Dear [Student],

Please find attached your new remote learning timetable. The timetable begins on Monday 18th January and we start on a WEEK A.

Before we go any further, you **must** watch this video on our expectations and how to log in:

<https://youtu.be/tKwjCEFUj_A>

To access your lessons, you must login to Microsoft Teams using your normal school email address (XXXX@shenfield.essex.sch.uk) and your normal school password.

**Please be aware that all live lessons are recorded and that by entering a live lesson, you are agreeing not to share any of the content via any form of social media. The live recording remains the property of Shenfield High School and any sharing would require formal written approval.**

What we expect of you:

* Login to Teams in the morning and navigate to the correct lesson on time. We are following the normal school day from Period 1 at 9am including normal breaks and lunchtimes.
* You should engage fully in the lesson and complete any independent tasks
* You can use the chat facility at the discretion of the teacher to ask or respond to questions
* Your teacher will unmute you for the purpose of answering a question. If you require support “raise your hand”.
* You should maintain the same standard of behaviour as you would in a classroom. Any inappropriate communication will result in you immediately being removed from the lesson followed by a parental phone call. Repeated incidents will result in removal from future live lessons.

**Technical Issue?**

**Telephone Support** – (01277) 219131

**Email Support -**  [SHSYear10@shenfield.essex.sch.uk](mailto:SHSYear10@shenfield.essex.sch.uk)

[SHSYear11@shenfield.essex.sch.uk](mailto:SHSYear11@shenfield.essex.sch.uk)

[SHSYear12@shenfield.essex.sch.uk](mailto:SHSYear12@shenfield.essex.sch.uk)

[SHSYear13@shenfield.essex.sch.uk](mailto:SHSYear13@shenfield.essex.sch.uk)

**Frequently Asked Questions - Remote Learning**

**Do I have to attend all live lessons?** We want you to engage with all lessons we have on offer. If you are unable to attend ‘live’ then we expect you to watch the lesson at a time suitable and convenient for you.

**Where can I find the recording of the lesson?** Go to the correct Team page for that subject and you will find the recorded lesson in the ‘conversation’ timeline. You can either download it or click and watch it on Stream. The way you can access it will depend on the computer/tablet/phone you are using.

**Will all my lessons be live?** The timetable attached should be followed as you would do in school. However, some subjects will set independent learning to do in the hours where there is no ‘live’ lesson or teacher available. The work will be expected to be completed during that time ready for next lesson. Some subjects will ask for you to submit the work to the teacher and some will ask that you bring it to the next ‘live’ lesson. The expectations will be made clear by the classroom teacher.

**Will I get PREP to do as well?** Just as there would be in the normal school week, we will expect you to continue to PREP at evenings and weekends. We are trying to limit the number of PREP tasks that are set formally in order to support all families who have to share devices. However, PREP is not a chore, it’s a way of life!

**What happens if I have technical issues during a lesson?** Please try not to bother the teacher with technical issues during a lesson. Please call or email the support details given above and we will try to assist you. Most issues can be solved by closing Teams, re-logging in and re-joining the class.

**Will every lesson be a full hour?** No, it is likely to take time for the teacher to set up the lesson, students to join and end the lesson in time to change to the next one. If a lesson has to end early, the teacher will set a task to do during the rest of the lesson time.

**What happens if I am removed from a lesson for behavioural reasons?** The teachers have been asked to R3 (remove) any student who does not meet the professional expectations of the ‘live’ lesson. Once removed, you will not be allowed to re-join that lesson and will have to access the remaining learning through the recording later in the day. If you are removed from 3 or more lessons for behavioural reasons you will lose your right to join ‘live’ lessons and only have access to the recordings until we return to school.

**How do I submit my work?** A majority of teachers will ask you to email it to them as an attachment. Some teachers may ask you to upload it to Teams directly. Each teacher will explain and model their expectations.

**Will ‘live’ lessons have an impact on my GCSE or A Level grade this summer?** The current advice is that you continue to engage fully with all elements of your exanimations. We are yet to find out how your grades are to be generated, but teacher-assessment will be a key element. The more you attend, the more work you complete, the higher your assessment grades are likely to be.