



Remote Online Learning Guide



In the event of a National/Local Lockdown or the need to isolate during the Covid19 pandemic, you may need to work from home and access our Remote Online Learning. We do this via Microsoft TEAMS and you all now have access to your username and password to access this service. Try to see this as a normal school day so that learning takes place in the same way it would in the classroom wherever possible.

We politely request that you follow the following guidelines:-

Preparation for online learning

'Treat an online learning day like a normal school day...'

- **Be dressed in suitable clothing just as you would for school** (i.e. not still in nightwear). Uniform is not an essential but if this helps you to focus, then feel free.
- **Choose a quiet space to work, where distractions can be avoided.** We understand this may be difficult in some circumstances but wherever possible work away from others. Try using your headphones to listen to lessons.
- **Find a suitable space to work.** Just as you would in class, you will need a flat surface such as desk, table, tray or even the floor to write on. Your bed is not a suitable learning space.
- Eat before lessons begin, as **no food should be consumed during meetings.** A break will be given for the opportunity to eat a snack as we do in school. Essential toilet breaks can be taken quickly during lessons.

Taking part in online learning

- Use the username and password given to you by school, to login to Microsoft TEAMS.
- **Log on at the specified times only.** Be patient, as teachers will have some children in class too.
- Remember to **mute at all times** unless asked to unmute by the teacher in charge of the meeting.
- **Use the virtual hands up button** to get your teachers attention.
- **Chat function on TEAMS need to be used sensibly** to ask questions of the teacher. ClassDojo can also be used to contact your class teacher.
- If your internet service seems slow/glitches, switch off the camera function, as this will improve the service.
- Your teacher may ask you to access other technology (e.g. mobile phones) for the purpose of the lesson but please only use as directed.
Mobile phones should not be used for social interaction during lessons.

