

Learning at St Anthony's Girls' Catholic Academy for Isolating Students during  
Covid

Information for Parents and Carers



January 2022

If your Child has to isolate due to Covid the Academy will provide work to ensure they are able to keep up with their learning. This may take different forms depending on the subject, key stage and topic being studied.

It is very important that students who are well enough access the work that has been set for them and stay in touch with their teachers.

### Online Lessons

Where possible, staff will use Teams to enable any student who is isolating to join the lesson from home. There may be reasons why this is not possible, and staff will let the students know and will provide appropriate work. Students will still be able to access support from the teacher (see section on support).

If students are accessing online lessons, they must ensure they:

- Read through the guide to how to get on TEAMS before their lesson.
- Log in at the beginning of the lesson (no more than 5 minutes before the start time) and have mics muted and cameras turned off as they log in.
- If you are ill or have a genuine reason for not being able to attend, you must go onto FROG as soon as possible after the lesson and complete the work for the lesson set on there (you subject teachers will tell you exactly where to find this for their subject).
- Students must ensure they are prepared before each lesson and have pens, paper and any other equipment directed by the teacher ready for the lesson.
- Find an appropriate space to work from, ideally a shared space such as a living room or dining room.
- Students must be dressed appropriately.

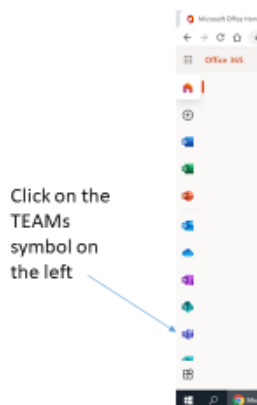
### Behaviour

- Students are expected to behave in the same way they would in school in lessons.
- Students must only unmute their mic when directed to do so by their teacher. If you experience issues with your mic, let the teacher know in the 'chat' function.
- Students must not use the 'chat' function in TEAMS for anything other than as directed by the teacher and must not use this to communicate with each other outside the context of the lesson at any time.
- Students must always use appropriate language while communicating with staff and other students on TEAMS.
- Students must ensure that all communication while on TEAMS is polite, relevant and appropriate such as formally addressing teachers.
- Students must not take photos, screen shots or recordings of teachers or other students (voice or image) during virtual lessons.

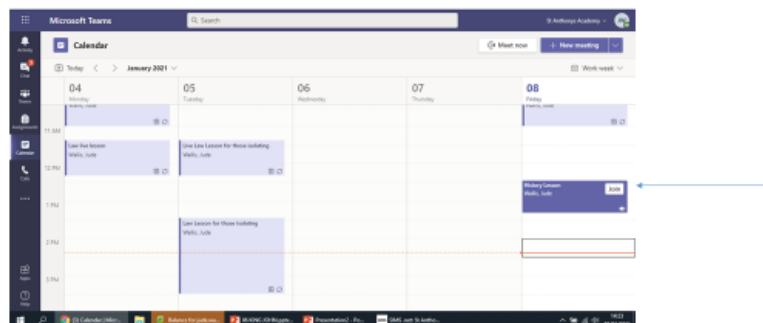
- Students must not use any threatening, homophobic, sexist or racist language. Students must not upload any inappropriate images, audio or recordings to TEAMS.
- Students should not leave and re-join during lesson without good reason and should inform the teacher if there is an issue.
- Where a student has to leave due to internet connection issues, they should re-join the lesson as soon as possible.
- All personal devices not being used for the session (such as a mobile phone where you are on another device for TEAMS) should be switched off and out of the way during the lesson to avoid distractions.
- Any student who does not behave in accordance with these rules and expectations will be removed from the session immediately and this will be reported to their form tutor/head of year as appropriate.

### Getting onto Teams

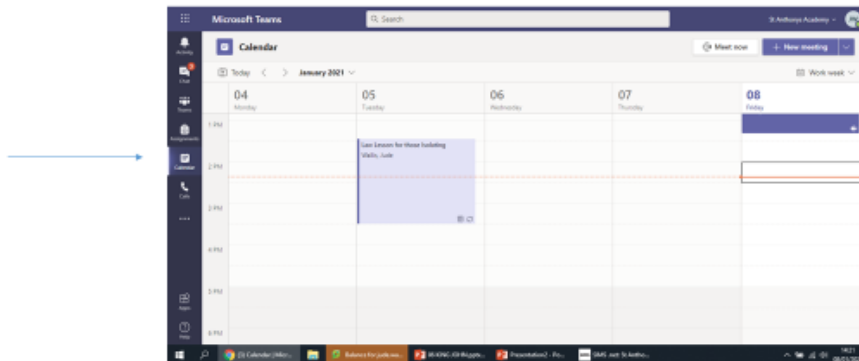
Log into your school Microsoft account (same one as for emails) and you will see this screen:



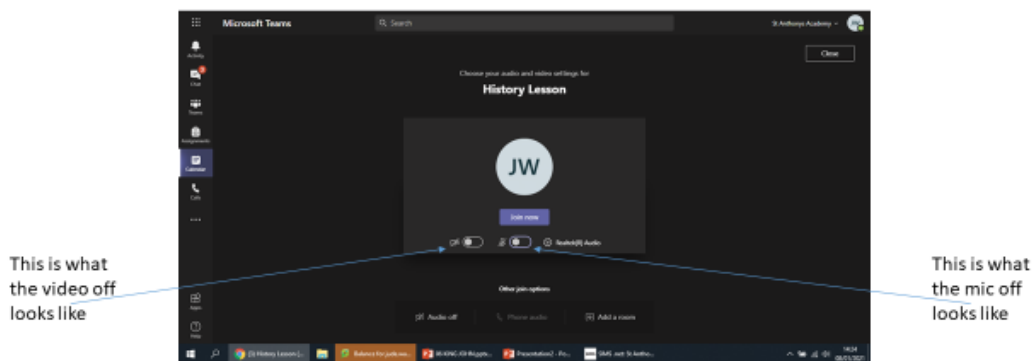
When it is time for the lesson, a 'join' button will appear, click on it:



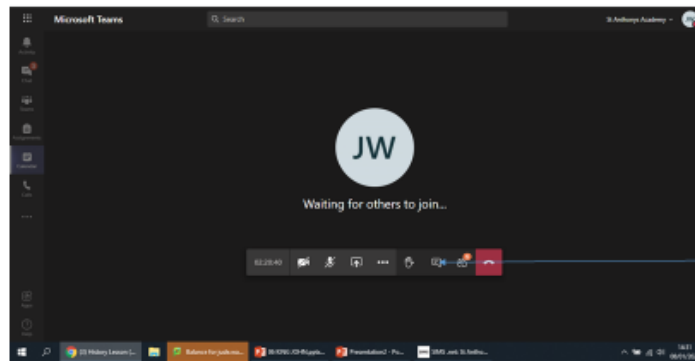
When Teams opens, click on the Calendar on the left:



Before joining, make sure your mic and video are off:



The chat can be accessed here:

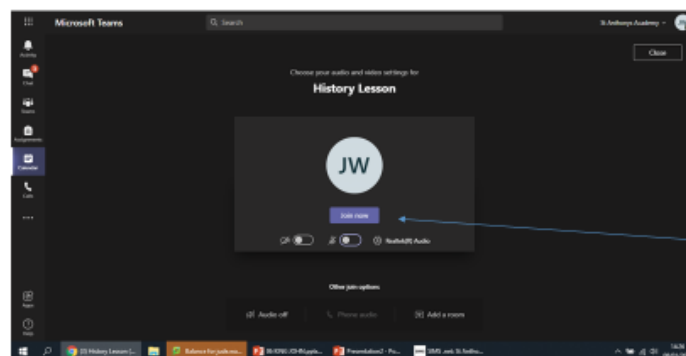


This is only for lesson related chat and should not be used for anything else. Your teacher will check this when they can, they cannot see it the whole time.

To leave the lesson at the end, you need to click the red button on the right of the bar:



Click on the 'join now button' and you will be in the lesson:



#### Important Safeguarding Information:

- The school TEAMS is only available to those within our organisations. You must not give your log in details to anyone else.
- Students must use only the designated media channels to communicate with staff (TEAMS, FROG and email where appropriate).
- Students should be aware that strict GDPR protocols are followed when using TEAMS with regards to sharing images and information and these must be followed at all times.
- Students should be mindful that they and any other family members and anything in the background may be seen or heard within the session by staff and the other students.

#### Where there is no live Teams lesson available

The class teacher will send the work to students for that lesson by email or direct them to where they can find it on FROG.

It is extremely important that students can log into FROG so that they can access the work. If they have any issues with this, they should contact their form tutor immediately by email.

#### Support for students working from home

Where there is no access to live lessons, students will still be able to get support from their class teacher. They can do this through emailing their teacher directly using their school email address. It is important that they only use their school email (staff will not reply to any personal email addresses) and that they email during normal working hours (between 8am and 5pm) as staff will only reply during these times.

It is important that all students keep in touch with their teacher during their absence and submit any work they request so they can check on your child's progress.