



TOTTINGTON
HIGH SCHOOL
Excellence Through Partnership



Remote Learning Policy

*Guidance for Pupils and Parents for
accessing work and support from home*

Updated 3rd March 2021



Remote Learning at Tottenham High School

At Tottenham High School, our remote learning will provide immediate, accessible work for students who are not able to attend school.

All students have access to Microsoft 365 and Microsoft Teams – some live lessons will be offered to students during a full year group closure or full school closure/national lockdown.

We aim to support our pupils with their learning by giving them a structured routine. Work will be set via Microsoft Teams and will be monitored by subject staff; however, the onus is on parents to ensure the completion of work. Our expectation is that your son/daughter follows their normal timetable.

Instructions for accessing work

Individual or Small Groups of Isolating Students:

Students who are unable to attend school due to Covid related reasons must follow the instructions below providing they are well enough to do so.

1. Follow your timetable as if you were at school
2. Log in to Microsoft Teams and click on your Calendar
3. Click on the lesson for the period of that day (your teacher will send you a lesson invitation) and 'join' the lesson: this will enable students to join the lesson being delivered in school
4. Listen to the teacher and complete the classwork for each lesson and submit this to your teacher via email. This can be done by completing the work electronically (e.g. on Microsoft Word) and then uploading the file as an email attachment, or accessing Microsoft Outlook through your phone and uploading a picture of your work as an email attachment.
5. Ensure you check for, complete and submit all work completed within the live lesson.

Larger student groups – inc. full year group bubble or whole class bubble:

In the event of a **full year group or whole class** closure students will have access to a combination of pre-recorded and live lessons via Microsoft Teams. Students will continue to follow their normal, in-school timetable.

1. Follow your timetable as if you were at school

2. Log in to Microsoft Teams and click on your Calendar
3. Click on the lesson for the period of that day (your teacher will send you a lesson invitation) and 'join' the lesson
4. Listen to the teacher and complete the classwork for each lesson and submit this to your teacher via Microsoft Teams Assignments. This can be done by completing the work electronically (e.g. on Microsoft Word) and then uploading the file, or accessing Microsoft Teams through your phone and uploading a picture of your work through Microsoft Teams.
5. Ensure you check for, complete and submit all work completed within the live lesson.

In the event of a full National Lockdown:

Lessons will be a blend of live lessons and pre-recorded lessons, all issued via the calendar within Microsoft Teams. Students will need to log in to their 'Microsoft 365' account each morning (office.com) where their lessons for each period of the day will be scheduled on their Teams calendar. Teachers will make it clear within the lesson title which of the lessons will be 'live' and which will be 'loom' (pre-recorded). The username for Teams follows this format: harrypotter@tottenham.shaw-education.org.uk and the password is the same as the student school network account password. Students will join their live lessons by going to the 'calendar' section within Teams and clicking 'join' for that lesson. Students can access the resources needed for their loom lesson by double clicking on the event on the Teams calendar; lesson details, including a link to the loom lesson will be within the description. All lesson assignments will be issued through Microsoft Teams and all work submitted by students should again be through Teams.

Daily feedback will be offered during live lessons either through direct Q&A, quizzes or whole class feedback. This may also include Microsoft forms, Seneca, Spiral & BBC Bitesize. Formal, summative feedback will also be issued through marked assignments on Teams and the frequency for this is outlined below:

Year Group	Formal feedback frequency
11	Once per week
10	Once per fortnight
7-9	Once every 3 weeks

Please notify school immediately if you have any concerns about your child's ability to access the work set for any reason using homelearning@tottenham.shaw-education.org.uk

Support

Microsoft Teams allows students to access help from their teachers via the 'posts' tool. Questions or enquiries will be responded to by a subject teacher as soon as they are able to do so.

Student support will also be offered through live lessons in the form of scaffolding and differentiated questioning. Teachers will upload supporting documents alongside all assignments.

Parents of SEND pupils can access advice regarding workload and extra support via jfoster@tottington.shaw-education.org.uk

Live lessons

Live lessons will be delivered via Microsoft Teams. All students have access to this app via their school Microsoft Office 365 account. Please ensure that you and your child has read and understood the 'live lesson' safeguarding policy regarding live lessons. Students must only attend live lessons if parents agree to the terms and conditions in the safeguarding policy. (See Appendix B)



Further guidance can be found on the Home Learning section of the school website.

Office 365 Access

All pupils have free access to Microsoft Office 365 allowing them to use many applications such as PowerPoint, Word and One Drive. To open Office 365, click the 'Staff and Student Office 365' link on the 'Home Learning' section of the website, or go to www.office.com. Pupils can sign in using their school email address and their school computer password. The school email addresses use the following pattern: firstnamesurname@tottington.shaw-education.org.uk



For example, Harry Potter:

harrypotter@tottington.shaw-education.org.uk

Engagement: Rewards and Sanctions

Student engagement will be monitored by Heads of Year and Subject Leaders, and our normal awards and consequences still apply. There will be ongoing awards for great work and great engagement; however, poor engagement will be subject to consequences which will then be implemented on return of the student to school - students who have not completed work will be given a catch-up plan for completion - much of this may need to be done in their own time, at lunchtimes and after school.

Appendix A

<https://www.thenational.academy/>

Oak National Academy

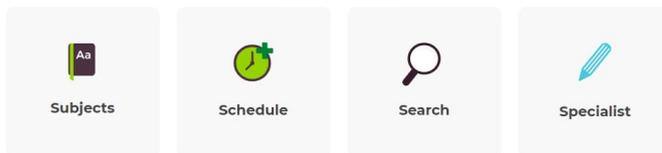
Online Classroom

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Find lessons



<https://www.bbc.co.uk/bitesize/dailylessons>

<https://www.bbc.co.uk/bitesize/levels/z4kw2hv>

<https://www.senecalearning.com/>

<https://www.khanacademy.org/>

Appendix B

Policy for using Microsoft Teams for live lessons

Safeguarding students

Code of Conduct for attending lessons via Microsoft Teams

1. Students must be punctual for live lessons
2. Students must be in a quiet, distraction-free location throughout the lesson
3. Students must not have their cameras on
4. Students are not permitted to be on other social media whilst attending a live lesson
5. Students must not record or take images of the live lesson
6. Students must not unmute themselves or use the chat/messaging feature unless instructed to do so by the teacher
7. Students must have excellent behaviour at all times, contribute to the lesson in a positive manner and not be disruptive at any time. The school behaviour policy will be enforced during live lessons.
8. Students must show respect for everyone in the online classroom; anti-bullying policies apply during live lessons