



Watling Academy Remote Learning Guidelines for Students and Parents **2020/2021**

1. Students who are self-isolating

This part of the guide is designed for students who are self-isolating, but well enough to complete schoolwork. Students who have been absent for other reasons (sickness, appointment, bereavement etc) can also use the resources to catch up on work missed.

Accessing the resources



- In order to access the Remote Learning material, students need to log on to Microsoft Teams.
- On Microsoft Teams, Remote Learning work can be found in the following folder, under their class name:
 - General
 - Files
 - Class Materials
 - Remote Learning
- Students then need to click on the relevant subject and the relevant week. For example, if you need to access Spanish work on Tuesday 3rd November you would click on the following folders:
 - Spanish
 - 20201102 - The date on the folder is written in reverse order Year/Month/Day. This is the folder for all lessons during week beginning Monday 2nd November.

Completing and Submitting the Work

- Ideally, we would like students to follow their normal timetable from home, as sticking to a routine is important for their mental wellbeing. However, we recognise that this will not always be possible, which is why we are providing work in weekly blocks.
- Work should ideally be completed on a computer so that it can be emailed to your teacher for feedback. Please read the guidance below before emailing any work to your teacher.
- Students are expected to submit every piece of work they do. Work should be submitted to class teachers after it has been completed
- Students must submit work using their school email account. Students **must not** use their personal email accounts to communicate with teachers.
- When emailing teachers please put the name folder for that week's work in the subject line along with the subject. For example, 20201102. Remember, the date on



the folder is written in reverse order Year/Month/Day. This is the folder for all lessons during week beginning Monday 2nd November.

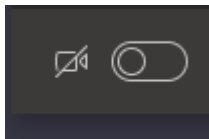
 Send	To	 RSCOTT;
	Cc	
Subject		20201102 Spanish

- If students have any queries about their work, they should email their teachers, again using their school email accounts.
- Teachers will endeavour to respond to all emails within two working days.
- Teachers may contact students or their parents who have consistently failed to submit any work that is due for marking and feedback to check that they are OK and have understood the assessment that has been set.

2. Partial or Full School Closure

- In the event of a partial or full school closure, it is our hope that students will be able to participate in live lessons, following their normal school timetable. Live lessons are expected to be a minimum of 25 minutes from a typical double lesson.
- In order to access the live lessons, students need to log onto Microsoft Teams.
- On Microsoft Teams, the live lesson can be found in the following folder, under their class name:

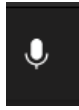
- General
- Click on the subject tab on the left-hand side of the screen. The lesson date and time will be labelled clearly.
- Before joining, students must ensure that **cameras are turned off**, as the lessons will be recorded. You should see the following symbol when the camera is turned off.



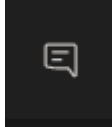
- Click 'join'
- We recommend that students mute their microphone unless they wish to communicate with the teacher. When the microphone is muted, the symbol should appear as follows



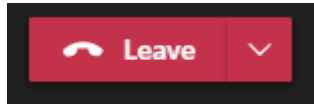
- Students may use audio in order to communicate. The following symbol shows that the microphone is active. Students should use the 'raise hand' function to indicate that they have a question.



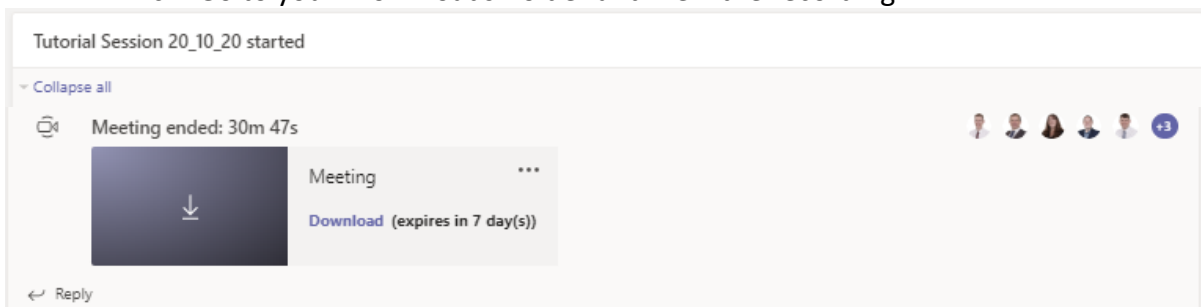
- Students must **not** use the general chat facility within Teams to communicate. However, they **can** use the chat function **within the meeting** itself in order to communicate.



- Teachers will be following the behaviour policy. So, students should make sure they conduct themselves appropriately.
- At the end of the live lesson, students should click leave



- Following the live lesson, it is our hope that teachers are available to answer questions for the remainder of the double lesson. Communicating with teachers during this part of the lesson can be done using your school email account.
- However, please remember that teachers are at home with their own families and will not always be able to respond immediately.
- If students are unable to attend the live lesson, the lesson will be recorded so that it can be accessed later. Students will simply need to go to the same folder and click on the recording. For example, if students need access to the day's tutorial assembly, they should go to:
 - The 'General' channel
 - Find the recording labelled 'Tutorial Session 20_10_20'
 - Click download
 - Go to your 'Downloads' folder and view the recording.




Completing and submitting work

- Work should ideally be completed on a computer so that it can be emailed to your teacher for feedback. Please read the guidance below before emailing any work to your teacher.
- Students are expected to submit every piece of work they do at the end of each lesson.



- Students must submit work using their school email account. Students **must not** use their personal email accounts to communicate with teachers.
- When emailing teachers please put the name folder for that week's work in the subject line along with the subject. For example, 20201102. Remember, the date on the folder is written in reverse order Year/Month/Day. This is the folder for all lessons during week beginning Monday 2nd November.

 Send	To	RSCOTT;
	Cc	
Subject		20201102 Spanish

- If students have any queries about their work, they should email their teachers, again using their school email accounts during or after the lesson.
- Teachers will endeavour to respond to all emails within two working days.
- Teachers may contact students or their parents who have consistently failed to submit any work that is due for marking and feedback to check that they are OK and have understood the assessment that has been set.

Finally, we recognise that, for a variety of reasons, students may engage with the remote learning resources at different times and at a varying pace. All we ask is that they do their best.

Please be clear that this arrangement is not home-schooling. Nor will it ever replace regular full-time school. We know that students, teachers, and parents may find the remote learning arrangement difficult for any number of reasons - all we can all do is our best and continue to work together.