

St Anthony's Girls' Catholic Academy  
Virtual Teaching and Learning Rules and Expectations



January 2023

## **Virtual Teaching and Learning During School Closure**

January 2023

At any time the school is forced to close unexpectedly, your teachers will be teaching you remotely through Microsoft TEAMS. There is a guide in this document on pages 4-6 to show you how to access TEAMS for all of your lessons.

You will follow your usual timetable (the one you have been following since September) and your teachers will set up the lessons. You will be expected to attend these lessons as you would normally in school. This includes any intervention lessons you are asked to attend.

### **What we Expect of You in Virtual Lessons**

- Students will read through the guide to how to get on TEAMS before their lesson.
- All students are expected to attend all TEAMS lessons unless they are ill or have a genuine reason for absence (as with a normal school day).
- All students should 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, then you must go onto your class TEAMS site as soon as possible after the lesson and complete the work for the lesson set on there.
- 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. All cameras should be turned off for these lessons.
- Students must be dressed appropriately.

### **Behaviour In Virtual Lessons**

- All 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.

### **Teacher Absence**

Where a teacher is unable to deliver a timetabled lesson, you should go to TEAMS as directed to get the work for the lesson. This will be wherever your teacher for that subject told you to find the work previously.

If you have forgotten how to access work on TEAMS for that subject, please refer to the instructions below in the first instance.

If that does not work, ask a friend in your class.

If you are still unable to find the information, email your teacher for that subject and ask them how to find the work. You must not expect your teacher to reply immediately, they will do so as soon as they are able.

### **Important Safeguarding Information**

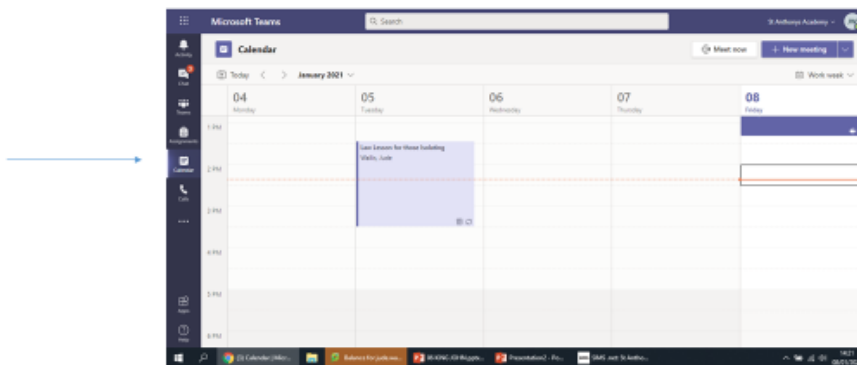
- The school TEAMS is only available to those within our organisations. You must not give your log in details to anyone else.
- Students must use only the designated media channels to communicate with staff (TEAMS and email where appropriate).
- Students should be aware that strict GDPR protocols are 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.

## How To Get Into TEAMS Lessons

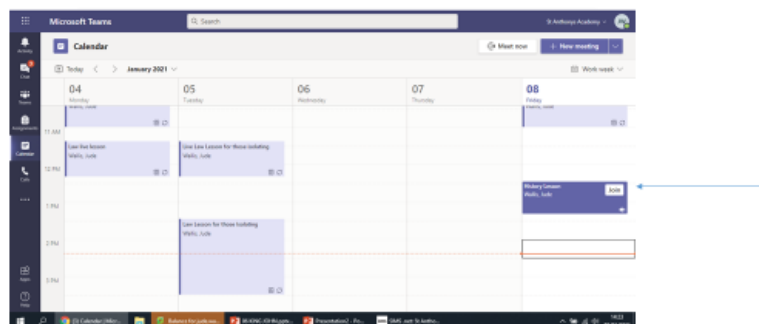
Log into your school Microsoft account (same one as for emails) and you will see this screen:



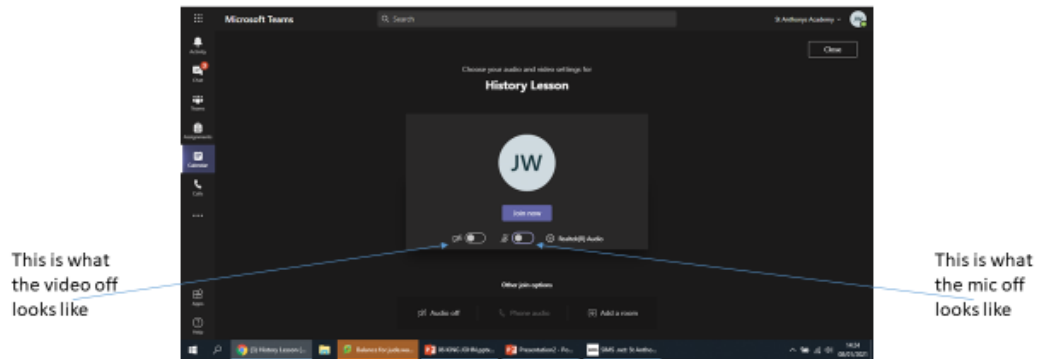
When Teams opens, click on the Calendar on the left:



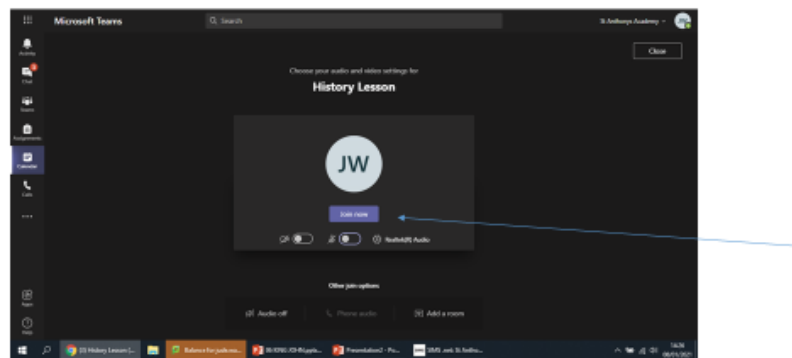
When it is time for the lesson, a 'join' button will appear, click on it:



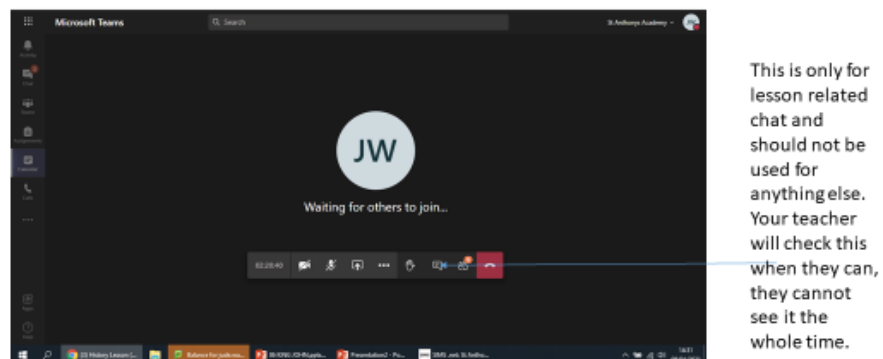
Before joining, make sure your mic and video are off:



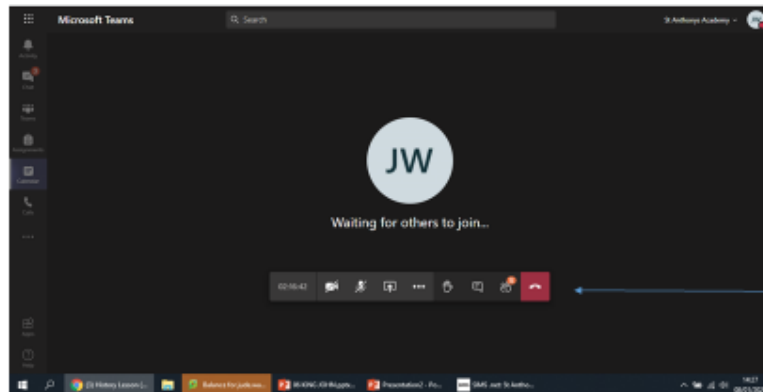
Click on the 'join now button' and you will be in the lesson:



The chat can be accessed here:



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



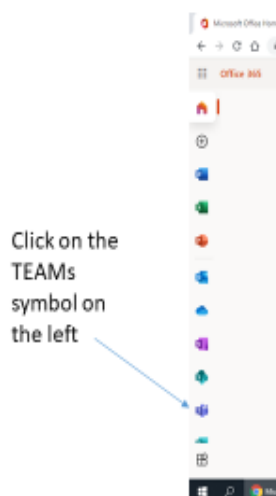
### Accessing Class TEAMS

Your teachers will upload any materials needed for the virtual lessons onto your class TEAMS site.

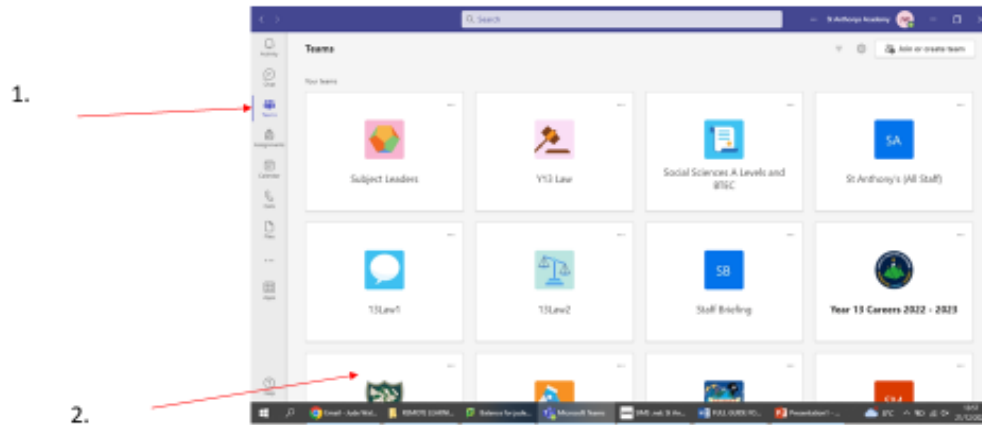
**They will also regularly use the class TEAMS site to communicate with you and set work such as homework, revision and catch-up work throughout the year.**

To access your class TEAMS site, follow the instructions below:

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



Click on the Teams icon on the side. All your class teams will appear on the screen. Then click on the team you need.



Click on the Files word at the top. You will now see all the files related to your subject. You can then click on whichever file the teacher has directed you to.

