

KLB Remote Learning Guide for Pupils and Parents

Your child's class/year group is now quarantining. Below is guidance on how their remote learning will take place.

Remote learning

- **Pupils should follow their normal timetable whilst at home.**
- **Teachers will post classwork on Satchel One by 8.15 each morning, along with the exact time of their Teams meeting.** These meetings will take place in their timetabled lesson, but will not usually last for the full lesson. They should also receive a link to their Teams meetings via their school email address.
- **Completed work should be submitted via Satchel One**, not via the school email. Feedback from the teacher will be given via Satchel One and/or in the Teams meeting.
- Pupils who find the work difficult should use the 'comment' facility for each assignment on Satchel One, or ask their teacher for help in the Teams meeting.

Microsoft Teams meetings

- Pupils / parents may need to download the app for Microsoft Teams on to a phone or desktop, or pupils may join the meeting through the web browser (e.g. via google: <https://www.microsoft.com/en-gb/microsoft-365/microsoft-teams/group-chat-software>). If asked to sign in to Teams via a web browser, pupils should use their KLB email address and KLB password. The letters klb may be needed at the start of the password when it is typed in. Troubleshooting: Joining a Teams meeting: <https://support.microsoft.com/en-us/office/join-a-meeting-in-teams-1613bb53-f3fa-431e-85a9-d6a91e3468c9>
- Pupils have been shown a recorded PowerPoint in their tutor group about Microsoft Teams. This covers; access, what the live meetings will look like and expectations in meetings. The link to view this again is: <https://web.microsoftstream.com/video/a6c76555-1a7e-48d3-9b7d-0cf3eafdd57b>
- **Pupils must carefully note the meeting's start time.** 'Teams meeting' times will vary slightly from lesson times e.g. by 10 or 15 minutes. This is to enable teachers to move between classrooms.
- **A link to the recording of the meeting will be posted in a 'Satchel One' assignment.** This will appear after the session and can also be found in each Team's 'live feed'.

Expectations in Teams Meetings

- **The same rules apply as in the classroom.** Please try to be on time: if you are early, you may have to wait in the lobby. If you are late, the teacher will have to stop to admit you into the meeting.
- **Pupils must:** mute their microphones and turn their cameras off.
- **Pupils must not:** Set up their own meetings or use the chat bar function (unless told to by their teacher)
- Please ensure, where possible, that there are no distractions (such as siblings, pets, TV, other devices) Pupil backgrounds should be neutral.
- **Pupils should sit at a desk or table;** not lounge on a bed or sofa and should have all relevant books and equipment (e.g. calculator).
- Do not make references to any location e.g. "the noise outside is the Charfield road opposite the garage where I live".
- Pupils will be asked to turn off / on their cameras and microphones during the meeting according to the task. Teachers will welcome the chance to verify who is in the room by asking pupils to show their faces, but the teacher may also ask for cameras to be turned off when they are talking.
- **Pupils can 'put up their hand' virtually** (see the toolbar on the screen) or use the 'chat' if the teacher has enabled it, to ask questions. The teacher may also allow microphones to be on at key points in the session to check understanding and enable questions.
- Parents should not take part in the meeting.

Poor behavior, including any that contravenes our other policies, such as behavior, safeguarding and e-safety, may result in the teacher removing a pupil from the meeting. There may also be further follow up which could include a pupil being removed from Teams. If such measures are necessary, online meetings will be replaced with hard copy packs of work only.