

# Microsoft Teams Lessons: Remote Learning January 2021.

## Protocols for pupils and parents/carers.



We realise that working remotely can be challenging. Therefore, to enhance the remote work package our teachers have designed, we will also be teaching lessons via MS Teams to Years 10, 11, 12 and 13 from Wednesday 6<sup>th</sup> January, whilst years 7-9 work remotely.

From Monday 11<sup>th</sup> January **all** pupils will have MS Teams lessons with their usual teachers. The protocols below will help and guide you, as well as ensure you are clear on our expectations for pupils.

You will need to follow your usual timetable for the day, except there will be no morning form time session. Lessons will start at Period 1 9.10am. You do not need to wear school uniform.

The MS Teams lessons will not always last a full hour- we realise that working at home may require more flexibility. Your teachers will inform you at the start of the lesson, approximately how long you will be on the call, and of what work you will need to submit that day.

All pupils should follow their normal timetable and be signed into MS Teams ready to receive their call, or by checking their calendar, they can 'join' their call at the right time.

The link for downloading MS Teams is: <https://teams.microsoft.com/uswe-01/downloads> and is available to download on apple and android devices. MS Teams is free to download. A computer/tablet or mobile phone device will work with MS Teams.

- Staff will complete a register of who has attended the Teams lesson, so follow-up contact can be made for those who do not engage.
- If you have any issues regarding access to a computer or mobile device, or internet access, please inform Mr Ali by email at [w.ali@decschool.co.uk](mailto:w.ali@decschool.co.uk) so we can support you further.

### The Teams lesson:

- The focus of the Teams lesson is to have daily contact with the pupils, to ensure instructions for the work and tasks are clear, to explain any important and/or challenging concepts, to ensure pupils are clear on the work that needs to be completed and submitted.
- All pupils will need to be on mute and their cameras must be off.
- Teachers will show pupils how they can use the chat function to ask questions and inform pupils of the need to be sensible and respectful in line with school's normal expectations.
- If behaviour issues do occur- pupils will be removed from the call and we will follow up appropriately with parents.
- The Teams lessons will not necessarily last the full hour- once explanations, models and scaffolds have been delivered, opportunities for questions have been given to pupils to check for understanding, and again to check clarity on tasks and submission, teachers may direct pupils to work independently, showing them where the work is on the website to ensure clarity.
- Teachers can choose to end the call, and answer questions via the support email, or they can keep the call live and answer questions via the chat. The teacher will ensure that pupils have been effectively taught, the new knowledge/ skills and all are clear. In light of this, the call will last for a minimum of 20 minutes, but may last the full hour.

Pupils will be expected to upload work to MS Teams/ email/ or complete work via a remote platform such as Seneca/ Mathswatch. There are guides available via the school website. Teachers will remind them of how, and which type of submission is required each lesson.

If you do encounter IT issues regarding accessing the work, or getting MS Teams to work on your devices, please inform us at [ITsupport@decschool.co.uk](mailto:ITsupport@decschool.co.uk), and continue to follow the remote learning programme, via the school website, until the issues are resolved.