

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

Information for Students



January 2022

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

It is very important that you access the work that has been set for you if you are well enough and stay in touch with your teachers.

Online Lessons

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

If you are accessing online lessons, you must ensure you:

- 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 you 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 (your 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.

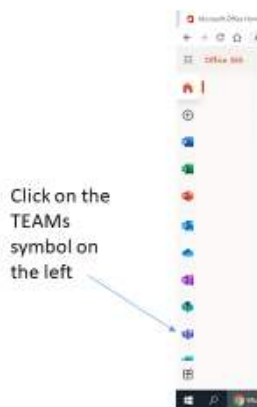
Behaviour

- 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.

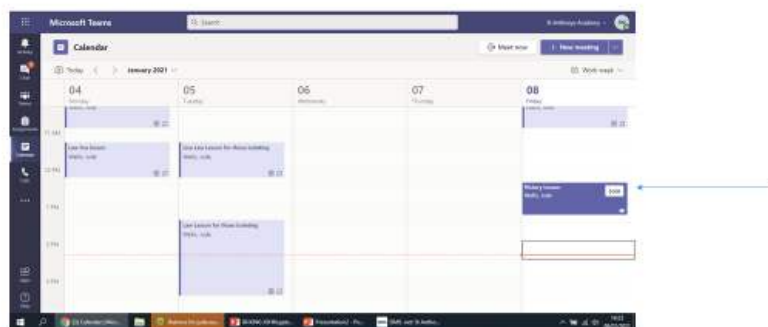
- Students must not use any threatening, homophobic, sexist or racist language. Students must not upload any inappropriate images, audio or recordings to TEAMS.
- Students should not leave and re-join during lesson without good reason and should inform the teacher if there is an issue.
- Where a student 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

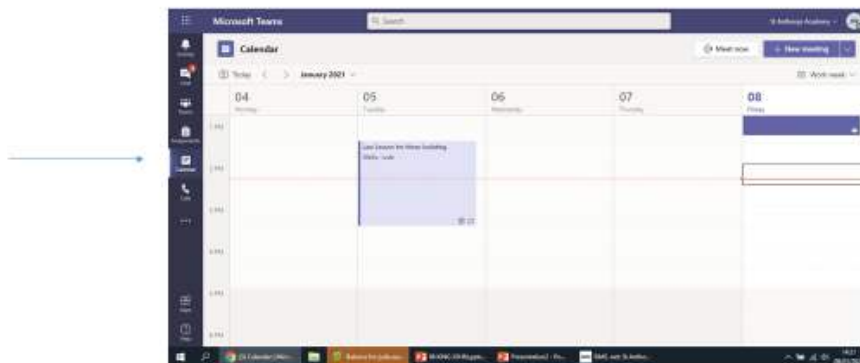
Log into your school Microsoft account (same one as for emails) and you will see this screen:



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



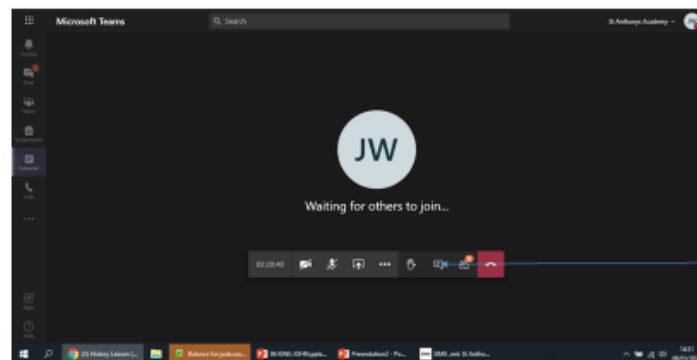
When Teams opens, click on the Calendar on the left:



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

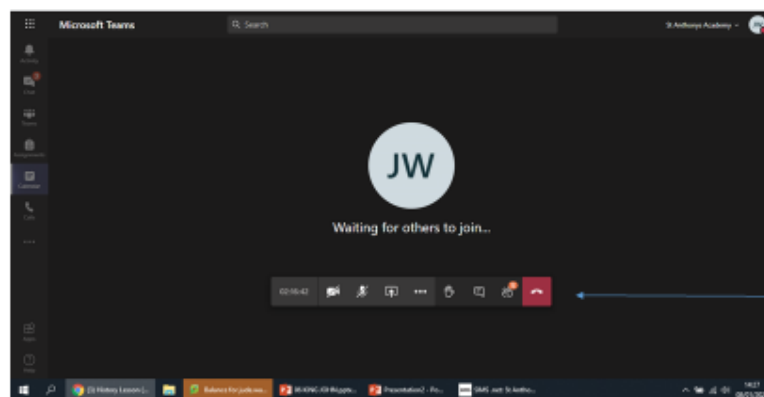


The chat can be accessed here:



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 you for that lesson by email or direct you to where you can find it on FROG.

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

Support for students working from home

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

It is important that you keep in touch with your teacher during your absence and submit any work they request so they can check on your progress.