

# Lady Hawkins' School



## Remote Education

A guide for students, parents and careers

January 2021

## Introduction

This guidance is intended to help you get started using remote education in the event of a local, regional or national lockdown due to the ongoing Covid-19 pandemic. It may also be needed as a result of students needing to self-isolate or shield due to medical guidance. If a lockdown does occur, then LHS will use Microsoft Teams to implement the home learning strategy detailed in this document. This has been adjusted after student, parental and teaching staff feedback following the March 2020 national lockdown.

## Access to ICT

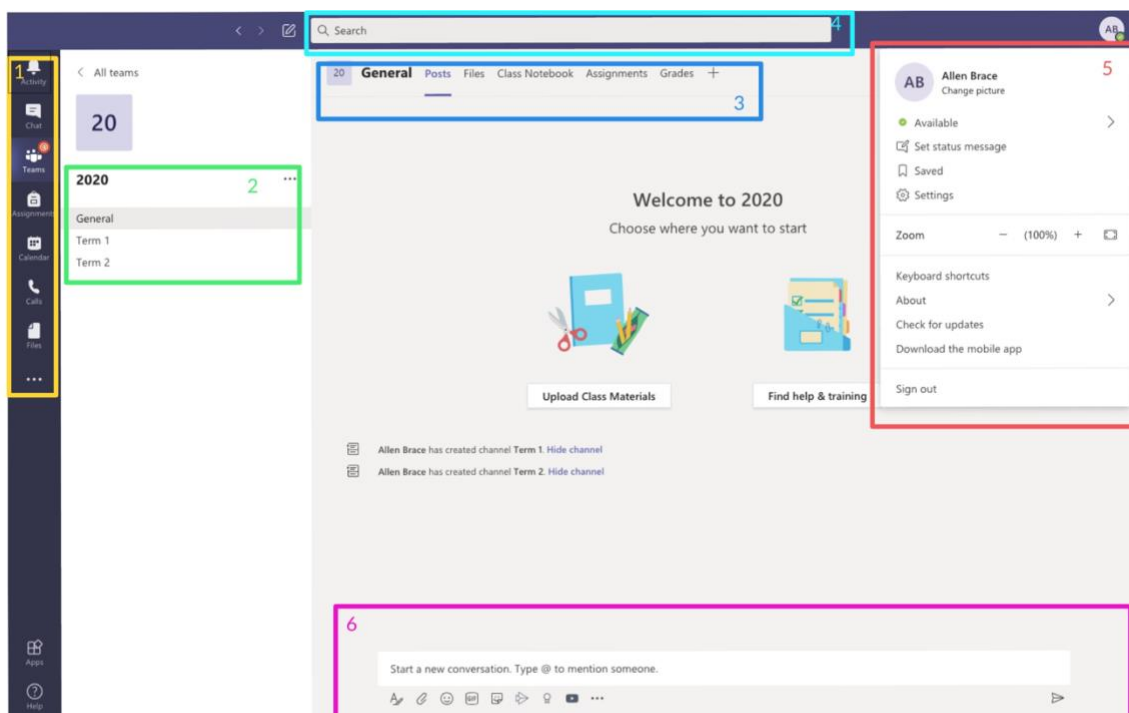
We fully understand there are times when circumstances are going to make it difficult to complete work at home and you need to ensure that you have an open and honest dialogue with teachers and the school when this is an issue. If access to a computer is going to be a problem, then you need to get in touch with school ASAP, by emailing Mr Brace ([abrace@lhs.hereford.sch.uk](mailto:abrace@lhs.hereford.sch.uk)). There are a limited number of devices available for loan in school and where appropriate we may be able to seek further support from outside agencies.

## **Quick Start Guide to Microsoft Teams**

To access Teams, you have 2 options:

1. Login to students Microsoft online account (PC only, see below for iMac/Macbook) by going to the following link <https://login.microsoftonline.com> . Then login using your school email address and school login password. Your school email address is your normal school computer login plus the school domain. For example: [jbloggs13@lhs.hereford.sch.uk](mailto:jbloggs13@lhs.hereford.sch.uk)
2. Download the Microsoft Teams App to your computer, tablet or smartphone. When you have downloaded the app, login with school email and password.

## **Home Screen**



1 – Use these buttons to switch between Activity Feed, Chat, your Teams, Calendar and files. Click Teams to see your Teams. In the teams list, drag a team name to reorder it.

2 – Every team has channels; these could be topic channels or just termly ones. Click one to see the files and conversations about that topic or project. Your teacher may also use channels to create areas for group work.

3 – Apps and services. At the top of each channel you will be able to see the conversation, files and other associated apps.

4 – Use the command box to search for specific items or people. To the left of the command box you can also start a one-on-one or small group conversation.

5 – Change app settings, change your pic, or download the mobile app.

6 -Type and compose a message here. You can also add files, emojis, GIFs or stickers.

## Online Lessons

A timetable of these will be produced at the start of any closure and made available on the school website.

During video calls with teachers it is really important that the following rules are adhered to:

- An adult is present in the home.
- Students are either in the dining room, living room or kitchen.
- Students are dressed and ready—not in pyjamas.
- Please remember that the video conference is part of school. Students must be respectful to staff and other pupils. School rules still apply! No swearing.
- Staying safe online – keeping yourself, your classmates and your teacher safe.
- Students must not record or take pictures of their teacher or classmates during you online sessions.

Joining the online lesson:

- Go to your class area in Microsoft Teams
- Your teacher will start the lesson at the scheduled time
- Click on Join.
- When you join a meeting please make sure your **camera and microphone are switched off**.
- It's a good idea to blur the background or add your own.

### Routines and expectations during an enforced closure

From the 1<sup>st</sup> day of any closure try and establish some routines. A home learning timetable will be issued, and students are expected to be online during these times.

### Procedure for setting work

- General lesson to lesson work that you would normally complete in lesson will be set in the appropriate Teams Channel using the files area. Your teacher will also give instruction on what you need to do in the post section.
- Some teachers will also post video instructions or demonstrations, but this will depend on the subject.
- Teacher will be available for support through Teams throughout the day and you can either ask for help through a post or via the chat function. Teachers will then get back to you as soon as they can. In most instances this will normally be on the same day or early the next day. If you do not hear from your teacher, then please politely ask again as they may have missed your message.
- Some of the non-core subject (such as Art, Music, Technology and Computer Science) may set project work (as you would do in school) that can be completed over a number of weeks or in one block, which ever suits you best.
- Students who are not engaging in work will be contacted by school so please let us know if there are any problems so we can help put them right.

### Parents Access

Due to data protection and safeguarding issues parents are unable to login to the school Teams platform. However, we would encourage you to go through the site with your son/daughter and help them organise their workload.

If you have any technical problems, then please email IT support. [ITsupport@lhs.hereford.sch.uk](mailto:ITsupport@lhs.hereford.sch.uk)