



Continuing with your learning is really important.

The following flow diagram explains how we want you to continue with your learning from home. We call this remote learning. We strongly encourage parents and carers to talk through the information below with younger students so that they understand it.

1) Do I need let my teachers and other staff know if I am self-isolating?

Providing that a parent or carer has informed school in the normal way that you are self-isolating, you need to do nothing more. You **do not** need to let your teachers and mentors know.

2) How do I get ready for learning from home?

- Find a **quiet space in the house with a table** to learn, where possible
- Check that you have a device that uses the **internet**, has the **Microsoft Teams app** installed and you know how to access your **school emails**. Please email M. Milowiz if you do not have access to a device
- Let the **school helpdesk** know (see DHFS website) if you have any IT issues
- Use your **school log-on username and password** to access Microsoft Teams and email
- Follow your **normal timetable**. If you have geography period 1 on Monday be ready for geography at 9:15am to see if your teacher invites you into the real lesson via Microsoft Teams. We call this a live lesson. Click **join link** in your school email or **join button** in the **Teams calendar**
- Have your **pencil case, planner, exercise books or folders out ready** for your subjects that day. If these are in school see if you can find lined paper or open up a word document and save your work with a suitable title
- Silently read your **reading book** for the first **10 minutes of the lesson**, just as you would do in school.

3) If my teacher invites me into a Microsoft Teams live lesson what do I need to remember?

- **Your attitude to learning** needs to be exactly the same as in school. A teacher may not invite you to a future live lesson if you negatively affect the learning of others
- Make sure your **microphone is turned off**. If the teacher asks you a question turn on your microphone
- Your **camera is automatically turned on**.
- If you are unsure and need to ask a question do so in the **'chat'** area. Other students can help by answering this question for you. Chat messages are for learning reasons only. **You cannot delete what you write here.**

4) What do I do if my teacher has not invited me into a Microsoft Teams live lesson after the first 10 minutes of a lesson starting?

- It is likely that the lesson is not easy to do through Microsoft Teams (e.g. it is a practical). In this situation **check your emails** from your class teachers
- If you have not been invited to a Microsoft Teams live lesson in a subject, you can expect to get learning activities by school email by the end of the **second day of your self-isolation**
- Please **politely email** your class teachers if this has not happened (**including your year group in the email**)
- If you cannot solve an issue yourself and no one at home can help you, please email your teacher (**including your year group in the email**). **We are still here to help**
- You can also **write down any questions** to talk through with your teacher when you see them again.

5) How do I get ready for coming back to school after self-isolation?

- Check that you have completed everything **'to your best'**. If it's not, it will be handed back for you to improve it
- If you have a printer please **print off** any work
- **Glue** your work this into your exercise book or place it in the correct place in your folder.

6) Becoming unwell

If you become unwell you are no longer expected to continue with your learning. You can catch-up later.