

# How to learn from home!

We need to emphasise that this is just in case!

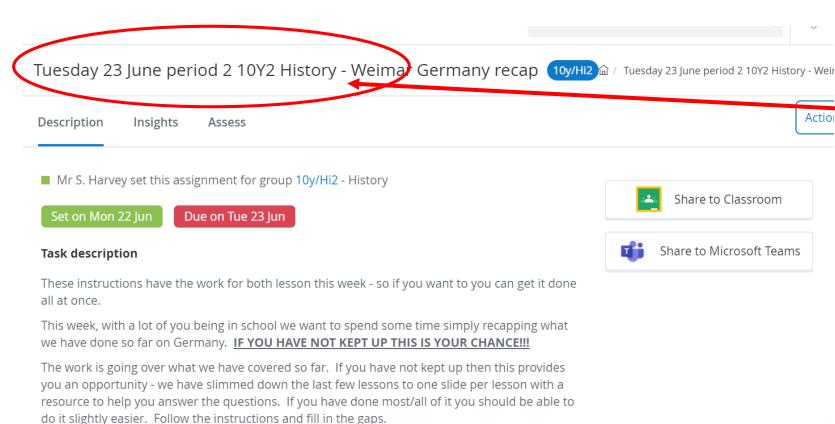
We see no reason for you to have to do this, but we need to ensure you have all the information IF we had to start teaching you from home!





The following applies if a <u>WHOLE year group</u> had to be taught at home for a short period of time (we think it would be a 2 week period and then you would be back in school!)

- Latimer Arts College
- Your work would be placed on Satchel:one, (Show My Homework) for each lesson you would have on that day.
- You would have the same amount of lessons as you normally would on a day.
- You would find the work and complete it as your normally would when you use Show My Homework



Your teacher would label the work as the day and lesson that you would normally be doing and will be on Satchel:one on the day you would normally have the lesson.



#### Microsoft 'TEAMS' Live Lessons

You would be issued with a timetable of when the lesson you need to attend at home would be a 'TEAMS' lessons. Green lessons would be TEAMS, yellow would be as normal on Satchel:One and purple/white would be no lesson. This information would also be on your Satchel:One.



TEAMS lesson would be <u>live lessons</u> with the teacher broadcasting the information into your home.

You would have 2-3 lessons a day via TEAMS that you would be expected to join.

For this to happen you will need to make sure you have the **TEAMS app downloaded** to your device.

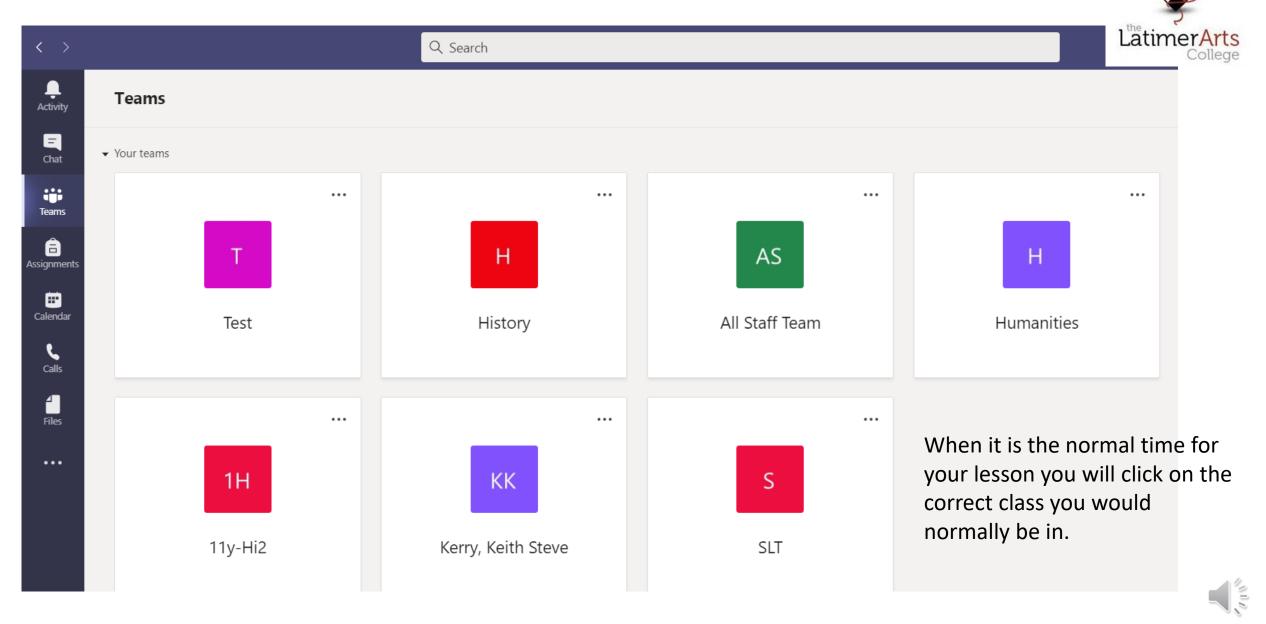
As part of your school provision you have free access to this as part of windows.

You need to download this and log in with your school email.

	TEAMS		TEAMS														
	1Mon:1	1Mon:2	1Mon:3	1Mon:Tut	1Mon:4	1Mon:5	1Tue:1	1Tue:2	1Tue:3	1Tue:Tut	1Tue:4	1Tue:5	1Wed:1	1Wed:2	1Wed:3	1Wed:Tut	1Wed:4
11x	11x/Sc1	11C/Bs1	11B/Ar1	11TtX1/Tt	11x/Ma1	11D/Dr1	11x/Pe1	11D/Dr1	11x/Ma1	11TtX1/Tt	11x/En1	11C/Bs1	11x/Gg1	11x/En1	11x/Sc1	11TtX1/Tt	11A/Cp1
	SS	DA	MW	MFW	VC	JMM	SH	JMM	VC	MFW	KH	HF	SPT	KH	RE	MFW	LW
	Sc	Bs	Ar	Tt	Ma	Dr	Pe	Dr	Ma	Tt	En	Bs	Gg	En	Sc	Tt	Ср
	11x/Sc2	11C/Bs2	11B/Ar2	11TtX2/Tt	11x/Ma2	11D/Dr2	11x/Pe2	11D/Dr2	11x/Ma2	11TtX2/Tt	11x/En2	11C/Bs2	11x/Gg2	11x/En2	11x/Sc2	11TtX2/Tt	11A/Da1
	JC	HF	ES	TS	SK	KG	TM	CK2	SK	TS	EFS	DA	ZLL	EFS	DR	TS	KG
	Sc	Bs	Ar	Tt	Ma	Dr	Pe	Dr	Ma		En	Bs	Gg	En	Sc	Tt	Da
	11x/Sc3	11C/Me1	11B/Bs1	11TtX3/Tt	11x/Ma3	11D/Fr1	11x/Pe3	11D/Fr1	11x/Ma3	11TtX3/Tt	11x/En3	11C/Me1	11x/Gg3	11x/En3	11x/Sc3	11TtX3/Tt	11A/Dt1
	JM2	SM2	HF	GJ	TU	GH	ZH	GH	TU	GJ	VJL	SM2	AF	VJL	JM2	GJ	AB3
	Sc	Me	Bs	Tt	Ma	Fr	Pe	Fr	Ma	Tt	En	Me	Gg	En	Sc	Tt	Dt
	11x/Sc4	11C/Py1	11B/Fr1	11TtX4/Tt	11x/Ma4	11D/Fr2	11x/Pe4	11D/Fr2	11x/Ma4	11TtX4/Tt	11x/En4	11C/Py1	11x/Hi1	11x/En4	11x/Sc4	11TtX4/Tt	11A/Dt2
	RE	HR	HS	CT	CT	AW	CW	AW	CT	CT	SJH	HR	KM	SJH	JC	CT	CMC
	Sc	Py	Fr	Tt	Ma	Fr	Pe	Fr	Ma	Tt	En	Ру	Hi	En	Sc	Tt	Dt
1y	11y/Ma1	11C/Py2	11B/Fr2	11TtY1/Tt	11y/Sc1	11D/lt1	11y/En1	11D/lt1	11y/Sc1	11TtY1/Tt	11y/Ma1	11C/Py2	11y/Sc1	11y/Gg1	11y/En1	11TtY1/Tt	11A/Fd1
	SK	JP	AP	EFS	DC	CJT	EFS	CJT	JC	EFS	SK	JP	DC	SPT	EFS	EFS	ES
	Ma	Py	Fr	Tt	Sc	It	En	It	Sc	Tt	Ma	Py	Sc	Gg	En	Tt	Fd
	11y/Ma2	11C/Sb1	11B/Me1	11TtY2/Tt	11y/Sc2	11D/It2	11y/En2	11D/It2	11y/Sc2	11TtY2/Tt	11y/Ma2	11C/Sb1	11y/Sc2	11y/Gg2	11y/En2	11TtY2/Tt	11A/Fd2
	GJ	ZT	SM2	KH	RE	LW	KH	LW	RE	KH	GJ	ZT	SWZ	ZLL	ST2	KH	MW
	Ma	Sb	Me	Tt	Sc	It	En	It	Sc	Tt	Ma	Sb	Sc	Gg	En	Tt	Fd
	11y/Ma3	11C/Sb2	11B/Me2	11TtY3/Tt	11y/Sc3	11D/Sb1	11y/En3	11D/Sb1	11y/Sc3	11TtY3/Tt	11y/Ma3	11C/Sb2	11y/Sc3	11y/Hi1	11y/En3	11TtY3/Tt	11A/Gr1
	TU	SH	CJT	SJH	GW	TM	SJH	TM	GW	SJH	TU	SH	AG	NRC	SJH	SJH	SAW
	Ma	Sb	Me	Tt	Sc	Sb	En	Sb	Sc	Tt	Ma	Sb	Sc	Hi	En	Tt	Gr
	11y/Ma4	11C/Sc1	11B/Mu1	11TtY4/Tt	11y/Sc4	11D/Sb2	11y/En4	11D/Sb2	11y/Sc4	11TtY4/Tt	11y/Ma4	11C/Sc1	11y/Sc4	11y/Hi2	11y/En4	11TtY4/Tt	11A/Rs1
	MFW	RE	CJE	ACP	SS	ZH	FS	ZH	JM2	ACP	MFW	RE	SS	STH	FS	ACP	NKW
	Ma	Sc	Mu	Tt	Sc	Sb	En	Sb	Sc	Tt	Ma	Sc	Sc	Hi	En	Tt	Rs
		11C/Sc2	11B/Rs1			11D/Sb3		11D/Sb3				11C/Sc2					11A/Tx1
		CR2	NC			cw		CW				JC					LC
		Sc	Rs	l		Sb		Sb		l		Sc					Tx
						11D/Tr1		11D/Tr1									
						SM2		SM2									
						Tr		Tr									



### Once you have downloaded the app you will find in the 'TEAMS' section all of your classes.



You would join the lesson and the teacher would be there to explain the task and share information with you.

#### Lessons will differ:

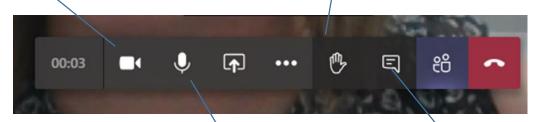
- You may have a full lesson with the teacher
- You might be on 'TEAMS' for 10 15 minutes, with your class teacher delivering key information to you
- You may be set a task and asked to come back at the end of the lesson to share your work

These are the expectations that we will have of you:

- Log into 'TEAMS' at the allocated timeslot for your online session.
- Go to the class that you will be joining.
- The teacher will 'call' you when ready and you will have to select the meet now button.
- Your should 'mute' your microphone-
- You must be suitably dressed/ blur out the background and if possible wear headphones so as to not be disrupted. Or you can not have the camera on at all if you prefer.
- If you have a question about the lesson, you can message your teacher during the lesson. Follow your teacher's rules for what types of messages are appropriate for your online class.
- Remember to be polite and courteous in your messaging
- All LIVE sessions are recorded for safeguarding purposes, so please be aware of your conduct whilst taking part.

You do not need your camera on This button will put your hand up if you want to speak to your teacher

LatimerArts

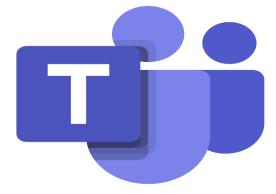


We want you to mute your microphone – we will tell you when to unmute

Or you can use this button to send a message or ask a question of your teacher



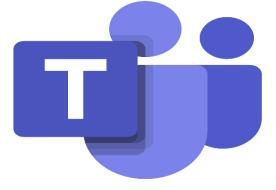
## What your teachers can do





- Record attendance: we can see when you join a meeting and what time you end the call. We
  may need to contact you to find out why you needed to end the session.
- Prevent you from using the messenger function: if you abuse the message function, your ability to do this may be taken away.
- Use the B4L System, as they would in class: Live lessons provide a chance for you to continue to have contact with your teachers, who are the best people to teach you. Should you not behave in the ways expected, you will:
- Receive a Stage 1 Warning: we will make contact with parents and carers to explain why you have been issued with the warning and share the recording with you
- Receive a Stage 2 Warning: if you continue to display inappropriate behaviour in the next session, you will have your access taken away for the next lesson and you will have to study on your own. Again, we will contact parents and carers and share the recoding with them

## YouTube clips





If you are still unsure how these will work. Please see these YouTube clips.

Students guide to LIVE lessons on Teamshttps://www.youtube.com/watch?v=fdaMa1DSwXo

Student guide to download Teams-

https://www.youtube.com/watch?v=Zoc78NKvTK0&list=PLxp90x5c0ttY6YQiUyoG9gmoAx 20VncHa

Virtual classroom (what does it look like)https://www.youtube.com/watch?v=jx36qQf Qpk