



SEJ guide for parents to support their child's distance learning through Microsoft Teams

All pupils at SEJ have had an Office 365 account created in order to access distance learning as and when required. Microsoft Teams will only be used for teaching and learning when a pupil is required to isolate at home or if a bubble closes.

Depending on which of these scenarios is in play will determine how distance learning will be delivered:



Scenario A - A pupil is required to self-isolate according to official Public Health guidance

In this situation, learning will be set through the assignments section of Teams. Teachers will upload the learning planned for the day for the class so that the pupil can complete it at home. There cannot be live teaching in this situation as the class teacher will be teaching in school all day. Teachers will need to be aware of a pupil's absence by the end of the day before to be able to upload the learning for the following day.

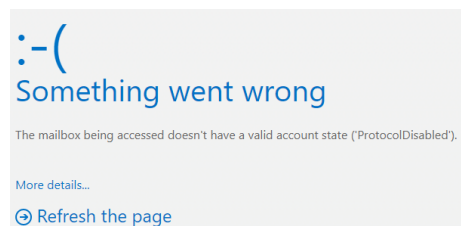
Scenario B - A bubble is required to close under the direction of the DfE and/or Public Health

In this situation, live teaching sessions will take place from the first full day of closure. An English and Maths session will be scheduled every day. These sessions will provide pupils with the teaching input needed to be able to complete independent tasks offline in between the live sessions. Further project and wellbeing tasks will also be set via Teams.


How pupils log on to Teams

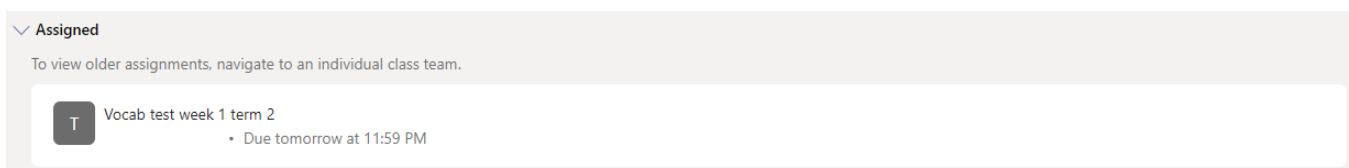
1. Visit www.office.com. This works best by using Microsoft Edge.
2. Enter the email address provided on the letter sent home with pupils.
3. Enter the password provided on the letter sent home.
4. If you are offered to save the password, click 'never' for safety.
5. You may see some welcome messages – you can click through these using the arrows and close them.
6. Click on the Teams icon on the left-hand side of the screen. 
7. If you receive a 'You made it!' message, click 'Let's do this! You are now in Microsoft Teams!' 😊
8. To access the class Teams page, click on Teams. 

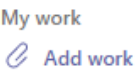

Please note that pupil email addresses are only functional within our secure school portal to Microsoft Teams, and do not act as an email address through which they can communicate. Therefore, if pupils try to click on Outlook, they will receive the following message:



Scenario A: How pupils access learning when isolating at home

1. Log into Teams using the above instructions.
2. On the left-hand side, click on Assignments. 
3. Under 'Assigned', you will see any learning tasks set here with the date they are due in. Click on each assignment to see what to do and any resources linked to the task.



4. When complete, work can be added for teachers to see and provide feedback by clicking 'Add work' and uploading completed tasks. 
5. Pupils should then click 'Turn in' which is in the top right-hand corner of the assignment. This assignment then moves to the 'Completed' section of assignments. 
6. When possible, teachers will feedback to pupils on their learning. If a comment is necessary, this will be sent to the pupil, but predominantly feedback will be in the form of Merits, House Points (HP), Values Stones (VS) and Growth Mindset stars (GM*). Pupils can then collect these rewards when they return to school.

Daily expectations

In addition to the assignments set on Teams, we ask pupils to continue with the basic skill home learning already shared. This includes:

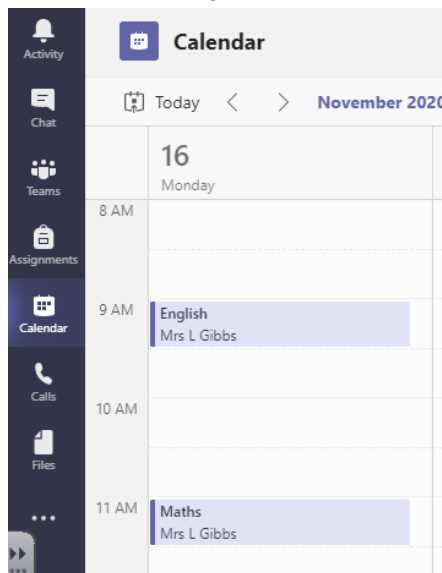
- 20-30 mins reading daily
- 5-10 mins TT Rock Stars practice daily
- 10-15 mins Spelling Shed practice daily

Optional additional challenges

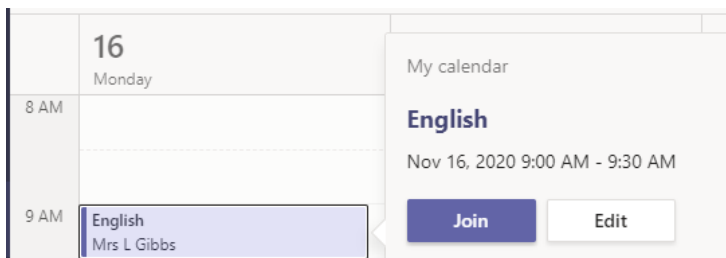
If in the name of sanity, your child requires additional challenges to keep them busy, please dip into the project challenges set on the latest curriculum information letter sent out by the year group teams. If you have stored these in a very safe place and cannot locate them, they can be found on our website under the year group pages of the 'Learning Zone' at <http://southendjunior.com/learning-zone/year-groups/>.

Scenario B: How pupils join live lessons if their bubble closes

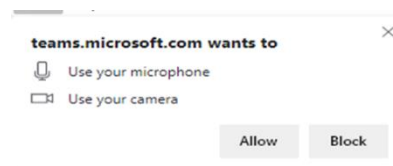
1. Log into Teams using the instructions on the first page.
2. Just before a meeting begins, click on Calendar on the left-hand side.
3. Meetings will be in the Calendar for English and Maths.



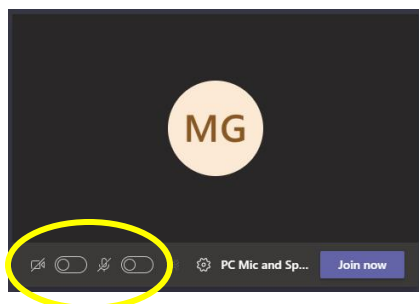
4. To join the live sessions, simply click on the event in the calendar and select 'Join'



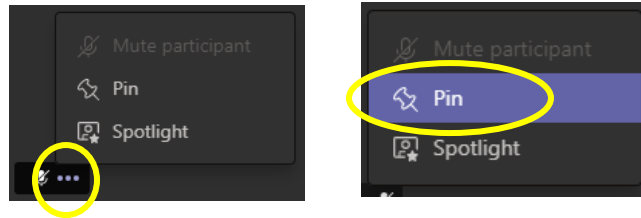
5. You may see the following prompt – if so, please click 'Allow'.



6. Pupils are greeted by this screen. They should turn off the camera and audio (by sliding the toggle buttons left so that a line appears through the camera and mic icons) before clicking 'Join now'.



7. When in the meeting, pupils should click on the three dots on the teacher’s window and select ‘Pin’. This means that they will always be able to see the teacher even when more people join and the gallery view changes.



8. When confident that the pupil has joined a meeting being hosted by a teacher in school, they should turn on the video but sound should remain muted until it is the pupil’s turn to talk. This keeps noise low so that pupils can hear the lesson.



9. If a pupil would like to talk, they should click the ‘raise hand’ icon. This informs the teacher that the pupil would like to speak and the teacher can either invite the child to unmute their mic or unmute the mic for them.



10. Once the live lesson is over, pupils should click ‘Leave’.



11. After the live English and Maths sessions, pupils will find the independent learning tasks to complete in Assignments. These tasks should be completed and submitted to the teacher. The instructions for accessing Assignments and turning in work are in the section above. As live English and Maths lessons will take place every full day of closure, feedback to pupils will most likely happen at the start of the next live lesson. Teachers can be contacted for support by Chat and Posts in Teams, or their usual email, between 8:30 and 15:30.

Daily expectations

In addition to the daily English and Maths tasks, there will be other work set in Assignments for lessons such as project, PE and PSHE. We ask pupils also continue with daily basic skills which includes:

- 20-30 mins reading daily
- 5-10 mins TT Rock Stars practice daily
- 10-15 mins Spelling Shed practice daily

Optional additional challenges

If in the name of sanity, your child requires additional challenges to keep them busy, please dip into the project challenges set on the latest curriculum information letter sent out by the year group teams. If you have stored these in a very safe place and cannot locate them, they can be found on our website under the year group pages of the ‘Learning Zone’ at <http://southendjunior.com/learning-zone/year-groups/>.

Online safety rules and responsibilities

With an increased use of remote learning technology, comes an increased need to educate users in how to maintain their and others' safety in the virtual world. In school, we have delivered additional online safety lessons in readiness for launching our distance learning platform. Please do reiterate the following expectations at home and remind pupils to demonstrate our South End values at all times – whether face-to-face or in cyberspace.

- *Teams meetings are never to be recorded.*
 - *Children must 'pin' the teacher so he/she can always be seen.*
 - *Children must wait in the lobby until the teacher invites them in.*
 - *Children must have their videos off and sound muted when entering a meeting and until they are confident it is a school adult delivering the session*
 - *Children are not allowed to present in the meeting*
 - *Children must only add comments on 'posts' and 'chat' that are in-line with our school values*
 - *Parents should be nearby their child whilst they are using Teams*
 - *Only pupils should be seen on screen by the class teacher, not others in their household.*
 - *Parents must not post any comments on class pages.*
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- I will ask permission before using the Internet and school equipment.
 - I will look after all the school IT equipment and use it properly.
 - I will only access the system with my own password, which I will keep secret.
 - I will use my email account responsibly: keeping my password a secret, and only sending messages to approved people.
 - I will report any suspicious emails I receive to a trusted adult.
 - I will not look at or delete other people's files.
 - I will only put my own work on the internet.
 - I will not send messages which upset other people.
 - I will always ask before downloading from the internet or using material I have brought into school because I understand the risks from virus infections.
 - I understand that the school may talk to my parent or carer if they are worried about my online safety.
 - I will use the computers only for schoolwork and homework.
 - I will not bring USB sticks or software into school unless I have been given permission.
 - I will only message people I know, or my teacher has approved.
 - The messages I send will be polite and responsible.
 - I will not lie about my age to get onto websites e.g. social media.
 - I will not give my name, home address or telephone number, or arrange to meet someone, unless my parent, carer or teacher has given permission.
 - I will not use internet chat-rooms.
 - I will report any unpleasant material or messages sent to me. I understand my report will be confidential and will help to protect other pupils and myself.
 - I understand that the school may check my computer files and may monitor the internet sites I visit.
 - I understand that if I break these rules, I may not be allowed to use computers or the internet.
 - I will ask an adult for help if I am not sure whether I am using trusted sites.
 - My behaviour online should be as good as my behaviour offline.

(Taken from our Online Safety policy 2020)



Keeping our Class Teams Page A Positive Online Space!

Help us keep our online space positive and productive!

Reacting to posts (likes, loves & more) 
If you want to give encouragement to your friends or teachers by 'liking' their posts we think that's fabulous. However it is very important that reactions are always positive.

Replying to classmates 
You can reply to anything posted on the Teams page, just make sure the content is kind, respectful and helpful for the person you are replying to. Remember, everyone can see your posts.

What Can I post? 
We have set up the class teams pages so you can still complete work and have feedback from your teacher. We do understand you may also want to share things that are not related to the work you have been set, for example, what you have been up to at home.

Using emojis   
We know you love to use the animated emojis to brighten up your posts but please only use ones that are positive and uplifting!

Contacting your Teacher 
We love to know how you're doing so don't be afraid to ask your teacher questions on the Teams page. Just remember, your teacher could be at school so may not be able to respond straight away.