

Stratford School - Remote Learning

What is changing?

Government guidelines have now made it clearer that schools will open with a staggered start in January 2021. As a result, we will move to a system of home learning using Microsoft Teams for lessons and tasks until you are invited back into school in person.

The use of Microsoft Teams applies to all students who are accessing learning from home.

How will home learning work?

- ✓ All lessons and tutor time will take place at the normal times on your timetable – just on Teams.
- ✓ You are expected to attend all lessons and tutor time – just like in school
- ✓ Your teacher will set teach you by a mixture of explanations and tasks – just like in school
- ✓ We will be able to assess your learning using quizzes and assignments
- ✓ You will be able to ask your teachers questions,
- ✓ We will be able to provide feedback for some of your work,

We're here to help

As always, we are here to help if you encounter difficulties.

- If you cannot access <http://portal.office.com>, please email helpdesk@stratfordschool.co.uk
- If you have forgotten your password, please email helpdesk@stratfordschool.co.uk including your name, year group, tutor group and user ID (if you know it) in your message
- If you encounter a problem with a particular class Team, please email your normal subject teacher from your school email account
- For anything else, please email your Tutor from your school email account

How do I keep myself and everyone else safe while using Teams?

As with personal conduct when in school there are some very basic and sensible expectations that must be adhered to in order to keep everyone safe.

- In online lessons, as in school, all behaviour should be appropriate and should not disrupt the learning of other students.
- All communication on Teams posts or chat messages should also be appropriate, usual expectations of kindness are expected.
- Sharing pictures of your work or things you have been doing is fine as long as it is on Teams and it is the sort of activity you would chat to your teacher or class mates about if we were in school.
- Your teachers and tutors will likely conduct at least part of lessons with their camera on. Whilst they would love to see you it is not necessary to have the camera on if it makes you feel uncomfortable.
- Should you decide to have the camera on please ensure the clothes that you are wearing are suitable for a discussion with a teacher - No PJs / offensive logos or revealing clothing please
- Any discussions that take place with the camera on must be in a communal living area not a bedroom. Please be aware of what is visible in the background, you may not want to give staff and students a view of your living room with family photos around.
- Keep your language and focus as it would be on any good or excellent lesson in school. Generally, anything that would not be accepted in a lesson will not be appropriate on Teams. Teachers can and will 'mute' you off if they need to.
- Finally, please remember that this is a work-related platform, use other social media sites for social interaction with friends and keep this school focused.

How do I login to Teams?

Using Microsoft Teams is free and you can access it via the Microsoft Office website.

- Go to <http://portal.office.com>
- **Sign in** with your school email address and usual school password

Remember your school email address is your usual school login followed by @students.stratfordschool.co.uk

For example if a student has a school user id of 16jbloggs then their email address is 16jbloggs@students.stratfordschool.co.uk



If you are using a phone or tablet for home learning, you can download the free Teams App and access most of the same functions as the website version.

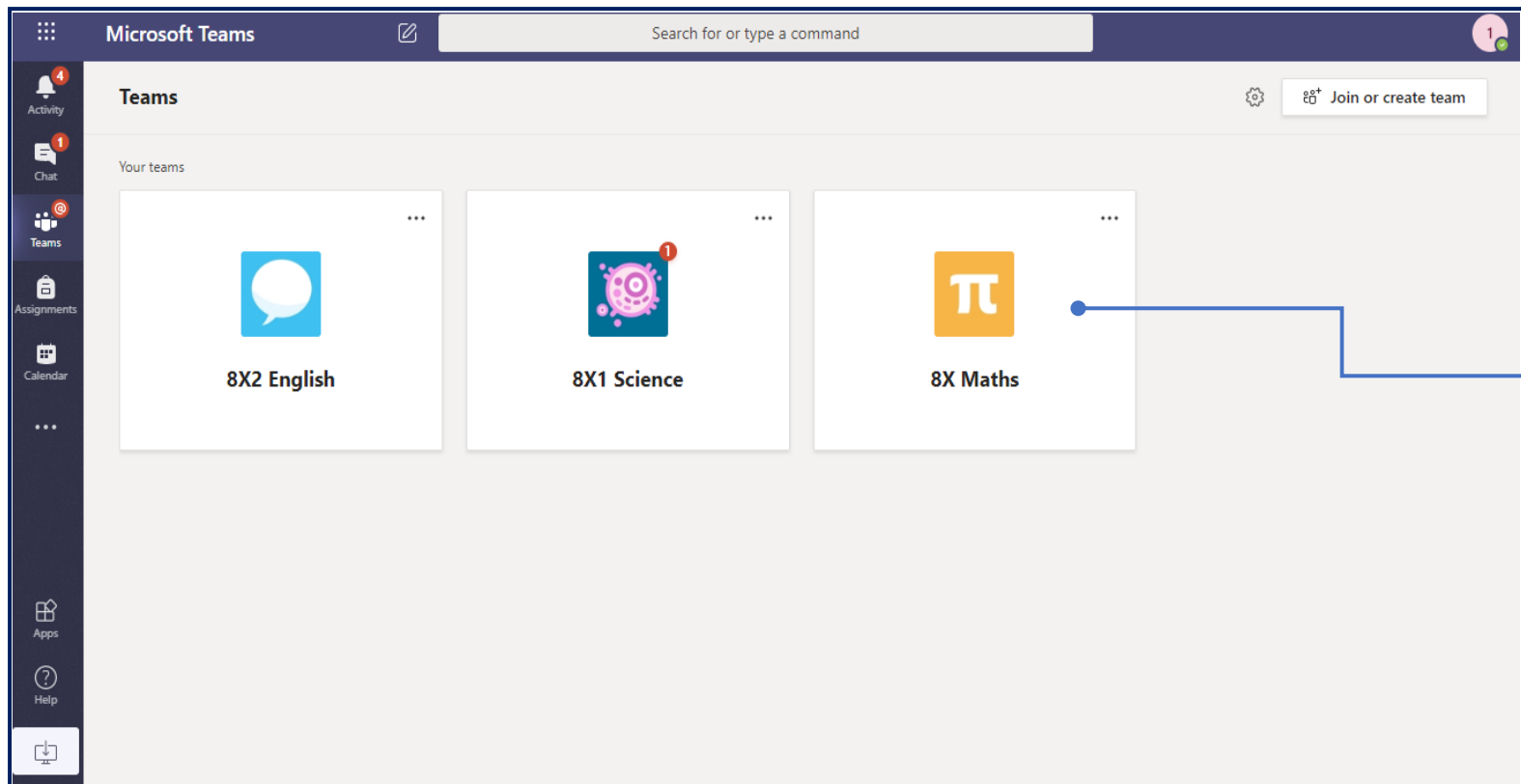
Again, **sign in** using your school email address and password.



Getting started with Teams

When you log in, you'll see the class Teams your teachers have set up where they can:

- Communicate with students through 'posts' or 'chat'
- Set work for students to complete using 'assignments'
- Give feedback on student's work



Click on a class Team to open it

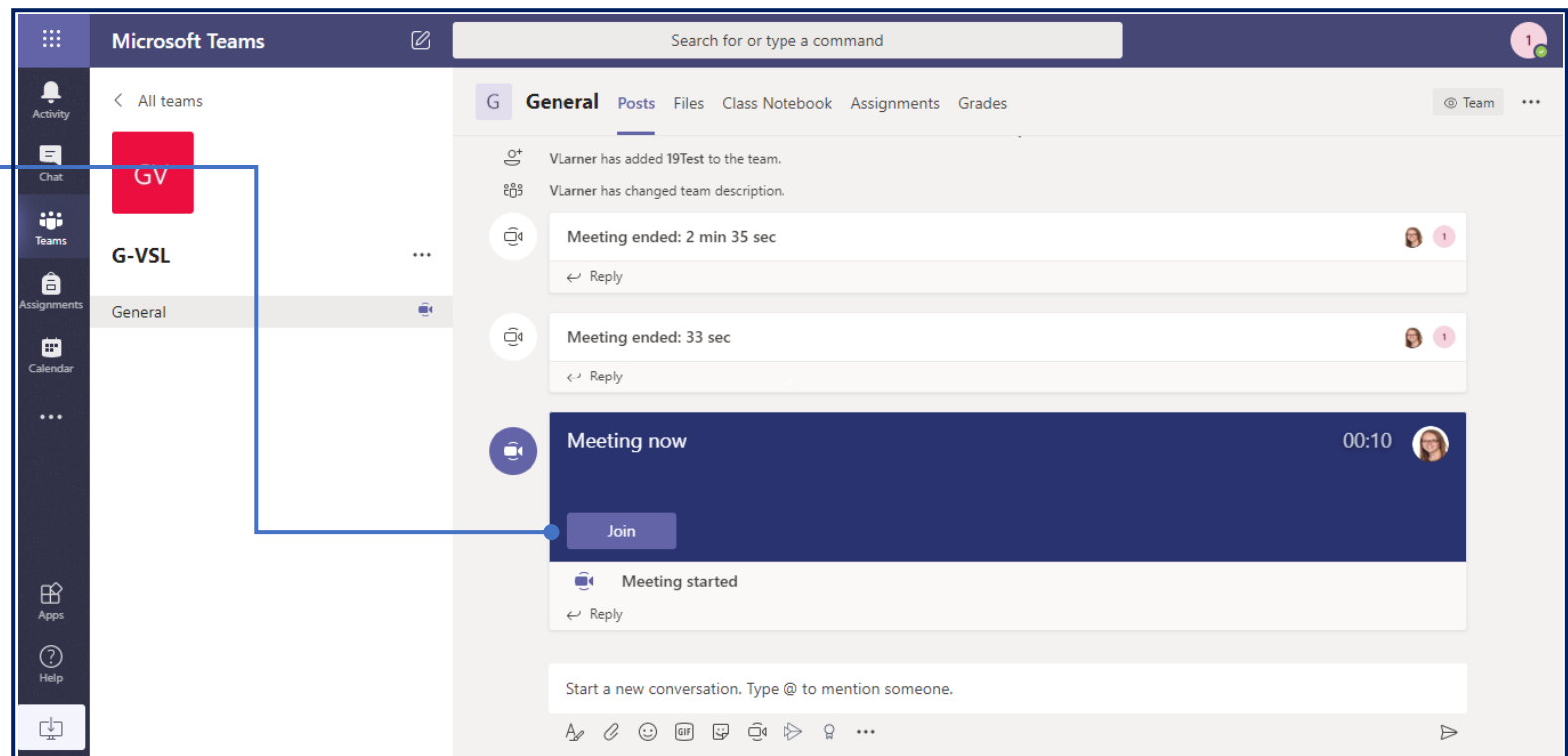
How do I use Teams for my Home Learning – Live Lessons and Tutor Time

Remember, in live lessons please behave as you would in lessons. If you are using the video function, please wear appropriate clothing. Also, be aware of your background – there should be no personal items in view. We will investigate any inappropriate behaviour in the usual way we would in school.

Your lessons will take place at the normal timetabled time. Be ready to join your lesson on time.

In the case of your teacher not being available for a live lesson, they will leave instructions for what they would like you to do on the main post page for your class.

Open your class team and click join once your teacher starts your lesson or form time



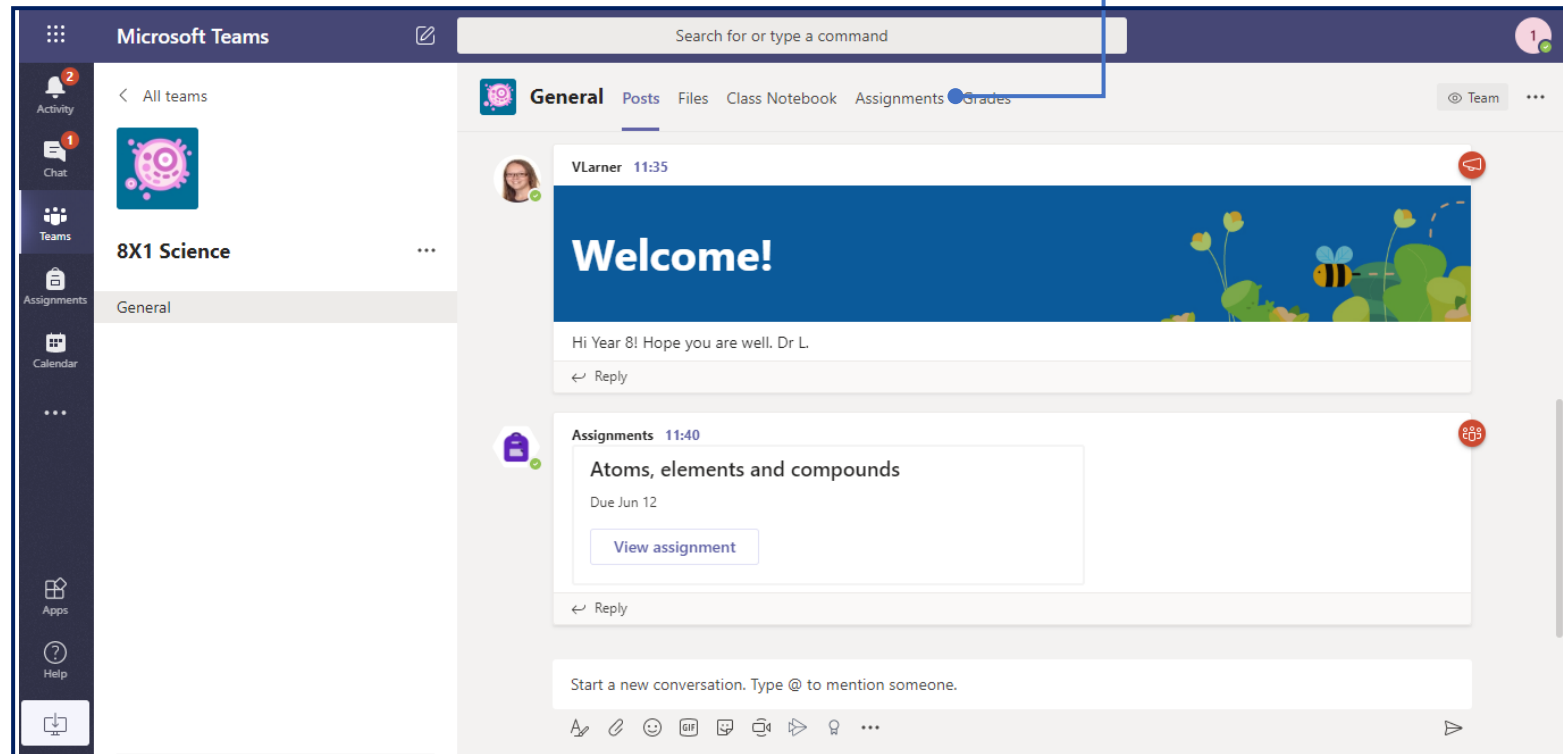
How do I use Teams for my Home Learning – Assignments

Teachers may set work as 'assignments'

Click on the assignment to see:

- instructions for your tasks
- Links to resources (videos, power points, files etc.) you need for your work
- date and time when your work is due to be handed in
- link for you to attach your work to send to your teacher (they will tell you what format to use)

Click on Assignments to see your tasks



When your work is due to be handed in in

The screenshot shows the Microsoft Teams interface. At the top, there is a search bar and navigation tabs for 'Posts', 'Files', 'Class Notebook', 'Assignments', and 'Grades'. The 'Assignments' tab is active, displaying an assignment titled 'Atoms, elements and compounds' due on '12 June 2020 23:59'. The assignment includes instructions to watch a narrated power point and answer questions, and a reference material 'Atoms, elements and compounds - 3 mini lessons.ppt'. Below the assignment, there is a 'My work' section with an 'Add work' button. A 'Hand in' button is located in the top right corner of the assignment view.

When you are finished, hand in your work here

What you have to do – may include links to websites to visit

Resources for your tasks – these may be videos, PowerPoints, documents, quizzes etc.

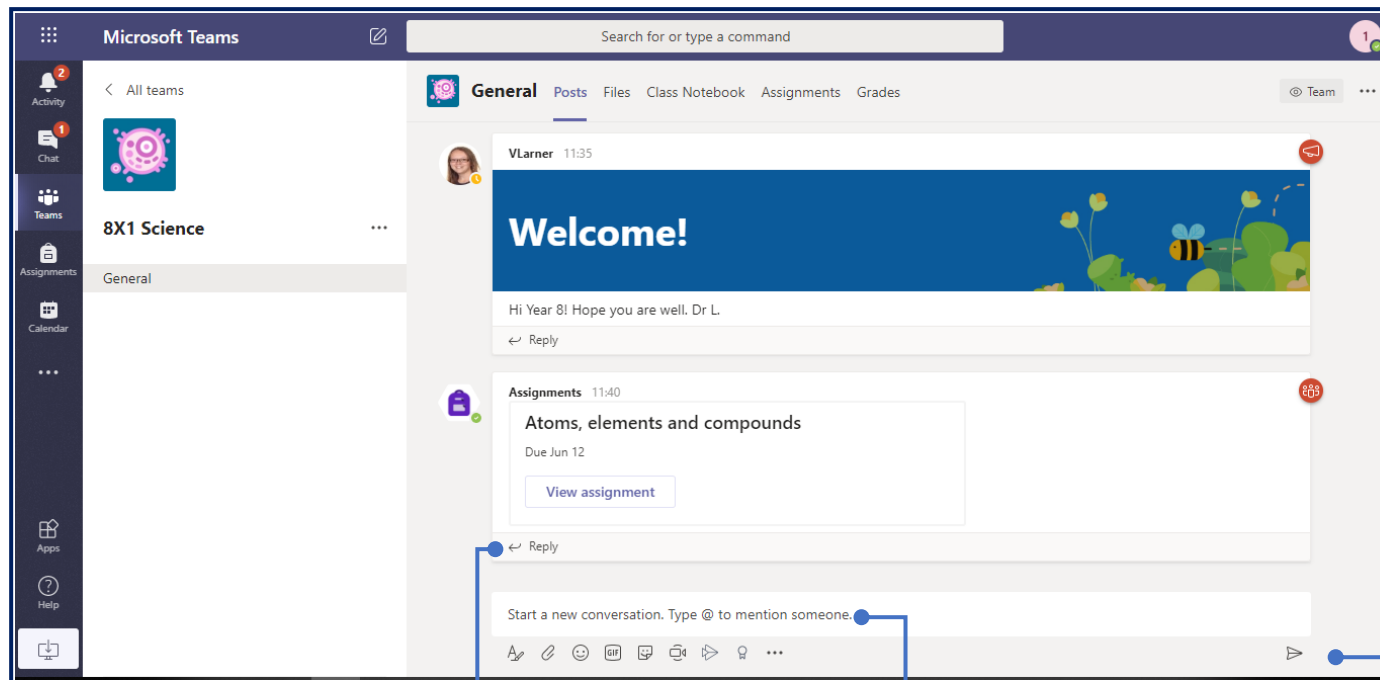
Click to add work – you can upload files and photos of your work from your laptop or device, or you can open a new document to type in (click 'edit document' to start typing)

How can contact my teacher or get help with my work?

Remember, anything you post on Teams should follow usual classroom expectations – be kind and use appropriate language. We will investigate any inappropriate comments in the usual way we would in school.

There are two ways of communicating with your teacher:

- a message on 'posts' – this is a bit like Facebook and can be seen by all members of your class
- a 'chat' message - can only be seen by people in that chat.



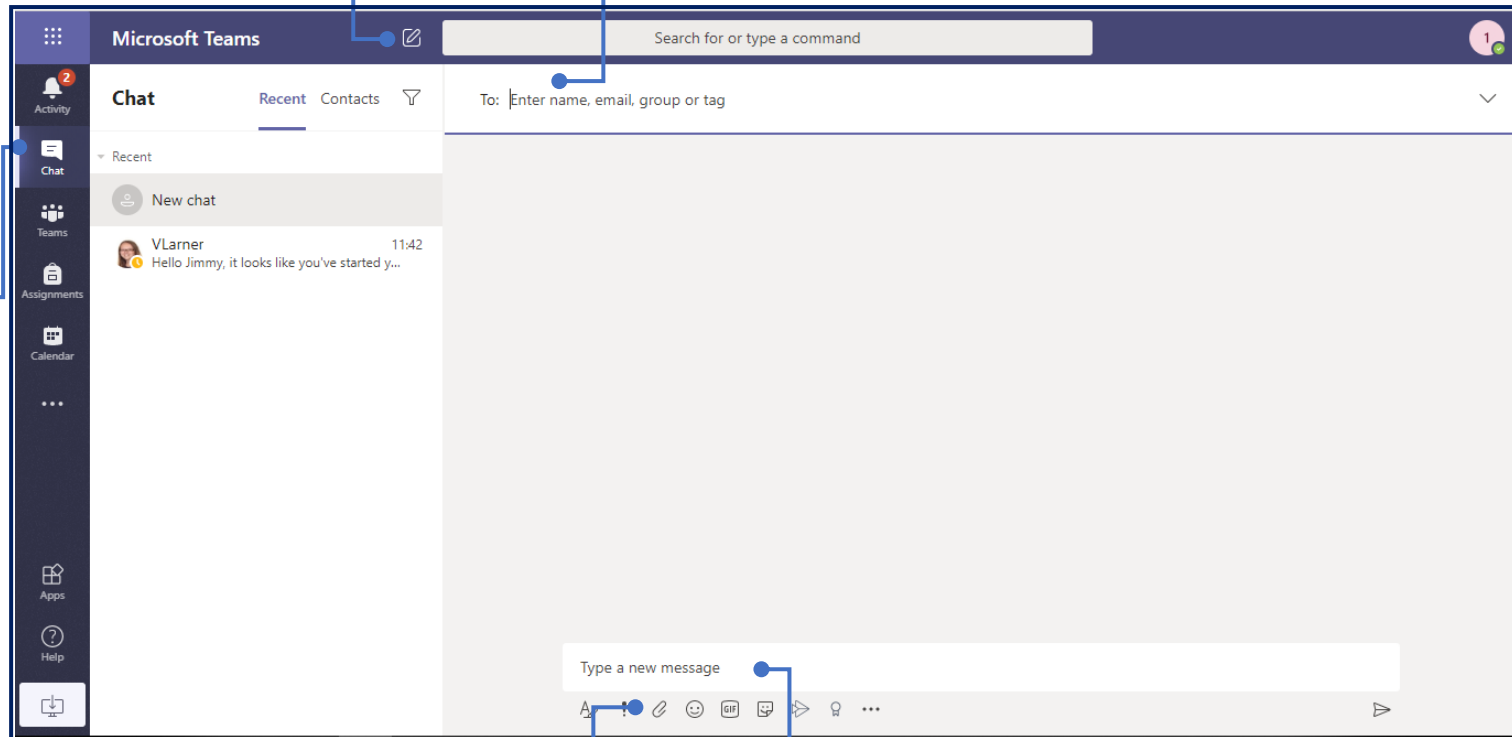
On the main class Team page you can start a new conversation or reply to a thread

Click the arrow to post you message

2. Click the pencil icon to start a new chat message

3. Start typing the name of the person you want to message to find them in the list

1. Click chat to open the private messaging window



4. If you want to send something to show your teacher, you can attach a file by clicking the paperclip here

5. Type you message here and click the arrow when you are finished.