

Remote Learning Guidance for Students – January 2022

To enable continued delivery of the curriculum with minimal disruption in the event of school closure, learning will be supported as follows.

Make sure you login in at 8:20am each morning of remote learning and check each of your class Teams. Class teachers will have posted a message stating whether your attendance is required in a live video lesson meeting at the usual timetabled lesson time.

You should expect a mix of 'live' lessons, recorded lessons (internal and external) and independent practice, which your teacher will determine according to the content being taught.

Your teachers will check in with you at the timetabled time for your normal lessons to support your learning in one of three ways:

1. Through live-streaming a lesson with video or audio.
2. Through live delivery of a Word/Powerpoint lesson accompanied by audio or discussion posts.
3. Through live chat discussion posts accompanying you through previously uploaded tasks.

Team discussions will be moderated by your teachers on a lesson by lesson basis to give instructions, to re-direct discussion, to answer questions or to give whole class feedback. You are encouraged via this method to answer each other's questions, to support stretch and challenge and to give constructive feedback on each other's ideas.

Remember to be kind and polite in your online posts. Avoid using '@' (unless it is absolutely necessary) to prevent notifications disturbing others.

Access Instructions

<https://teams.microsoft.com/> or download it to your desktop using <https://teams.microsoft.com/downloads>

Choose the relevant 'Team' (your class)

Click 'Files' to review resources

Click 'Assignments' to view Tasks/Tests

Click 'Posts' to view online messages about your work and engage in discussion.

Participating in live-streaming lessons with video or audio

You will be invited to 'Join the Meeting' (a 'meeting' is a live lesson). Click join and turn off your microphone and camera.

- Audio: **turn off your microphones** (prevents echo).
- Video: **turn off your microphones** and webcam (unless explicitly told otherwise by your teacher).

Any attempt to talk over / change the display / disrupt the lesson in any way will be noted and sanctioned upon return to school. We expect the highest of standards of behaviour from you, as we would in class. Under no circumstances should anyone other than the teacher attempt to begin a video or voice call.

Participating in live Powerpoint lessons accompanied by audio or discussion posts

You will be invited to 'Join the Meeting' (a 'meeting' is a live lesson). Click join and turn off your microphone and camera.

Any attempt to talk over / change the display / disrupt the lesson in any way will be noted and sanctioned upon return to school. We expect the highest of standards of behaviour from you, as we would in class. Under no circumstances should anyone other than the teacher attempt to begin a video or voice call.

Participating in live chat discussion posts accompanying students through previously uploaded tasks

Click the 'Posts' tab on a Team discussion board to access this. All discussion must be subject-related.

Team discussions will be moderated regularly by your teacher to give instructions, to re-direct discussion, to answer questions or to give whole class feedback. However it is also expected that you are able to learn independently and you are encouraged to post answers to each other's questions, to support one another and to give constructive feedback on each other's ideas.

You may use Teams to consult your peers about work, ask for clarification and support and stretch each other's learning. You should use the following Emoji Code for demonstrating Feedback on 'Posts' and to identify your understanding when staff have given an instruction/explanation on a 'Post'.

-  Thumbs up = I've got it
-  Sad Face = I don't understand
-  Cool Face = I'm ready to help explain this to others

Or you should reply with a question if you need clarification.

Online Behaviour

Staff will be regularly moderating your Teams and you are expected to behave responsibly online at all times.

You must only use Teams for subject related discussions.

Inappropriate behaviour will be recorded and will result in sanctions once School reconvenes.

Frequently Asked Questions

How will school know if I'm doing any work?

The Attendance Officer is able to monitor student engagement online and will contact students and parents directly if patterns emerge. Furthermore, your teachers will expect evidence of work, as they do in class.

What if I have technical issues?

All technical issues should be redirected to onlinelearning@reading-school.co.uk where Mr Sellwood and Mr Bridges will help. Teaching staff will not provide IT advice.

How will teachers set work for practical subjects?

You should access your teams to check what work has been set and complete it as instructed.

Will I have to print work from home?

Work should be completed as you would usually do so for homework. This is likely to be in exercise books or folders.

What if I have a question about the work set?

In the first instance you should discuss with your class mates to find a solution. If this does not work, then you should contact your class teacher.

What if I have worries or concerns about the well-being of myself or one of my friends?

Please contact your Head of House/Head of Year/Student Support team (studentsupport@reading-school.co.uk)