Wolfreton

SCHOOL AND SIXTH FORM COLLEGE

Remote Learning Guide for Parents September 2021

This is a guide to set out all the information your child will need to continue their learning remotely.

To access remote leaning, students should log on using their school email address and associated password, for safeguarding reasons they will not be allowed access using any other link. Please follow the steps in this guide to access all of the areas needed to continue to learn at home.

Logging onto the web-based version of Office 365 allows access to Microsoft Teams, the platform that all remote learning is on at Wolfreton. A guide on how to log into Teams can be found on the school website.

Through Teams, your child will be able to:
- Access tasks and some pre-recorded input
- Resources, powerpoints, knowledge organisers and quizzes for their subjects

The purpose of the online learning programme will ensure that:
- There is a clear structure in place for students with an ongoing expectation of high-quality work
- Specialist input from subject staff

How to keep in contact with us
All correspondence about accessing remote learning access should be directed to homelearning@wolfreton.co.uk

For any general enquiries, please contact enquiries@wolfreton.co.uk

Teaching staff will communicate with classes via Teams and via email from their staff email account.

Pastoral staff may also contact students via Teams and via email and we will support with phone calls.

Using Microsoft Teams
Please refer to the separate Guide to Teams document for step by step information which can be found on the school website.

E-Safety and Safeguarding
Please support your child to access online learning safely. We know it may not be possible for you to supervise your child throughout the full school day but we do advise, where possible, that you take time to discuss their online learning and activities.

Further guidance can be found on the Wolfreton Microsite https://www.wolfreton.co.uk/page/?title=Safety+and+Wellbeing&pid=213 where you can find resources and guidance for online safety and wellbeing.

If you have any concerns regarding your child's safeguarding, please do not hesitate to contact our School's Designated Safeguarding Lead: Mr.Carruthers@wolfreton.co.uk

10 Top Tips

1   **Take an active interest in your child's learning** - As a parent/carer, remote learning will be a fairly new concept for your child and there are bound to be a few teething problems to start with. Take an active interest in their learning, as you do in their normal school lives and help support them whenever they need a helping hand if you can.

2   **Monitor your child's communication and online activity** - It's important to remind your child that despite being at home, the same level of behaviour and conduct exists as if they were at school. Remind them to remain polite, remember their manners and not to post or send any negative comments or post any images just because they are behind a computer.

3   **Establish a daily schedule and routine** - Working from home and trying to learn in a more casual setting that children might associate more with play and a degree of freedom might take a bit of getting used to. Stick to the timetable of lessons that your child has to keep the day as close to normal as possible.

4   **Encourage screen breaks away from devices** - Remote learning will inevitably require more interaction with computers, laptops and tablets. Lessons should follow a normal school day timetable. Try to keep a check on their time online or encourage them to get some fresh air/exercise during break periods.

5   **Wherever possible, ensure your learning device is in a public space in the home** - It's important to consider where your PC or laptop is placed if any live video is being used. Try to keep the background neutral with no personal information visible and move learning devices out of the bedroom as this could be deemed inappropriate.

6   **Implement safety controls and privacy restrictions on apps and software** - We will be asking your child to access certain software packages through the internet, namely Microsoft Teams or Microsoft Sharepoint. Whilst these are safe to use, like any other new app or platform, parents should still implement safety controls as a precaution.   A firewall or antivirus software package will support keeping all students safe online.

7   **Ensure your child only uses official school communication channels** - It's important that all communication with teachers and school staff is directed through approved school channels, either through Teams or your child's own school email address only.

8   **Familiarise yourself with relevant school policies** -The school has a policy on remote learning. Familiarise yourself with this and ensure you know what is expected of teachers and your child during lessons, both online and offline.

9   **Monitor your child's wellbeing and mental health** - Remote learning will likely mean that your child won't get the same level of social interaction and might not see their friends for a while. Keep a check on their wellbeing and try to encourage them to get out as much as you can. Whilst learning from home might seem fun and exciting to start with, missing out on seeing their friends everyday might take its toll.

10   **Don't be afraid to ask for further advice**— Other sites offering advice and support include
https://www.nspcc.org.uk/keeping-children-safe/online-safety/
https://www.thinkuknow.co.uk/parents/
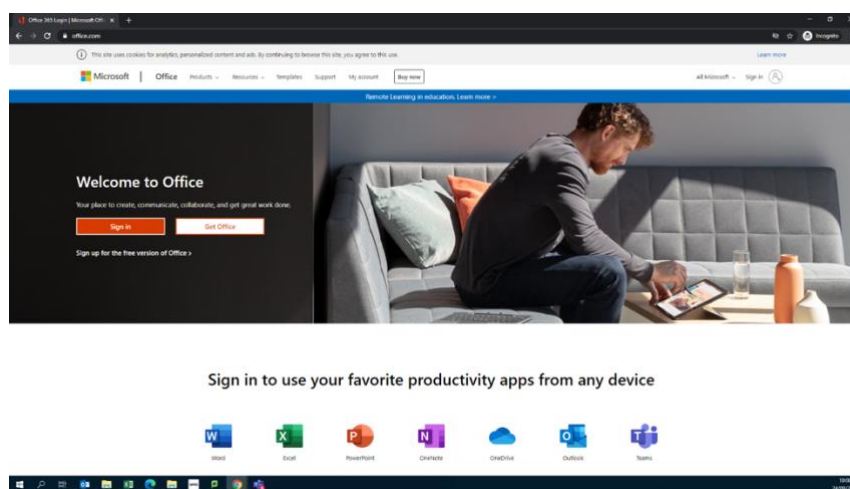https://www.saferinternet.org.uk/advice-centre/parents-and-carers

Frequently Asked Questions (FAQs)

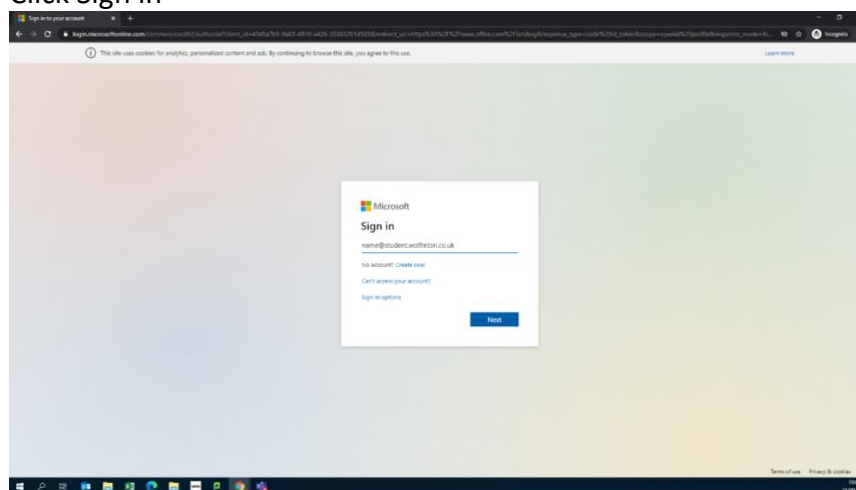**I am struggling to access Office 365, can you provide more guidance?**
Open an internet web browser such as google chrome, firefox:

- Search for 365 mail
- Log in to the new student email accounts, using the same username and password that is used to access the school computers
- Once logged in click "install office" - top right-hand corner - white box, blue letters
- Follow the on-screen instructions
- The computer will not look any different – nothing will appear on your desktop
- Go back into the Office 365 account and click onto the outlook icon to see your emails
- Open the email from Mrs Appleyard and click on SharePoint link
- You will now have access to SharePoint via the icon on the Office 365 main page

Go to www.office.com

- Click Sign in

- Enter your student email address.

It may ask if you want to stay signed in, if it is your home computer you can click yes and you won't have to go through the log-in process as often.
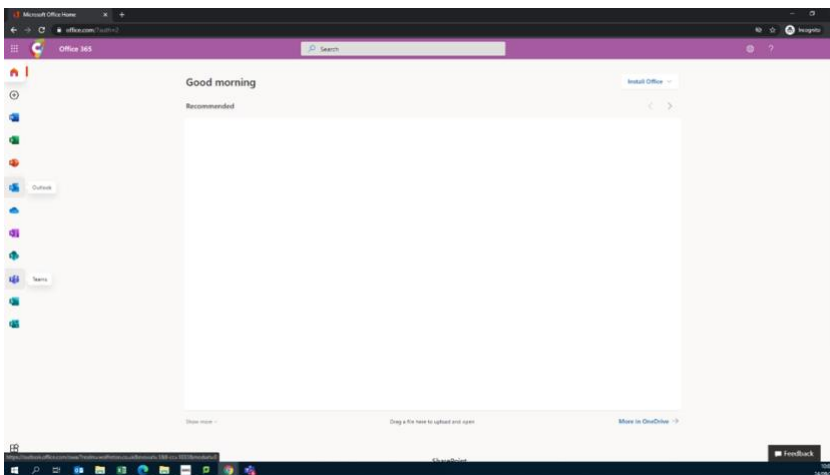
What is my username and password for my email?

This is the username and password you use to access the computers at school and your username should be added to the email address in the following format: Username@student.wolfreton.co.uk We ask students to write this in their planners at the start of the year. Year 7 students will have a different format for their emails. If you do not know your email and password you can email homelearning@wolfreton.co.uk, please give your name, date of birth and address so we can know it's you.

How do I find my work?

We will be using Microsoft Teams for hosting resources and lesson materials.
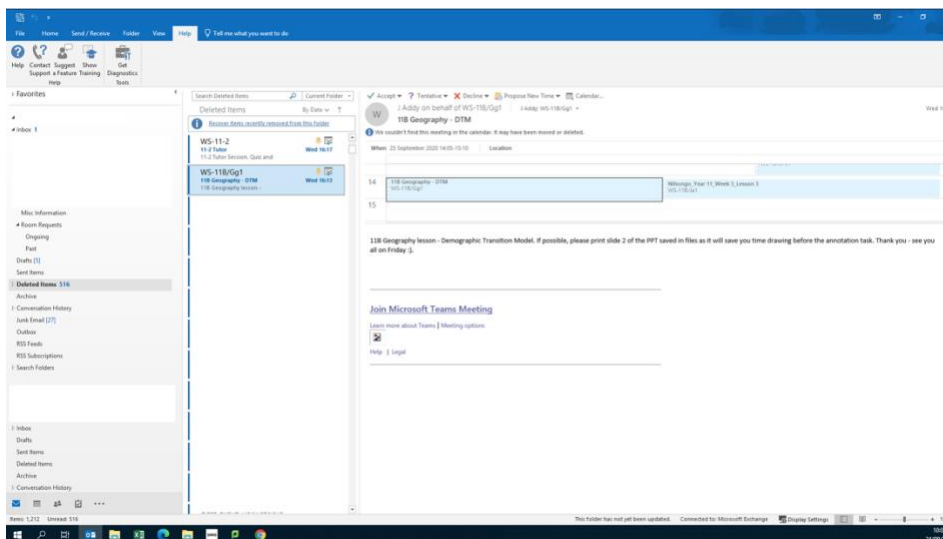

Once logged in the screen looks like this.

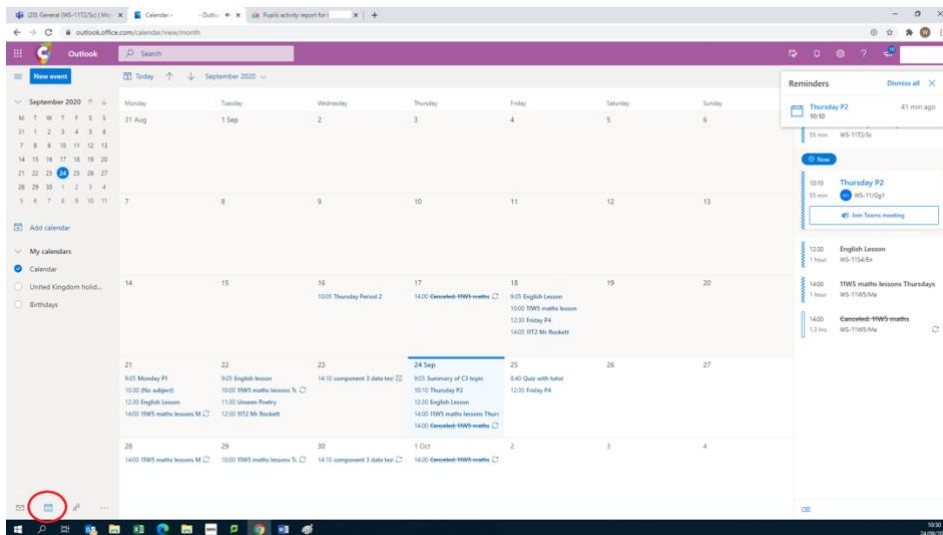On the left are icons for Outlook (email) and Teams (classes)

Alternatively, click the 9 white dots to the left and the Apps menu will pop out.

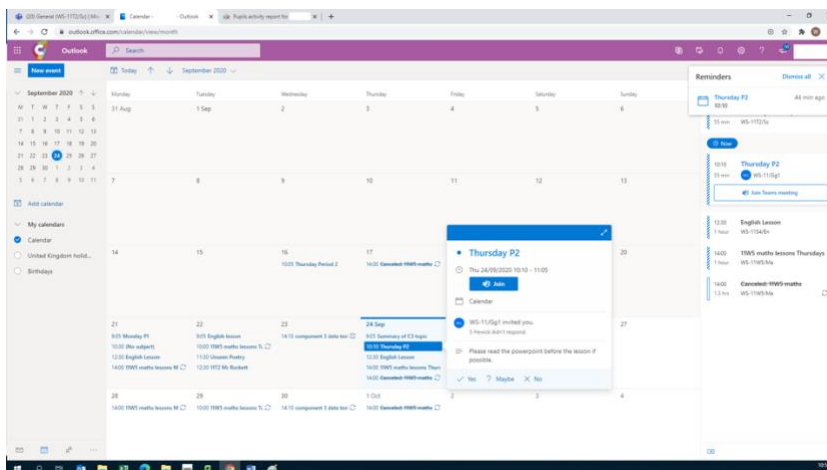This will be available for you on every page to switch between.

On Outlook you will get email if your teacher adds a live meeting to your calendar.
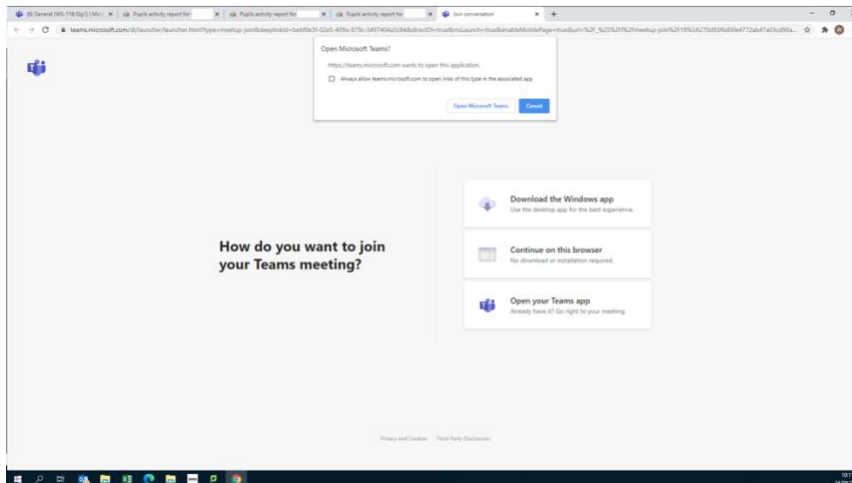
To see the calendar, click the icon bottom left, circled in red in the image below
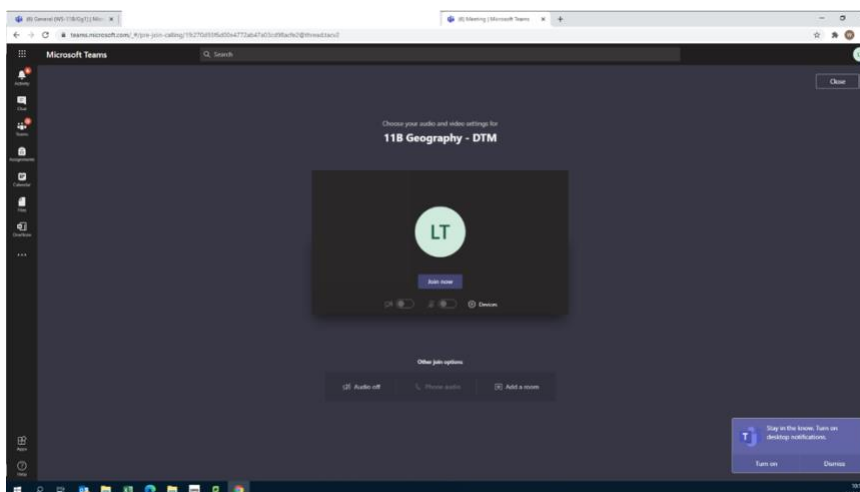

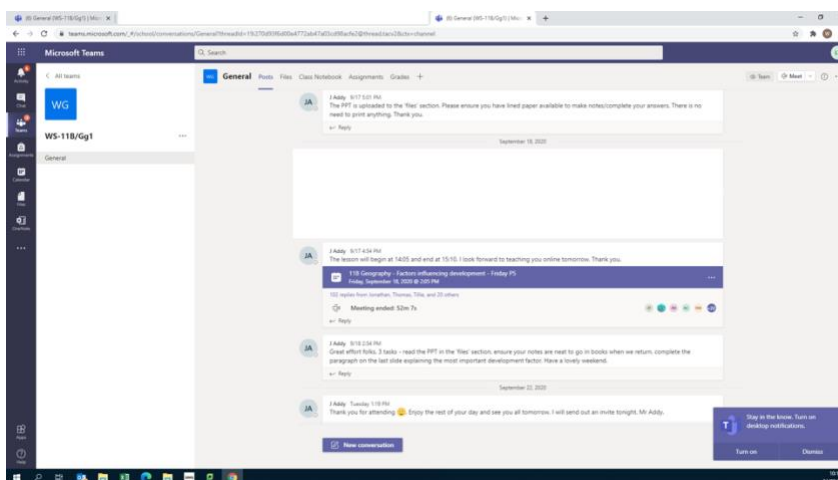You can see any live meetings you have each day

When your live is due, click on the name and 'Join'

You may see this screen, click Cancel at the top, then 'Continue on this browser'
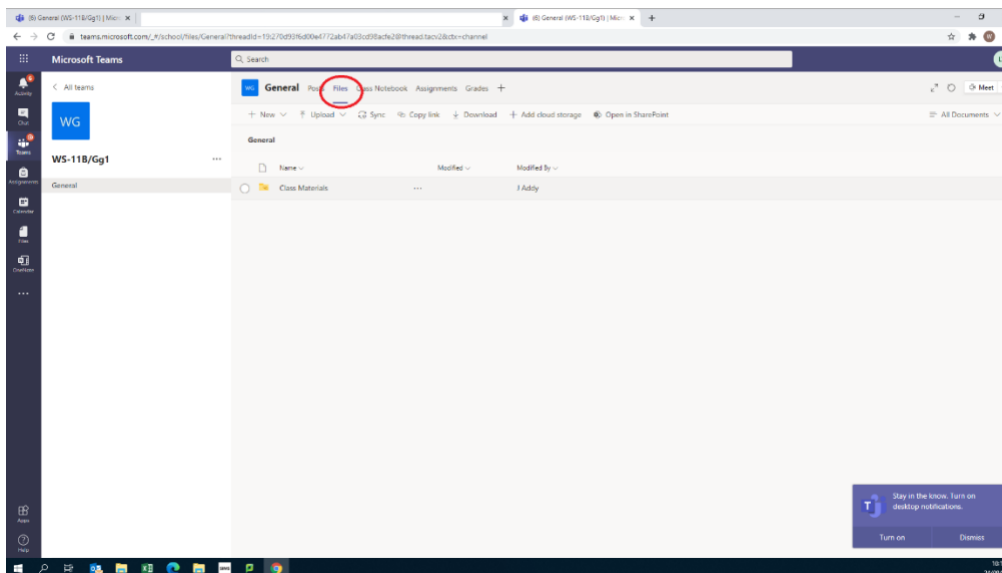

Click Join Now

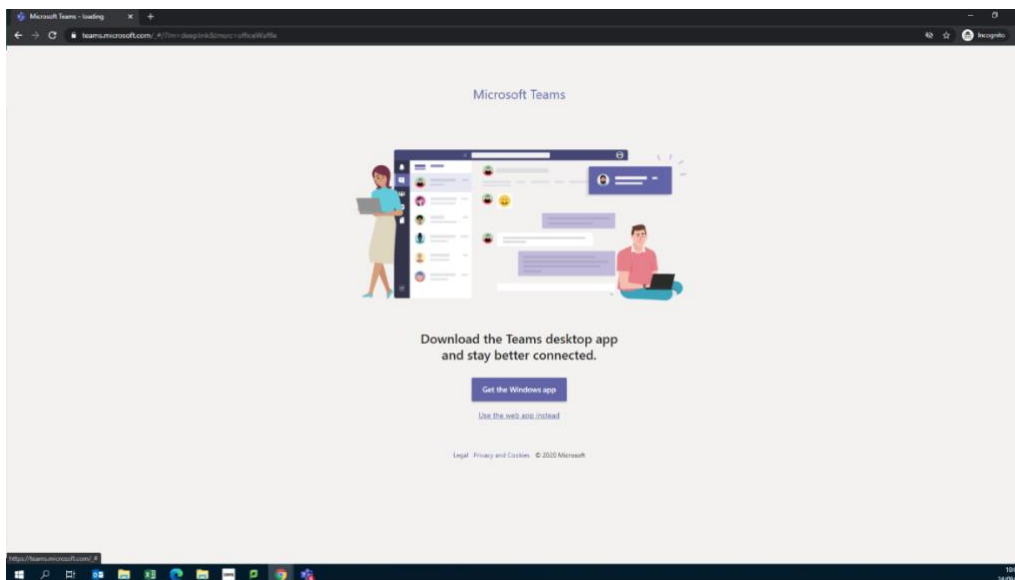This is the page for your class, the teacher will post instructions.

Teachers will upload files, circled in red. Please select the relevant channel which will be clearly labeled for students isolating.
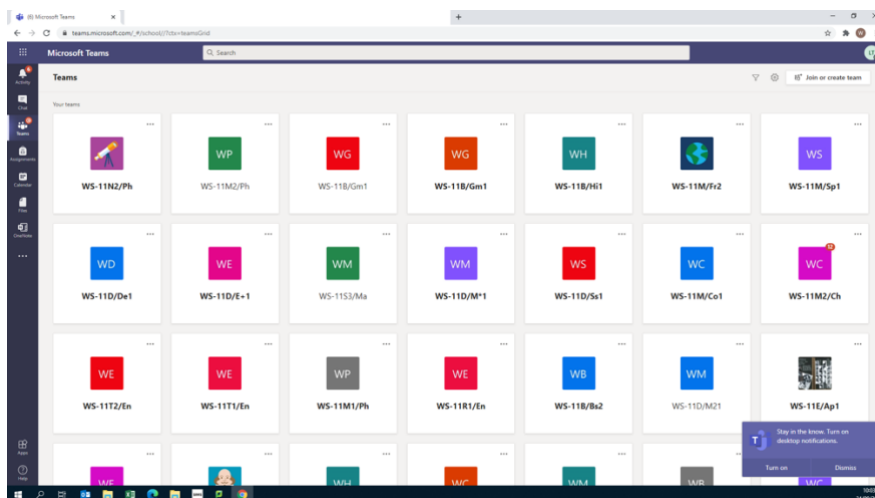
Going directly through Teams

If you open Teams instead of Outlook you may see this screen:

Click 'Use the web app instead'

Here is an example of what you might see, all of the tiles are your classes, click to open them. You can find the class code, followed by the subject for each subject you are studying.

How much work should I be doing?
Work will be set following the usual timetable and students should aim to complete a full day of study.

What do I do with my work?
If you have produced work electronically you can save this in the OneDrive area of your Office 365 account. You may then share your work back to your teachers from OneDrive if this is requested. If you are unable to save work electronically, they may either take a photo or scan work and share with subject emails or store paper copies until you return to school if this is requested by the teacher.

What shall I do if I have completed all the work set?
You can always find additional work on GCSE Pod, Seneca, PiXL Apps. You can complete work that has not been assigned to you.

If I have problems how can I get help?
Please email homelearning@wolfreton.co.uk
Please be aware that staff will not always be able to get back to you straight away but will do their best to support you.