

Remote Learning on MS Teams – Student and Parent Guidance

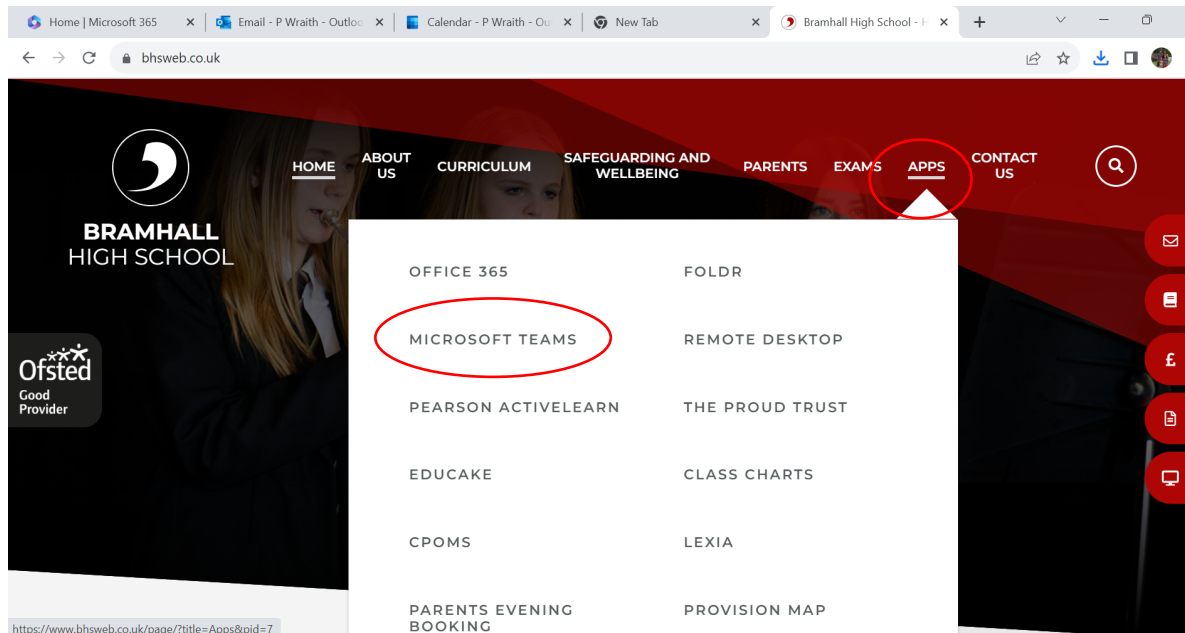
Due to the partial school closure because of RAAC we are now moving to Microsoft Teams for any students completing remote lessons. This will begin on Monday 27th November. Microsoft Teams is an online meeting platform which will allow teachers to complete a formal register, for students to be able to participate in Q&A and it provides the opportunity to receive immediate feedback. Teams can be accessed online on the school website under apps, or you can download the app on most electronic devices. We appreciate this will be the first time many students will have ever used Teams so please read this guidance carefully with them. An MS Stream video is also available to demo how to access the lessons. Students will need access to a device with sound available. Should you encounter any issues please contact ITsupport@bramhallhigh.stockport.sch.uk in the first instance.

Expectations

- 1) Students follow their normal daily timetable. When they login into Teams using their **normal school login information**, they will access the calendar tab on the left-hand side and this will show the available meetings for that day. Staff will ensure these are available 24 hours in advance. If a member of staff is absent, then the meeting for that lesson will not be present and instead work will be provided on Class Charts.
- 2) Students should have their camera and microphone switched off. Sessions are recorded and therefore we ask that at all times students leave their cameras off. A member of staff may ask a student to switch their mic on to answer a question, however this can often just be done via a typed response in the chat section. Staff can force microphones and cameras off as they have admin rights to the meeting.
- 3) Students should follow normal behaviour expectations. Any issues will be dealt with using the normal Bramhall Way behaviour system. Should an individual be disruptive then they may be removed from the Teams session and a follow up call to parents will be made. Please note sessions are recorded as part of the evidence.
- 4) It is the student's responsibility to be punctual to the Teams session. They do not have to move between lessons and should be waiting in the lobby from the start of the session. Please be aware though, that as staff may have been teaching face-to-face the previous session, they then may have to move to another part of the school to find an available space to start the Teams lesson which could cause a slight delay. Students should continue to wait until the class begins. If students are late this punctuality will be recorded in the normal way and further follow up action may be required.
- 5) Students should be available for form time at 8.30 am. Form time is an opportunity to check on student wellbeing and any general concerns they have. Normally cameras are off in Teams lessons, but in this instance, students will be admitted to the session one at a time with cameras on. This allows for a more personal, short meeting and for staff to perform basic safeguarding checks. There is no expectation for students to wear school uniform, but we do ask that they are dressed appropriately ready for the day's learning. Form time Teams meetings will commence on **Tuesday 28th November**.
- 6) Each Teams session will last for 30 minutes. The expectation is that staff will deliver new curriculum content and also set work on Class Charts for the students to independently complete. Although the member of staff may have completed their presentation, the session will remain open for the first 30 minutes for students to ask questions. Students can ask questions by either using the chat function or the raise hand icon.
- 7) Students should have the usual equipment to hand for each session e.g. a pen and some paper.

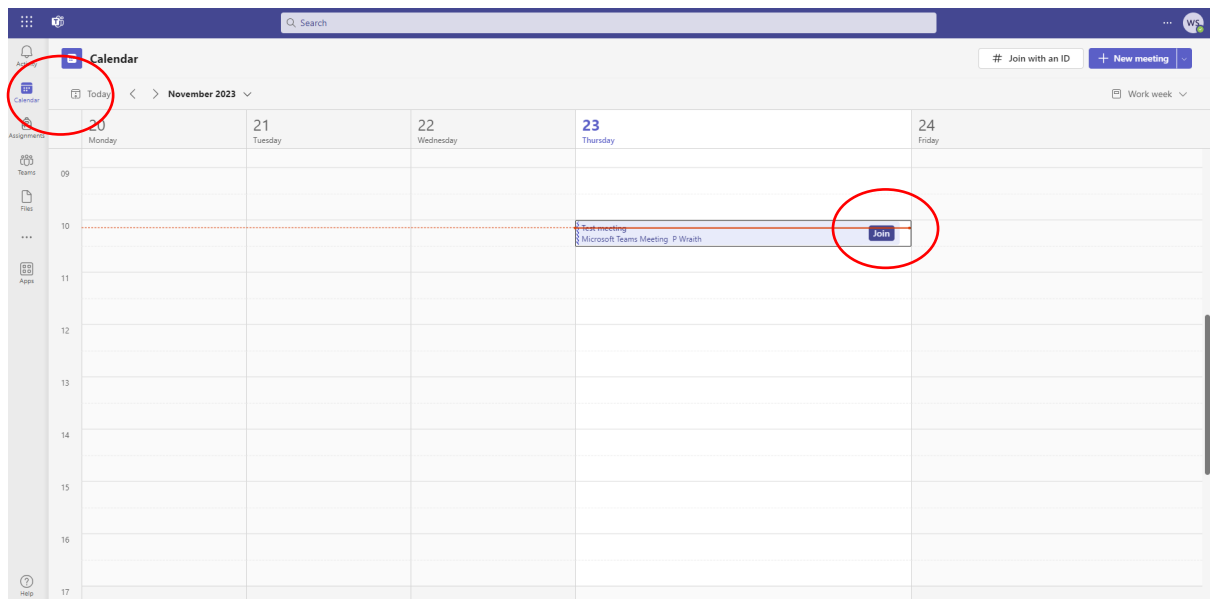
Student Guide:

Accessing Teams:



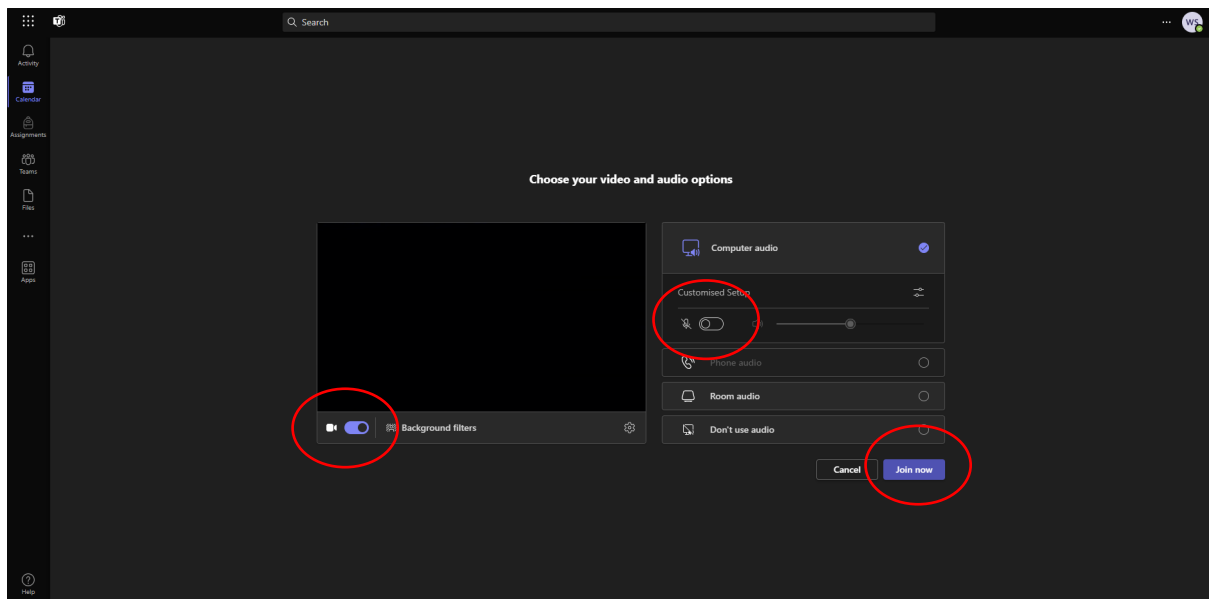
Microsoft Teams can be downloaded in the app store of your device or alternatively the online version can be accessed on the homepage of the school website as shown above.

Joining Lessons:

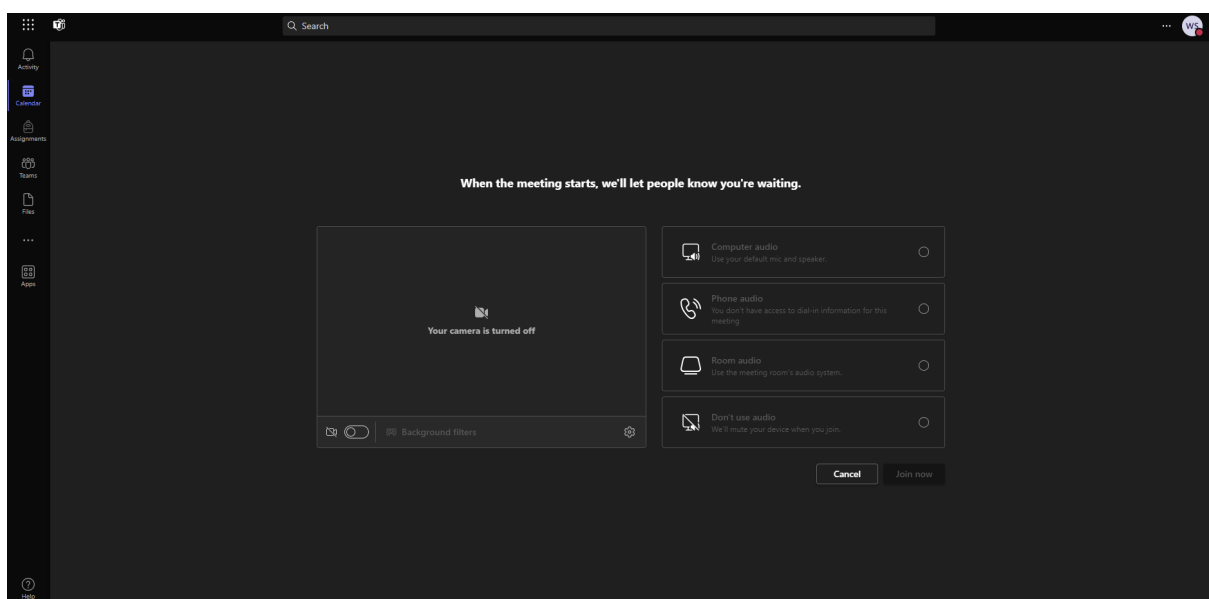


When the student has logged onto Teams using their normal school account, they should select the calendar tab on the left-hand side. This will then show all the available lessons for that day. Students should follow their normal school timetable. If a lesson is missing, please check Class Charts as the member of staff will be absent.

Joining a remote lesson:

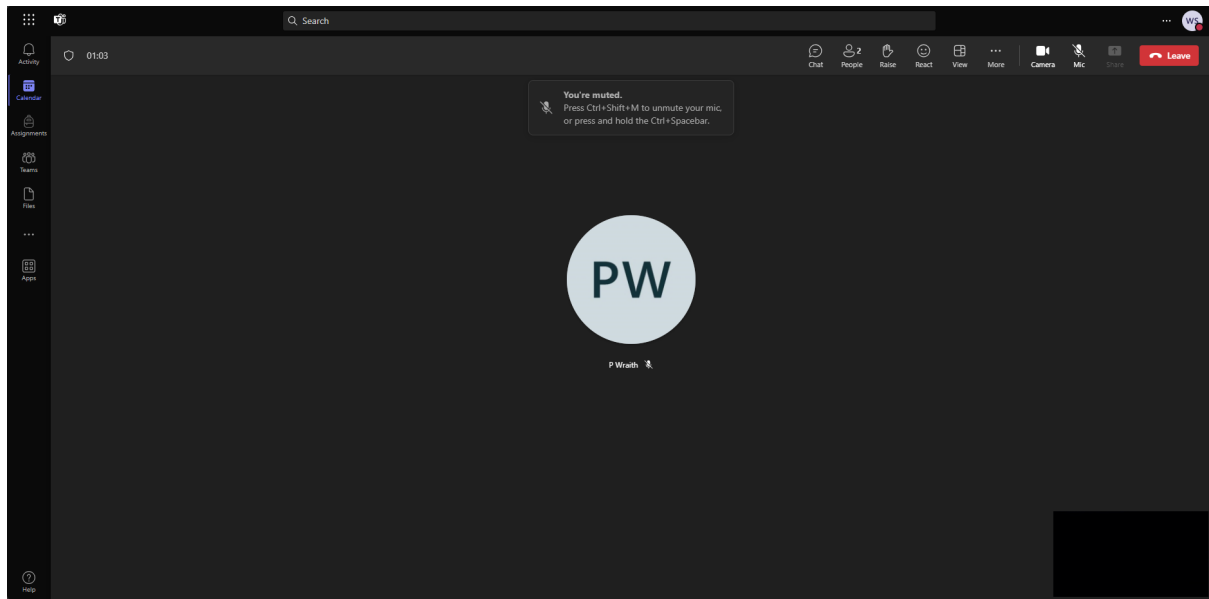


When you first click on the join button both the mic and camera should be already off. If they are not, please unselect these before clicking the 'Join Team' button. When you then request the join team button you will wait in the lobby.

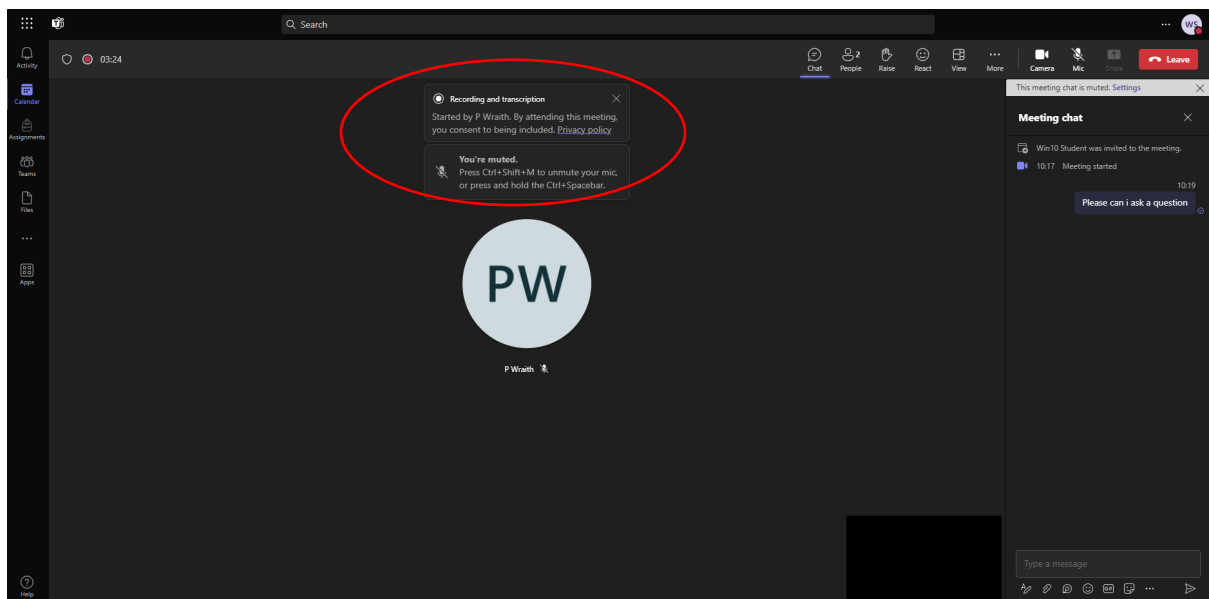


Please be aware students may have to wait a few minutes before they are admitted from the lobby into the actual lesson. Please be patient at this point and do not close the meeting. Staff will try to get these started as quickly as possible.

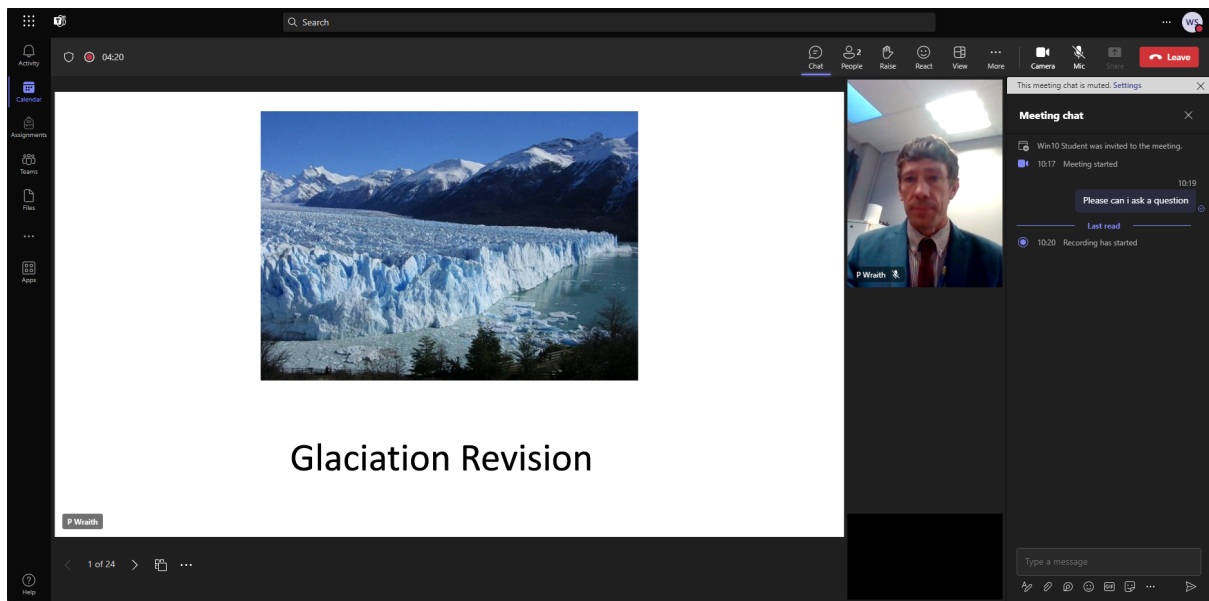
Once admitted into the session the screen will look like this:



Once the member of staff has started the session the screen above shows what that view will look like. The member of staff will then record the session and a message will appear to confirm this.

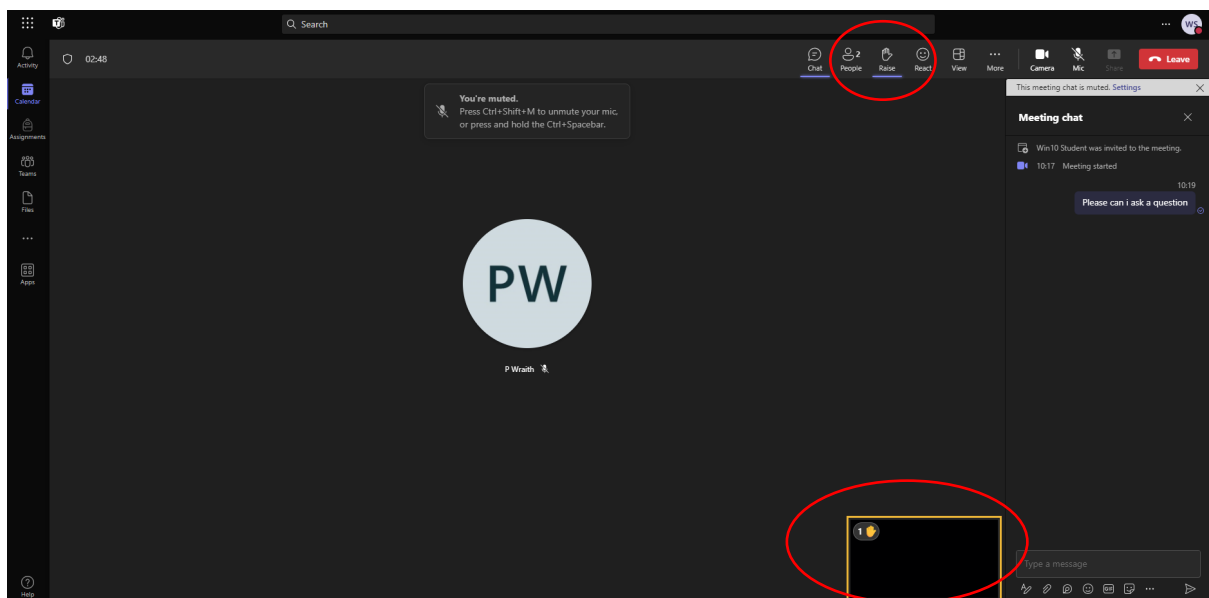


The member of staff will then start their lesson and this will usually involve the sharing of a PowerPoint presentation. This will look like the screenshot below:

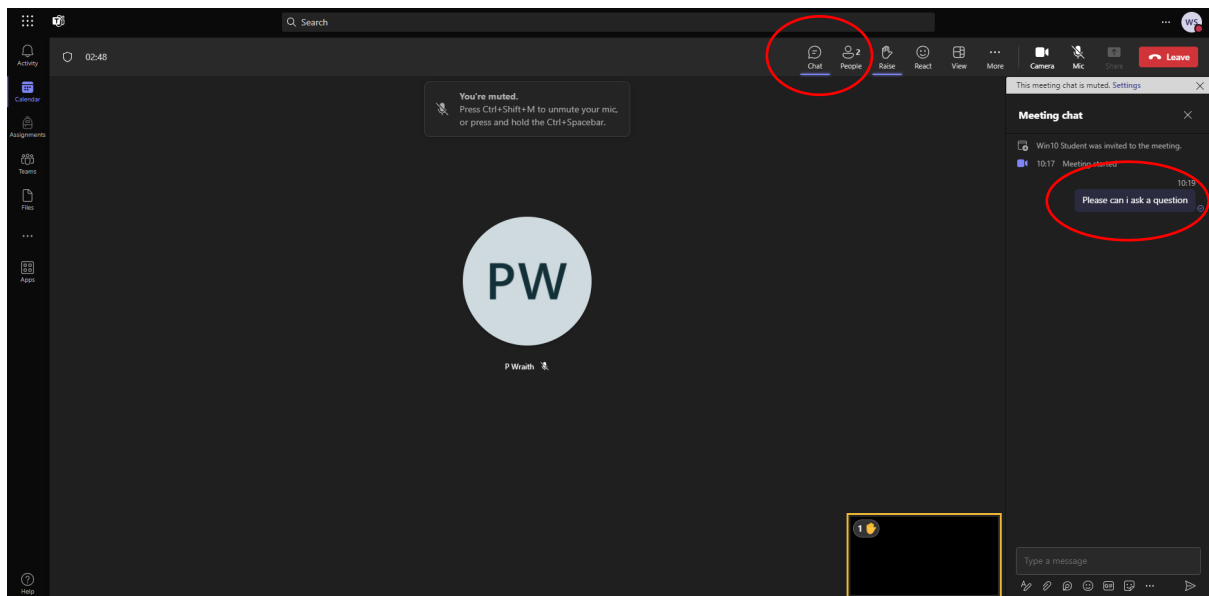


Students can ask a question at any point and the member of staff will address this at the next available point. Remember students shouldn't unmute their mics without permission. Students can ask the question by either:

- 1) Raising their hand.



2) Typing their question into the chat.



A further help video is available in the following link:

[Recording-20231124_092410.webm](#)