


Remote Education Guidance for Students

The academy is currently open for all students. We may however find that a number of our students are unable to attend school as they are isolating. All teaching venues are now equipped with a web cam and it is therefore the expectation that if students are absent from a lesson they will be able to attend via Microsoft Teams from their home.

Microsoft Teams:

Launch Microsoft Teams from your device, we advise downloading and using the app. 
Login using your normal school email (username@sandwellacademy.com) and password. Each Team (Class) is represented with a logo. Please select the correct team for the lesson you have at a given time on the timetable.

The 'General' tab within a team is known as a channel. This is where you will see the conversation. You can type a question or make a comment by using the text box at the bottom of the screen.

When your teacher calls you in Teams, you'll get a notification where you can decide how to answer. You can accept with video, accept with audio, or decline. At this stage you switch your camera on and microphone off at this point. You can blur the background, by selecting the three dot icon and then 'apply background effects' and select blurred.

During the meeting you should use the toolbar to communicate with your teacher.



You can also select the hand icon this icon to 'raise your hand'. This shows on your teachers screen you have digitally raised your hand. This is useful when you need to ask a question. If your hand is raised then hover your mouse on 'Raise your Hand' to lower your hand.

Check the Activity feed to make sure you don't miss a new assignment or an @mention

Teams Do's and Don'ts

It is essential that all students approach 'remote learning' in a mature manner and with a degree of independence.

All students should:

- ✓ Download the Microsoft Teams App on their device, prior to their first online session
- ✓ Have a secure and strong internet connection
- ✓ Have all of their lesson equipment available including books, textbooks etc.
- ✓ Work in a quiet and suitable working environment (free from distractions)
- ✓ Dress appropriately for learning
- ✓ Have their camera turned on so that they are visible to your class teacher
- ✓ Mute their microphone and only unmute if asked to do so by their class teacher
- ✓ Ask questions within Teams over chat or by raising your hand (virtually)
- ✓ Ask any additional questions that arise after the lesson using your school email account
- ✓ Interact patiently and respectfully with your teachers and peers
- ✓ Use the Teams software responsibly, any misuse will be reported to PTs and Head of Years

All students should not:

- ✗ Record any part of the lesson, communication with teachers or any video links
- ✗ Stream videos of yourself
- ✗ Allow non-class members to join the lesson, all other attendance is strictly prohibited
- ✗ Use profanities, intolerant language or disrespectful language
- ✗ Dip in and out of sessions, unless advised by their class teacher
- ✗ Share inappropriate material, or material not related to school work
- ✗ Contact teachers on Teams, outside of lesson time. You should use your Academy email account to do this.

Tier 2 Additional Information

Tier 2 will be implemented as a means of reducing the risks of transmission for the wider community. We will move to a rota model, combining on-site provision alongside remote education.

Lesson Arrangements – what to expect

- Lessons will follow each students usual timetable.
- Remote lesson times will be:

Session	Time
Lesson 1a	8.30am to 9.45am
<i>Break time</i>	<i>9.45am to 10.05am</i>
Lesson 1b	10.10am to 11.30am
PT time	11.30am to 11.55pm
<i>Lunch</i>	<i>12.00pm to 12.40pm</i>
Lesson 2a	12.40pm to 13.55pm
Lesson 2b	14.00pm to 15.20pm
Session 3	15.30pm to 17.00pm

- Each lesson will start on time and teachers will deliver new content.
- Students will be able to interact with their class teacher.
- Teachers will share their lesson resources (PowerPoint) with the class talking through the key points
- Interactive materials to support learning, will be displayed on screen such as video clips, online text books and resources
- Students will be instructed by teachers to submit work for checking. This may be submitting an assignment via Teams or uploading and sharing via OneDrive.

PT Time

We expect students to meet with their PT each day from 11.30am to 11.55am. Normal PT events will take place throughout the week including broadcast, citizenship, year group assemblies and PT star student.

Attendance

- Teachers will be taking a class register each session and contacting students who have not participated. PTs will also contact home to notify parents of non-participation.
- You are expected to attend all lessons unless you are unwell or there are special circumstances.
- If you are unwell you should contact the school as normal, via the absence reporting text number or email, to register your absence.