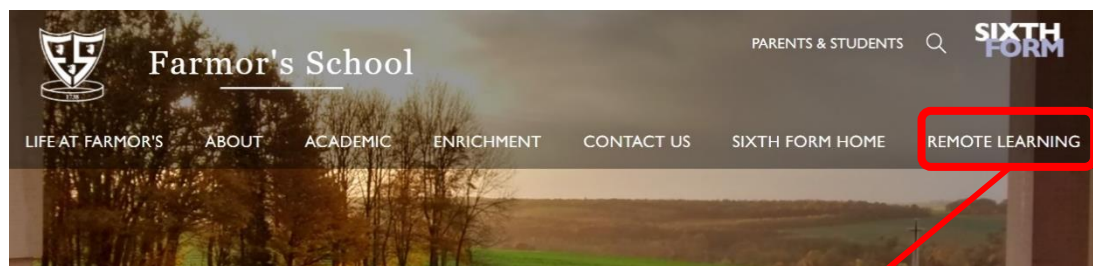


# Year 7 Remote Learning Guide

What do I do if I have to stay away from school because I am self-isolating?



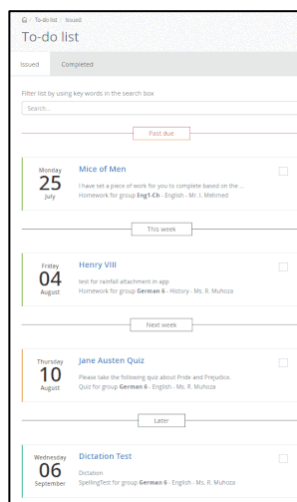
Work has been set for you on the school website, under the 'Remote Learning' tab. If you are self-isolating or are otherwise unable to attend school, please use this work to follow your normal timetable each day. Each morning a Learning Tutor will be available to support you through a ZOOM video conference call. A meeting link and password will be shared with you.

What do I do if my year group is sent home or the school is closed?

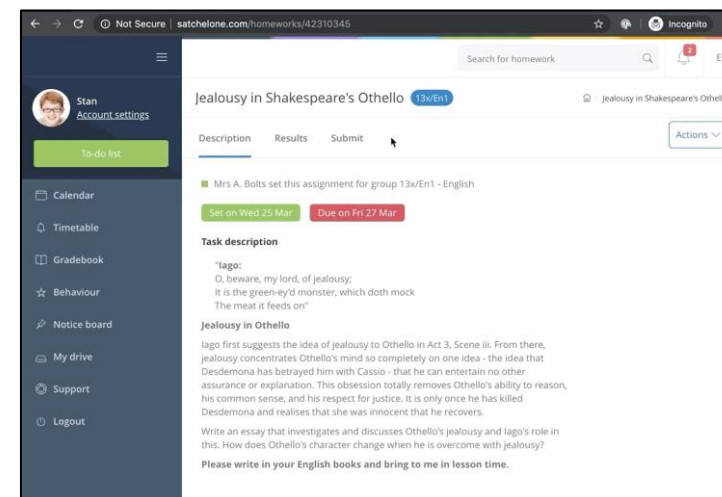
Work will be set for you using **Show My Homework** and you will have 'live' lessons scheduled weekly.

## Tip 1: Using the To-do list in Show My Homework.

- This tool will help you keep on top of your deadlines.
- Any work set by your teachers will appear on your To-do list.
- Tasks are divided between two tabs: **Issued** and **Completed**.
- From the Issued tab you can view work or mark it as complete.
- In both lists, work is ordered by week with the oldest at the top.
- You can only mark work as complete from your **own account**.
- Marking work as complete **does not** submit homework or let your teacher know that work is complete.




## Tip 2: Submitting work through Show My Homework



If you are using a laptop or a PC:

- Go to **Submit**.
- Type a message for your teacher or your full answer.
- Attach any files (documents, pictures or presentations). You can choose any files from your computer.
- Click **Submit assignment to teacher**.

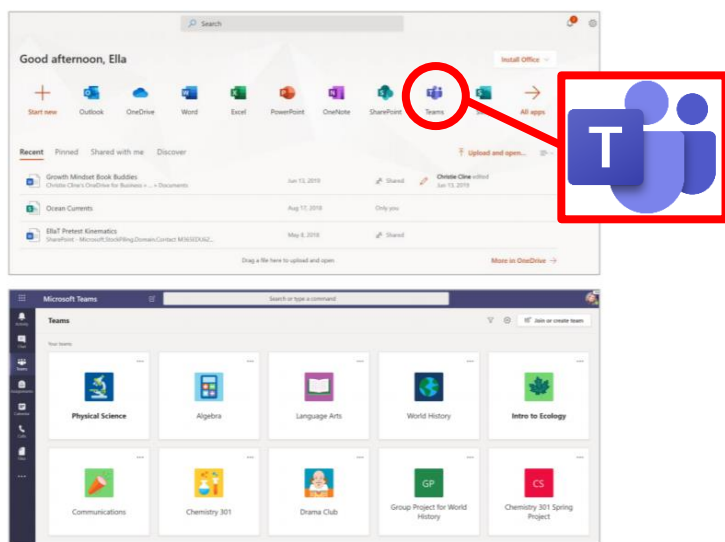
If you are using a mobile device:

- You can also upload documents from a mobile device.
- There is no "Submit" button, instead you will see a paperclip next to your comment box.
  1. Tap on the paperclip  next to the comment box.
  2. Select the location for the file.
  3. Choose the correct file.
  4. Tap **Upload**.

## Students guide to Microsoft Teams

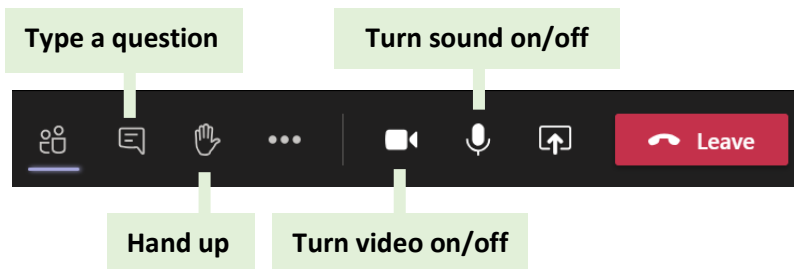
### What is Teams and how do you sign in?

1. Teachers will use **Teams** to connect with you via video.
2. Go to Office.com and sign in with your school email and password.
3. Select the **Teams** icon. You have already been set up with a Team for each of your classes.



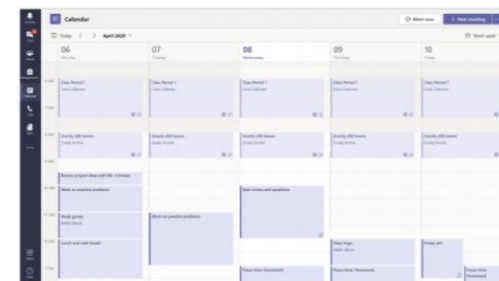
### Using the **Teams** toolbar during a live session

1. You can turn your camera on and off.
2. You can mute/unmute your microphone.
3. You can ask your teacher questions in the chat box.
4. You can 'raise your hand' to ask a question.
5. You can leave the meeting by hanging up.



### How often will I have a 'live session'?

- You can expect to have a live session **each week** for your core subjects (English, Maths and Science) and a **fortnightly** live session for each of Geography, History and Languages.
- Your other subjects will offer a live session each month.
- Over a month, you will have **28 live sessions**.



### Finding out when your live sessions are taking place.

1. Select your **calendar** in Teams.
2. You will see all scheduled live sessions in your calendar.
3. From calendar, click **Join** when it's time to start.
4. Adjust your audio and video settings, then click **Join Now**.
5. You can also join a meeting from the **General Channel** in each of your class teams.
6. A recording of the session will be placed into the **General Channel**. You can view this at any time.

### Keeping you safe, and looking after your wellbeing

#### We will:

- Plan your learning carefully and keep your timetable as familiar as we can
- Let your parents know how this all works.
- Ask parents to be around during remote lessons (if they can)
- Plan screen-based and non screen-based activities

#### work set

- Be clear about how you will receive feedback.
- Set a 'classroom standard' of behaviour during these lessons.
- Let you know how you can interact during the lessons.
- Give you the choice if you have your camera/microphone turned on/off.
- Record the sessions, so that you can play them back.
- Raise concerns about your welfare with Ms Sturla (Designated Safeguarding Lead).

#### You need to:

- Find a good space to access the lesson e.g. living room.
- Engage with the learning set.
- Follow any instructions given to you by your teacher.
- Dress as you would for a non-school uniform day.
- Raise any concerns about the remote learning process with your tutor.