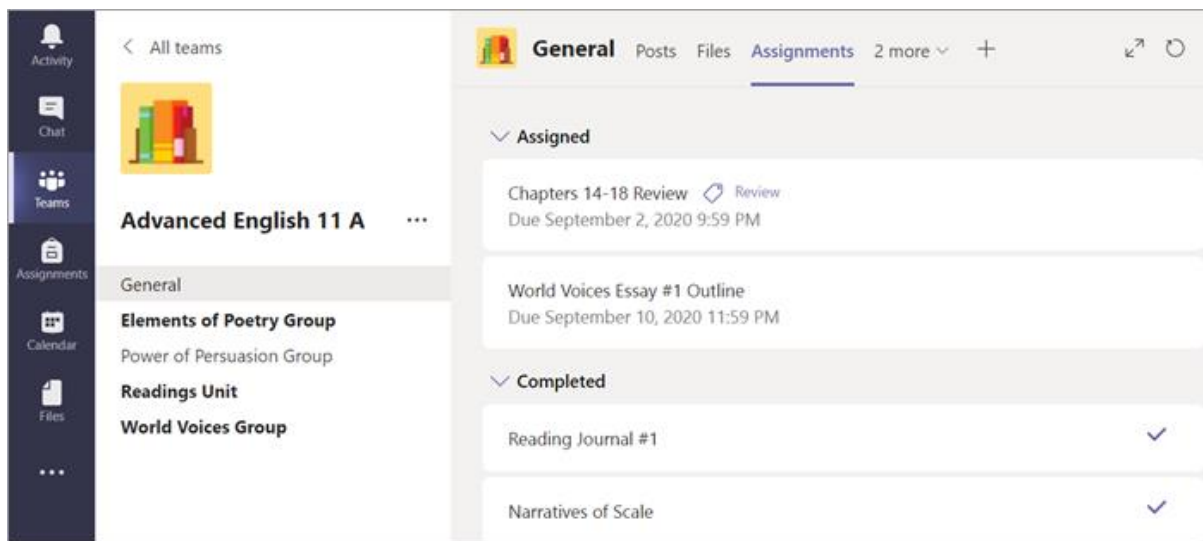
## Upcoming Assignments

By default, assignments you have not turned in yet will displayed by order of due date under the 'Assigned' arrow. Select 'load previous' or 'load more' to browse the list. Assignments you have not opened yet will have a bold title.



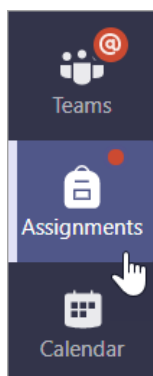
**Add work** allows you to add a Document/ picture of your work.

**Turn in** allows you to submit the Assignment/ homework.



Assignments you have turned in will have a checkmark.

### View Assignments across classes



To view assignments across all your classes, select 'Assignments' from your app bar. Select an assignment to open it or turn in work.

Not seeing an older assignment? Navigate to individual class teams and visit the Assignments tab to load more assignments.