ONLINE LESSON GUIDANCE

Updated January 2022

Archway
Learning Trust

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DATA PROTECTION

Look after your own and your classmates' personal information!

When you are in live lessons your name and image are on display as well as the chat and audio. This personal information is recorded by the school for safeguarding purposes and only specific staff have access to these recordings to ensure everyone's safety. This information is carefully controlled by the school.

It is an offence to knowingly or recklessly obtain or share any information from these live lessons. (Examples of this include sharing photos, screen shots or video).
Students do not have permission to record, capture or share the live lessons. You wouldn't do it in a lesson so don't do it in live lesson!

TIP:
If you are worried about anything regarding your data or you want to discuss this further, please contact your Year Leader.

HOW WILL ONLINE LESSONS WORK?

If we are in a local lockdown or if your year group is asked to work from home, you will follow your normal timetable.

- A register will be taken in the first five minutes of each lesson, just like in school.
- 'Live' lessons will take place in your normal subject slot on your timetable and will last for 45 minutes to allow time for set-up.
- You must ensure that you have a device/tablet with internet enabled to participate and interact in the lesson.
- You must ensure that you join the live lesson using Teams at the correct time using the instructions below.

WHAT IF I CAN'T ATTEND MY LESSON?

In the unlikely event that you are unable to attend your online lesson, you **MUST email** your teacher **BEFORE the lesson** to let them know.

As soon as you are able, **you should access the lesson resources** which will be posted as an assignment.

SAFEGUARDING "LIVE LESSONS"

It is essential that we are able to safeguard both staff and students during online lessons. To ensure we are able to do this, we have put in place some **very important** safeguarding measures:

01 Choose the best place to study in your house with as fewer interruptions as possible.

02 Have your camera and microphone turned on but behave exactly as you would in a normal lesson and be ready to mute when asked.

03 Live class will be **recorded** so that if any issues arise, the video can be reviewed afterwards.

04 Use appropriate language and behaviour. Make sure that this includes any other members of your family too who may be in the room.

05 **Written transcripts** of the lesson will be kept for 30 days.

06 The online lesson will be **scanned** by the Trust's **internet safety software** for any inappropriate language.

07 You will **not be able to share your screen** unless requested to by the teacher.

08 Use the **chat function** appropriately to feedback responses and ask relevant questions. It should not be used for any other purpose

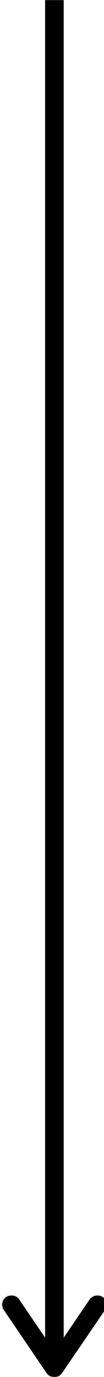**09** Any messages sent and received will be kept in the Trust's **audit logs**.

10 Staff and students must not remain in the virtual classroom **1 to 1** at the end of the lesson.

11 Senior leaders will **dip in** to lessons to ensure that learning is going well and standards of behaviour are high.

12 If you have any concerns about the online lessons, you should report them immediately to your Year Leader.

WHAT MIGHT A REMOTE LESSON LOOK LIKE?

Online teaching and learning is different to learning in the classroom and so you may find that the way the lesson is structured feels different. The lessons are likely to include the elements below:

1. **Spaced Retrieval** will prompt you to think about what you have learnt previously and how this will help you with your next steps.

2. **Build:** There will be some explicit teaching to help you to understand the class material. This might be a video, reading, PowerPoint etc.

3. **Develop Understanding**: You will be taught a small amount of new information, then given a chance to do something with it before moving on. This will allow your teacher to see how well you are grasping the concepts. You will be able to put your hands up (virtually) so that you can ask any questions you might have or use the chat for help.

4. **Reflect:** There will be points during the lesson where you are expected to reflect on what you have learnt after you have completed a piece of work.
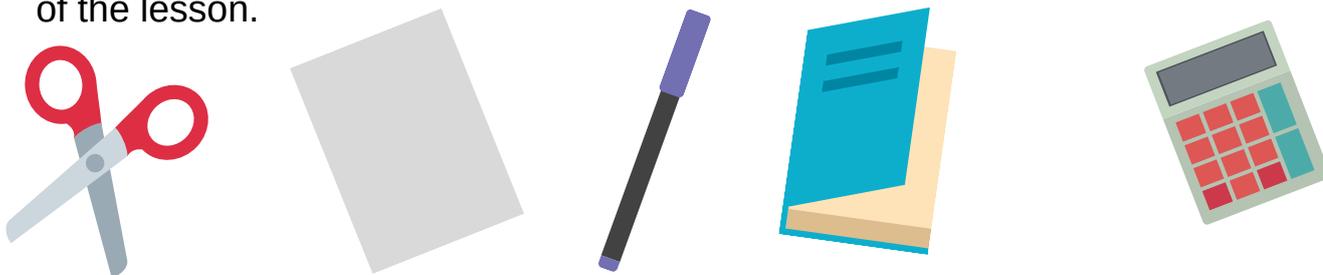
5. **Short-term retrieval:** There will be opportunities to review the learning in the lesson and think about common misconceptions and how you might apply the learning to a new situation.

6. **Independent Work:** You should "leave" the online lesson understanding your next steps for learning. This may involve completing a homework style task or further reading that will extend your learning.

PREPARING FOR THE LESSON:

Ahead of your lesson, please think about what resources you may need. For example:

- The **equipment** that you will need to access the lesson (e.g. calculators, pens, paper, textbook, previous learning tasks etc.)

- **Evidence of a specific task** that you were asked to complete ahead of the lesson.
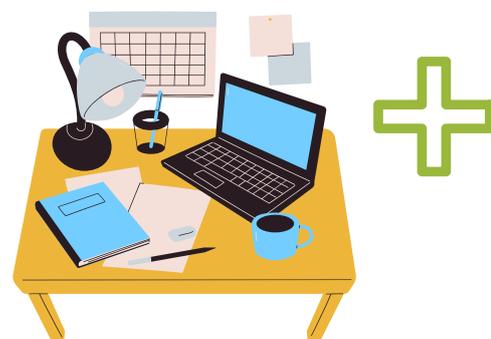
ONLINE CONDUCT AND APPROPRIATE BEHAVIOUR...

Remember that this is a **normal lesson with your subject teacher.** All lessons are **recorded** for safeguarding purposes. We have the same **high expectations of behaviour and conduct** that we would have if you were in a classroom.

For all positive engagement, you will be awarded positive house points. These will continue to be added to your school total to help you work towards whole school rewards.

All poor behaviour will be challenged. Your teacher will work through both warnings and give negative points where required. These will be recorded on Go4Schools and your class teacher/Year Leader will telephone home to ensure that this does not happen again.
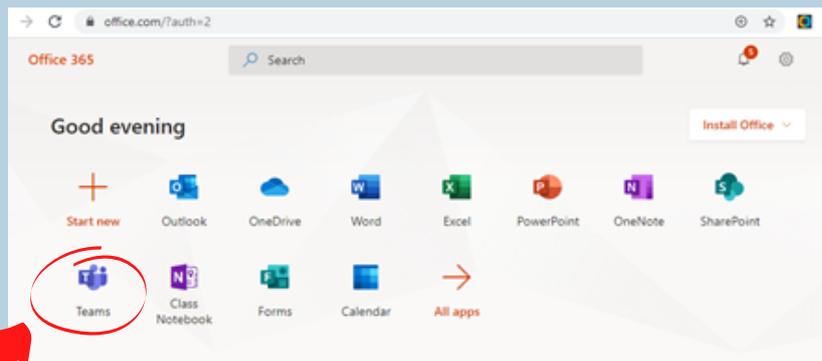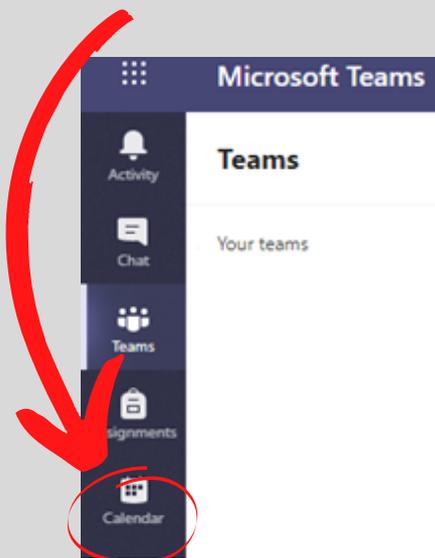
JOINING AN ONLINE LESSON...

1 Go to **www.office.com** and sign in with your **school email address** and **password.** This is the same as you use in school to log onto the school system. If you have any problems then please email studentsupport@archwaytrust.co.uk
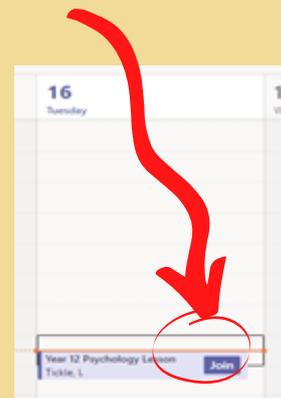
2 You should arrive at this screen....

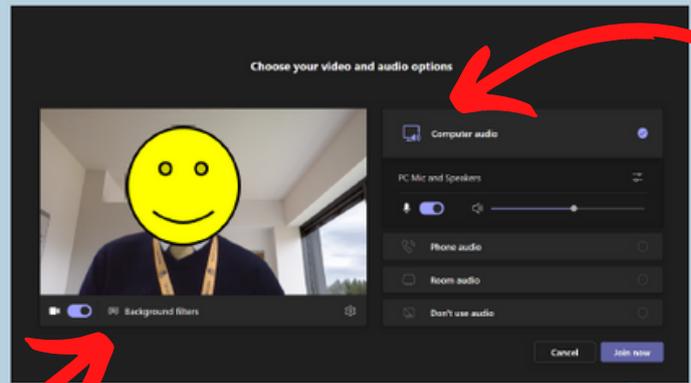Click on '**Teams**'

3 Go to '**Calendar**'

4 Find your lesson (there will be a lesson for each subject on your timetable) and click '**join**'...

5 You will see **this screen** (with your face!)

If you are using your camera, select a 'Background filter'
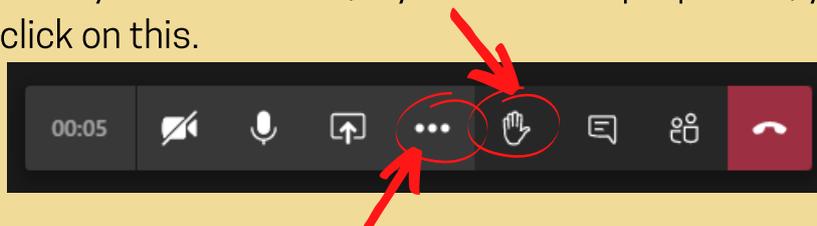Select 'Computer Audio'
Select 'Join now'

6 Click the '**Join now**' button at the bottom right.

TIP: If you are having trouble with Microsoft Teams, try **logging off** and then logging back in again.

ONCE YOU HAVE JOINED...

- You will see either your teacher or your teacher's screen (if they have chosen to turn their video off). You can talk and they will hear you so **you can ask/answer questions** as you go along however, please put your hand up and wait to be asked or use the chat function first. If there is too much background noise, please switch your microphone off. Do not interrupt the teacher when they are speaking.

- You can show your teacher that you wish to speak by hovering over the bar in the **centre** of your screen and, if you are on a laptop or PC, you will see a hand sign, click on this.

If you are on your phone, click on the 3 dots that are on the centre bar and select 'raise my hand'.
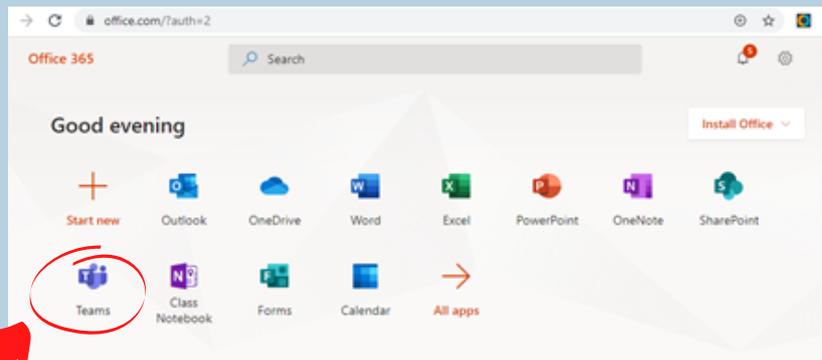
TO ACCESS
ASSIGNMENTS...

If you need to access the lesson resources, go back over content after the lesson, or complete a task for the teacher, you will need to access the assignment on Teams:
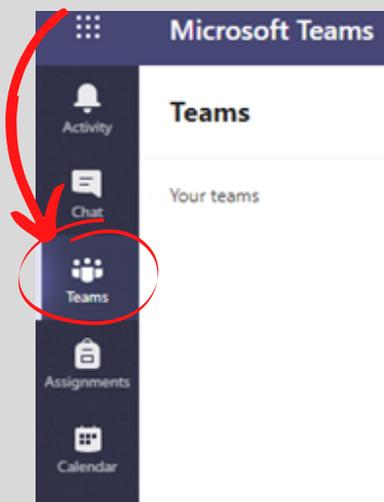
1 Go to **www.office.com** and sign in with your **school email address** and password.
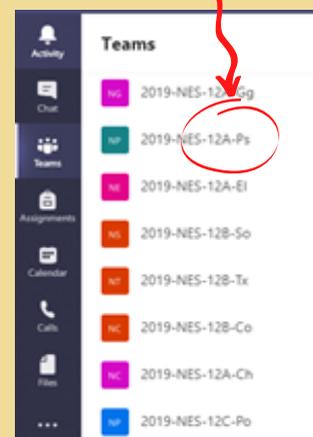
2 You should arrive at this screen....

Click on 'Teams'
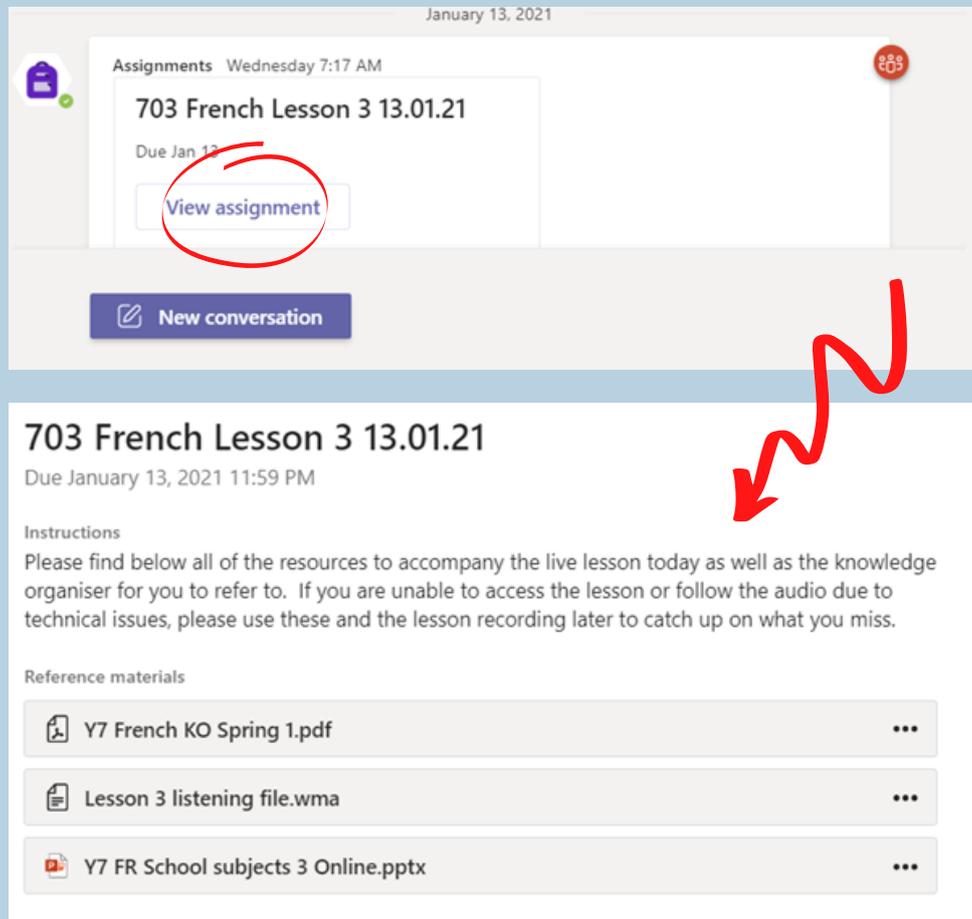

3 Go to '**Teams**'

4 **Click on your class**, for example, 12A Psychology...

5 This will **bring up posts** for your class.

Click on the assignment for the lesson in the newsfeed. Click **'view assignment'** and this will take you to a message from your teacher and the resources and links for the lesson.

January 13, 2021

Assignments Wednesday 7:17 AM

703 French Lesson 3 13.01.21

Due Jan 13

View assignment

New conversation

703 French Lesson 3 13.01.21

Due January 13, 2021 11:59 PM

Instructions
Please find below all of the resources to accompany the live lesson today as well as the knowledge organiser for you to refer to. If you are unable to access the lesson or follow the audio due to technical issues, please use these and the lesson recording later to catch up on what you miss.

Reference materials

Y7 French KO Spring 1.pdf   ...

Lesson 3 listening file.wma   ...

Y7 FR School subjects 3 Online.pptx   ...

WHAT IF I HAVE ANY CONCERNS?

If you have any concerns about your online lessons, contact your **Year Leader** straight away.