

Pupil Guide to on-line learning

Follow your normal school timetable.

- Your teachers will post notifications on MS Teams to tell you if your lesson is live or if they have posted work for you.
- You must attend all live sessions.
- The timetable will no longer alternate between weeks 1 and 2 for periods 3 and 4. Instead, period 3 will be your week 1 class and period 4 will be your week 2 class. Your teachers will make this clear.



Attend tutor time at 9.55am

- All pupils must be present for live tutor time every-day.
- Your teacher will take a register.
- We will phone home if you are not present. This applies to all year groups.



Be respectful and courteous.

- Normal school rules apply when you are online.
- For live lessons, you must be suitably dressed. You do not have to wear uniform but should not wear football colours or nightwear.
- Arrive on time.
- Keep your profile picture professional.



Be prepared

- In advance of lessons, make sure you have all the resources you will need: pens, pencils, paper, textbooks etc.
- Make sure your device is fully charged.



Ensure your camera is ON and mic is OFF.

- Remain muted unless asked to talk.
- Use headphones during live lessons if you are in a shared space.
- Use 'Raise Hand' to ask a question.



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Support for you

- Remember to take breaks throughout the school day.
- Get daily fresh air, day-light and exercise.
- And make sure you spend time away from screens too.
- Your teachers are looking forward to seeing you again.
- Please contact your Head of House if you have any questions or worries.



[Pupil support guidance on O365](#)

[Contact details for your Head of House](#)

Helpful Guides

You must be logged-on to O365 to view some of these links.

[Microsoft Teams Student Guide](#) – A video giving a quick introduction to Teams and a number of its features.

[Attending Live Lessons in Teams](#) – A quick video showing you how to attend a live lesson organised by your teacher in Teams using a Chromebook. The process is very similar for Android tablets and iPads.

[Uploading Photos to Class Notebook](#) – A video showing how to quickly upload a photo of your work to a class notebook page using a phone. This means that you can share written work with your teacher and receive feedback using class notebook.

[Microsoft Teams Meetings](#) – A quick guide to attending meetings in Teams.

[Teams Accessibility Features](#) – A quick guide to the various accessibility features available within Teams.

[Teams Guide for Education](#) – A detailed guide to Teams from a student perspective.

[Completing an Assignment with a Word Document](#) – How to complete an assignment with an attached Word document.

[Completing an Assignment in Class Notebook](#) – How to view and complete an assignment which your teacher has linked to your class notebook.

[Completing an Assignment Using Pen and Paper](#) - How to view and complete an assignment using pen and paper in class notebook.

[Chromebook Pupil Guide \(Web view\)](#) – Some useful information on how to use your Chromebook.