

# Remote Learning Guidance

For  
Students



St. Crispin's  
Excellence for all



## Remote Learning Advice and Guidance for Students

You will follow the normal school timetable below for your lessons:



**Please note that there will not be registration on this day. Lesson one will begin at 8.50**

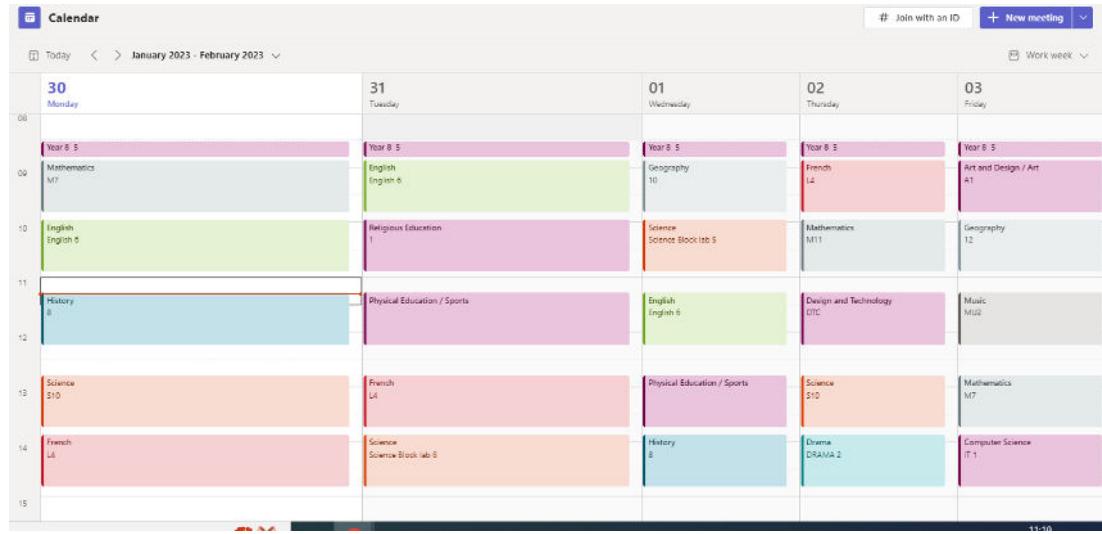
### What do we expect of you?

- ✓ You log into Microsoft Teams and join the lesson every day at the required times. You will not have live teaching for the whole of the hour. A register of attendance will be kept and if you do not attend this will be followed up by your teacher or Head of Year.
- ✓ **Please note that if your teacher is on strike there will be no live lessons. If this is the case please see the additional documents attached to this email to complete work for that subject. You may also complete personal study.**
- ✓ You conduct yourself in an appropriate manner in line with the school behaviour policy, behaving respectfully towards the teacher and other students in the online class.
- ✓ You do not have to wear school uniform but you should be appropriately dressed
- ✓ Try and engage with the live teaching by answering questions and taking notes where required
- ✓ You should complete the independent work to the best of your ability
- ✓ You should submit the independent work in line with your teacher's instructions
- ✓ Please use the chat within lessons sensibly and as only as directed by your teacher – anybody who is using this incorrectly will be sanctioned

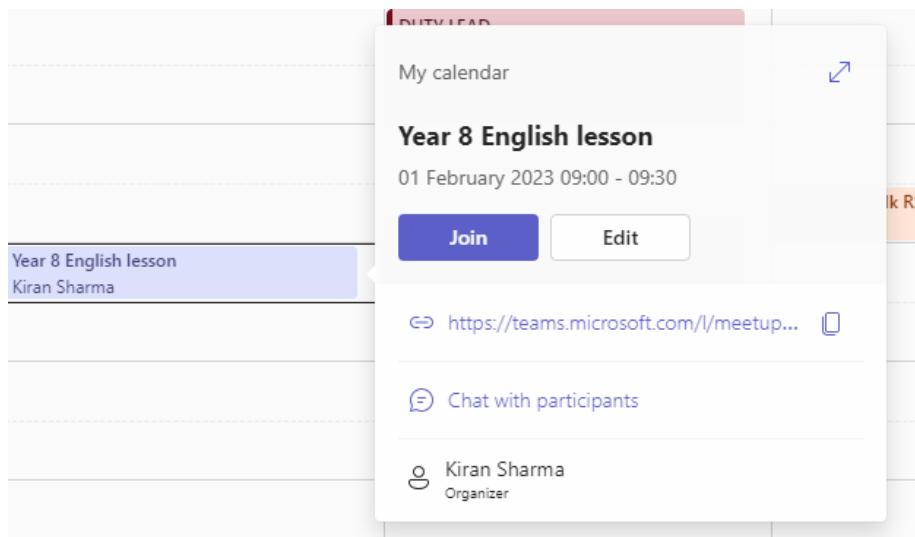
## How to access your live lessons

Open up Teams on your device – this could be the app or you can access here <https://www.microsoft.com/en/microsoft-teams/log-in> Log in using your username and password that you use in school

Go to your school calendar and you should find an invite to your lesson. Click join to enter the live lesson.

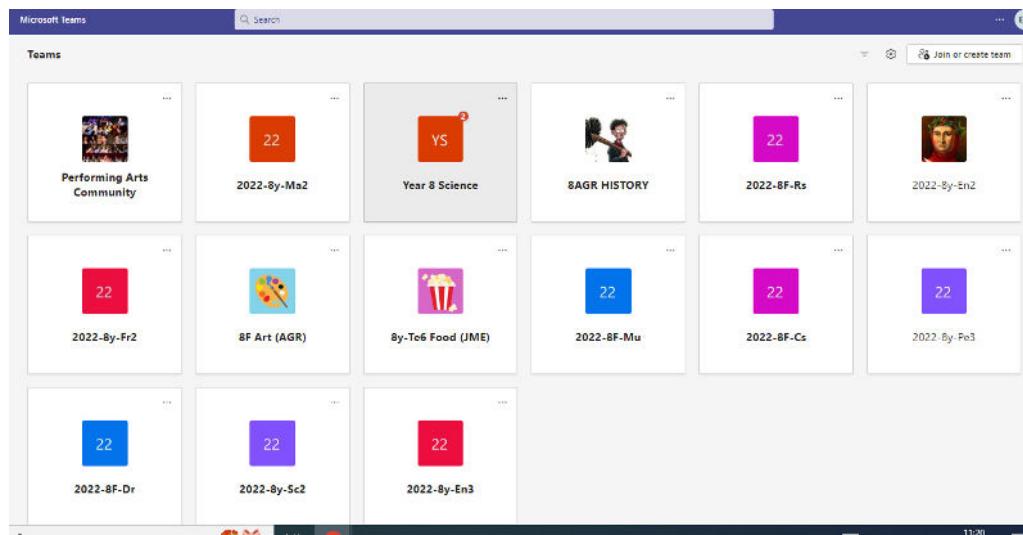


Click on the lesson and then if there is a live lesson scheduled you will see this. Click join to enter the lesson. If there is no join button then your teacher is unavailable so go the recommended resources documents.





Within TEAMS you will have an area for each subject you have on your timetable. This will be where all the work is uploaded and any messages from your teacher displayed.



Don't worry if you are unsure of what to do – we are here to help

Help Videos:

- How to access Teams - <https://youtu.be/Z8GxhPimVlc>
- How to complete assignments (crucial for personal study) – <https://youtu.be/x6PrKnpgU44>
- How to view feedback - <https://youtu.be/Qs4NaBL5H5A>
- How to join meetings or 'Spotlight' lessons – [https://youtu.be/T-85su\\_JZ5Q](https://youtu.be/T-85su_JZ5Q)
- How to split your screen - <https://youtu.be/JHcPpGi7Zl4>



Teachers will spend part of the lesson giving you 'live instructions' via Teams. The remainder of the lesson should be spent completing the work and ensuring that you follow instructions regarding the submission of your work via Teams



Teachers may set work as an assignment which will require you to upload the work via Teams.



Each lesson will be an hour – follow the school timetable and move on to the next lesson at the correct time.

	<p>Remarkable Reading Links and Quizzes</p> <p>Year 7 <a href="#">Remarkable Reading</a>      Year 8 <a href="#">Remarkable Reading</a>      Year 9 <a href="#">Remarkable Reading</a>      Year 10 <a href="#">Remarkable Reading</a></p>
	<p>You must complete all the work that you have been set.</p>
	<p>Please let us know if you are having IT issues or anything else that is stopping you from completing the work set.</p>
<h2>Safe online</h2>	<p>Whilst working online from home, please ensure you are keeping yourself safe at all times by following the advice below:</p> <ul style="list-style-type: none"> <li>○ Only use the St. Crispin's online portals such as Doddle and Tassomai or established, trusted websites that we recommend (for example BBC Bitesize).</li> <li>○ Do not respond to any offers of online tutoring from people you don't know, be it via email or social media, even if it has been shared by friends/contacts.</li> <li>○ Should a stranger try to make contact you, let your parent/carer know straight away and do not engage in conversation with them.</li> </ul>
	<ul style="list-style-type: none"> <li>○ For further information and guidance, browse through <a href="https://www.saferinternet.org.uk/advice-centre/young-people/resources-11-19s">https://www.saferinternet.org.uk/advice-centre/young-people/resources-11-19s</a></li> </ul>
	<ul style="list-style-type: none"> <li>○ Should you have any concerns either by what you have encountered or one of your friends, contact Mr Blyth on <a href="mailto:blythr@crispins.co.uk">blythr@crispins.co.uk</a></li> <li>○ You can contact your Head of Year</li> <li>○ You can also email Safe2Speak <a href="mailto:S2S@crispins.co.uk">S2S@crispins.co.uk</a></li> </ul>

