

Updated Parent and Pupil guidance for using TEAMS

As we start a new term we would like to THANK YOU for all you support in maintaining learning from home. We know this is a challenge, particularly when you are balancing your own work and family needs.

Informed by feedback from staff and pupils we wanted to share some expectations for distance learning that will hopefully make this process more manageable for everyone. To alleviate some pressure we have asked teachers to return incomplete or unfinished work from last term so that pupils can have a fresh start as we commence the summer term.

Expectations for teaching and learning

- As far as possible, teachers will be online during their lesson to explain, support and answer questions.
- One assignment is set for each lesson. This should take between 30- 45 minutes to complete. There should be no need to spend longer than this time.
- Assignments will generally not be given in advance. They will be scheduled for the lesson but do not have to be completed at this time if IT is shared in the family. They should be completed by the next lesson.
- Over a week, assignments will include a variety of activities such as recorded power points, videos, links to suitable web resources, quiz, reading, independent tasks and examples of modelled work.
- There will not be homework, because we anticipate these assignments are available to be worked on outside lesson time. However, there might be an additional challenge for those who complete work quickly.
- When pupils are accessing an assignment and are struggling due to their literacy levels, there is a button at the top of the page called 'immersive reader.' This function reads out the words in the assignment for them.
- Teachers will provide one piece of feedback per week
- It is important pupils continue to engage with lessons as this knowledge will be used for later learning and assessed later in the year

Pupil engagement

- If a pupil has not viewed or “handed in” an assignment the class teacher will send a message via chat to find out why.
- If the pupil continues not to engage by the end of the week, this will then be passed on by the teacher to the curriculum leader.
- The curriculum leader will contact the PLM who will contact the parent/pupil if there is a pattern across subjects.
- If your child is struggling to keep up or access assignments, please can you let the PLM know so that resources can be posted and class teachers can be informed.

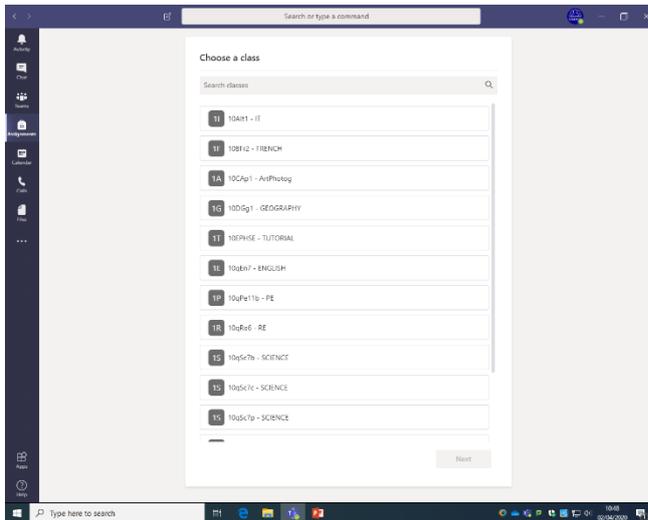
Well- being and online safety

Please use the following link to a range of resources and support for dealing with mental health related concerns - <https://carmel.org.uk/contact/parents/information/>

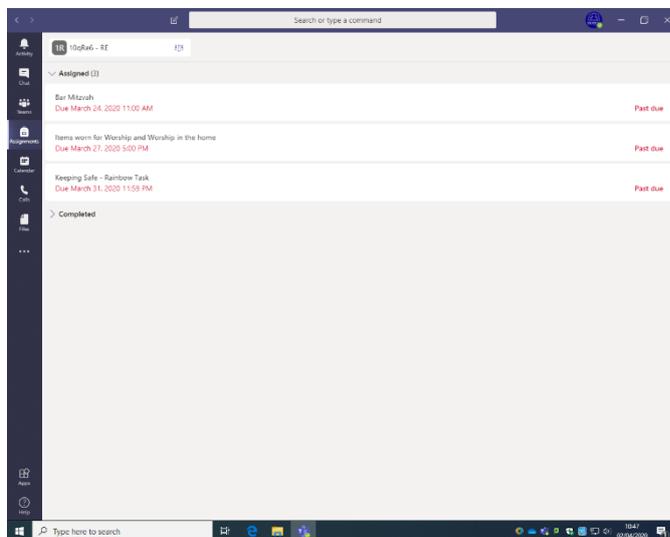
This link will take you to guidance regarding online safety - <https://carmel.org.uk/about-us/e-safety>

The following images outline how pupils see assignments, feedback and track what is complete and incomplete in TEAMS. This should help you and your child keep up to date and intervene before there is a significant back log of work to complete.

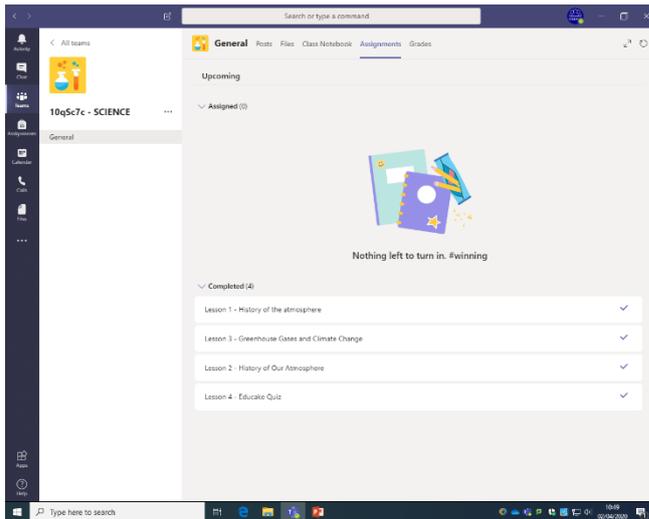
1. In assignments you can see all classes



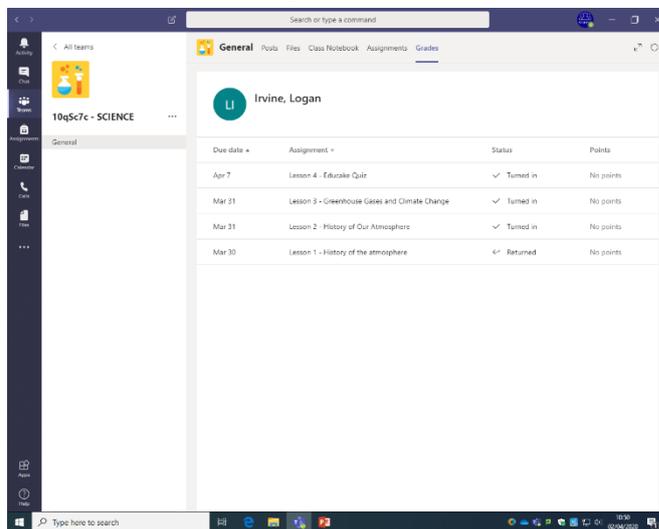
2. You can click into a class and incomplete work is highlighted in red



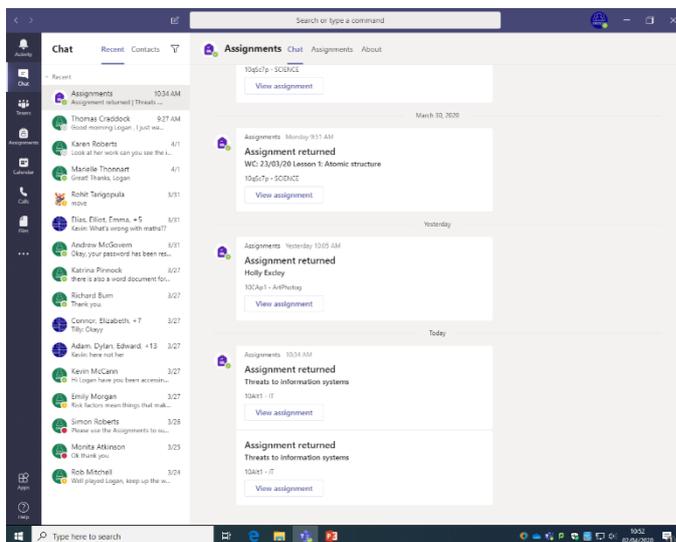
3. In class tile/assignments you can see completed work.



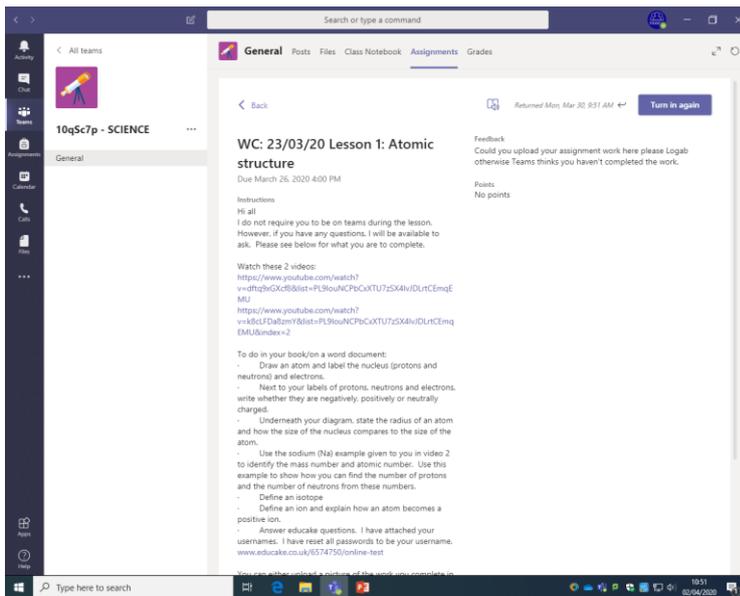
4. In assignments-grades, 'turned in' means work has been handed in, 'returned' means feedback has been given.



5. In chat you can see feedback by clicking on view assignment



6. By clicking on view assignment you can see the completed work and feedback is visible.



- In order to edit work you are given you need to press the three dot icon in the top right corner. This will bring options to open in browser or on desktop. You select one of them and then you are able to edit the work that has been set. Every click is saved so you don't have to worry about losing you work.

