Virtual Learning Environment

Colfe's Junior School

Guidelines and Protocols for Parents and Pupils

Introduction

Colfe's Junior School aims to provide an inspirational and holistic education, which maintains a healthy balance between teaching, learning, pastoral care, personalised support and enrichment activities. During periods of school closure, the primary platform for delivery of education will be via our bespoke Virtual Learning Environment (VLE). When the VLE is in operation, all pupils will have the opportunity to share in online learning.

Microsoft Teams

Through Microsoft Teams, the teachers at Colfe's Junior School will deliver as much interactive learning support as possible for our pupils. For pupils in the EYFS, Teams will be used to complement the provision of remote learning through Tapestry.

Pupils will benefit from access to:

- Live feeds from teachers, with opportunities for questions and feedback.
- Pre-recorded videos, showcasing new skills and facilitating academic progression.
- Learning materials and channels for submitting work to be marked.

To access Teams, please see below for a summary of the hardware and software required.

<u>Windows PCs and Laptops</u>

Download the **Microsoft Teams app** and sign in with your child's Colfe's email address and password.

- Launch your internet browser (Edge or Chrome) and navigate to the Microsoft Teams website at: https://www.microsoft.com/en-gb/microsoft-365/microsoft-teams/download-app
- Click on 'Download for Desktop' and follow the steps to install the Microsoft Teams app.
- Open the app and sign-in with your child's Colfe's email address and password.

Alternatively:

- Launch your internet browser (Edge or Chrome) and navigate to: https://www.office.com
- Sign-in with your child's Colfe's email address and password.
- Click on the Teams icon on the list of apps – this will open Teams in a new tab.

Mac

Download the **Microsoft Teams app** and sign in with your child's Colfe's email address and password.

- Launch your internet browser (Safari or Chrome) and navigate to the Microsoft Teams website at: https://www.microsoft.com/en-gb/microsoft-365/microsoft-teams/download-app
- Click on 'Download for Desktop' and follow the steps to install the Microsoft Teams app.
- Open the app and sign-in with your child's Colfe's email address and password.

Alternatively:

- Launch your internet browser (Safari or Chrome) and navigate to: https://www.office.com
- Sign-in with your child's Colfe's email address and password.
- Click on the Teams icon on the list of apps – this will open Teams in a new tab.

iPads and Other Tablets

Download the **Microsoft Teams app** from your App Store and sign in with your child's Colfe's email address and password. N.B. To optimise the learning experience and maintain the pace during online lessons, it is necessary to have all the following **Office 365 applications** installed and signed-in when using a tablet: Teams, OneDrive, Word, PowerPoint and OneNote. These apps can also be downloaded from your App Store.

Office 365 Applications

The Office 365 apps are licenced to be downloaded on up to 5 devices, using your child's Colfe's email address and password. To install the apps on a PC or laptop, please use the following link to access the downloads: https://www.office.com

Once signed-in, please follow the instructions to 'Install Office'.

Logging-in to Teams with your Child's Account

Every Colfe's pupil has personal login details for Teams and the other Office 365 apps. To log-in, type their email address in the format _username@colfes.com_ and password. Please see below for further details about usernames and passwords:

Pupil's Year Group	Username Formats (No Brackets)	Password Formats (pre-set to Date of Birth)
Year 6	21(firstinitial)(surname)	DDMMYY
Year 5	22(firstinitial)(surname)	DD/MM/YY
Year 4	23(firstinitial)(surname)	
Year 3	24(firstinitial)(surname)	DDMMYYYY
Year 2	25(firstinitial)(surname)	DD/MM/YYYY
Year 1	26(firstinitial)(surname)	
Reception	27(firstinitial)(surname)	(Another, previously personalised password)
Nursery	28(firstinitial)(surname)	

N.B. If a password reset has been requested, the new password will be set to the pupil's date of birth in the format DDMMYY.

Tech Support

Should any technical queries arise, please email our IT Department using the following email address:

jstechsupport@colfes.com

We would kindly request that all technical queries are submitted via this email address and not directed to teachers, to ensure that our IT support team can respond to your query in a timely manner.

Access to appropriate hardware / devices

To engage with the VLE, pupils will need access to an appropriate device (laptop, iPad or tablet) with microphone and webcam features enabled and the correct software installed. The Junior School has a limited number of iPads which could be loaned to pupils on a case-by-case basis, should family circumstances necessitate this and no other solution can be found.

For more information, please contact Ms Roberts – lroberts@colfes.com

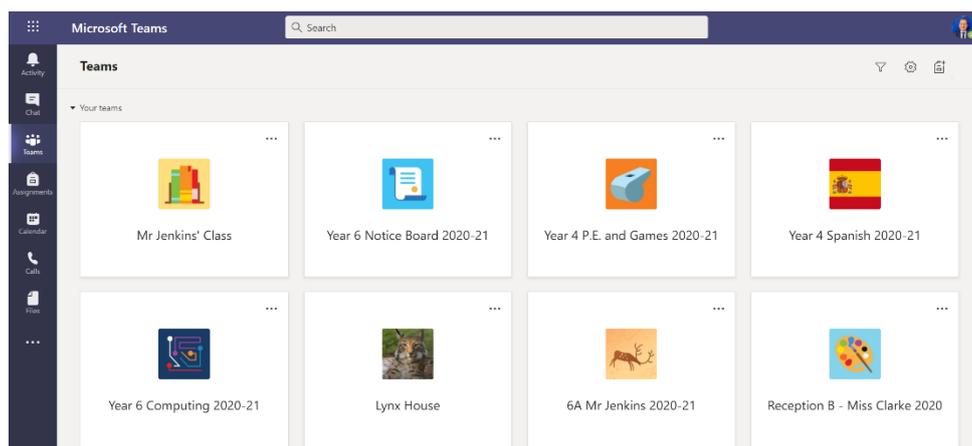# Useful Websites for Remote Learning

Microsoft Teams: https://teams.microsoft.com

Mathletics: https://login.mathletics.com/

Readiwriter: https://login.readiwriter.com/

Office 365:   https://www.office.com

Touch Typing: https://www.bbc.co.uk/bitesize/topics/zf2f9j6/articles/z3c6tfr

OneDrive: https://onedrive.live.com

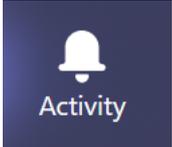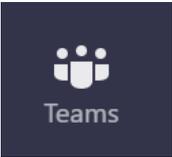Oxford Owl: https://www.oxfordowl.co.uk/login?active-tab=students

Finding your Way around Teams

Once you've signed into Teams, the first page is usually your child's Teams dashboard:

The main functions can be accessed through the tabs on the left-hand side:

Activity	**Activity** – Displays notifications for the pupil, e.g. an Assignment has been set or there is an announcement in one of their Teams.
Teams	**Teams** – The pupil's Teams dashboard, which includes all of their classes. N.B. The main Teams in use are the pupil's class Team, e.g. 3A Miss Hartley, and the Year Group Notice Boards (Years 1-6). Teams for this academic year contain the digits 2020-21 in the Team name.

Assignments	**Assignments** – Access to all remote learning tasks set for the pupil. Via this tab, pupils can view, complete and 'hand in' all their work, and read written feedback from teachers.
Calendar	**Calendar** – The pupil's schedule of live lessons can be viewed in their Calendar. Lessons will be titled appropriately, e.g. 2C English Live Lesson, and teachers will make regular announcements in the class Team about upcoming lessons.

The main areas to use for daily remote learning will be:

- The pupil's class Team.
- The Year Group Notice Board Team (Years 1-6).
- Assignments tab.
- Calendar.

Supporting your child with their learning

As when the children are attending school, the working partnership between parents and teachers is invaluable. We envisage that, in good time, the children will adapt to their new school routine, and will show more independence with the technology. In the early stages of remote learning in particular, the children may need some support to get going. Remote learning can be most effective when the surroundings are conducive to focused study; where possible, please consider the following guidelines when helping pupils to set up and settle in their workspaces prior to online lessons:

- A desk or table at a suitable height and a comfortable seat.
- A quiet area, with minimal background noise.
- Ease of access to exercise books, stationery and the controls on the device (volume, mic, camera).
- Testing the device's mic and camera in advance.
- Closing other apps, to minimise distractions!
- Checking regularly for the latest software updates on the device.

Teaching and Learning through the VLE at Colfe's Junior School

The VLE is designed to mirror the educational experience which the pupils can access when they learn at school. Teachers will collaborate and innovate to deliver learning experiences which are accessible and age-appropriate. As we continue to develop our educational offering through Teams, parental engagement and constructive feedback will be much appreciated and encouraged.

Learning experiences will include a suitable variety of interactive sessions and independent learning tasks, with teachers maintaining daily contact with their pupils and offering personalised feedback when appropriate. Lessons will be delivered in ways which ensure that pupils, either independently or with limited support from a parent, particularly for younger children, can access the learning. A summary of live lessons will be posted in the Team activity feed, so that pupils and parents can revisit any the main teaching points at a later date. Live lessons will not be recorded and should not be stored in any format on pupil devices.

Pupils will benefit from the familiarity of being taught by their form tutor and subject teachers, who may utilise some of the following teaching and learning methods:

Live, teacher-led discussions	Pre-recorded videos	Links to specific websites
Interactive Whiteboard	Online 'Class Notebook'	Pupils' independent work
Work in Remote Learning books	Fitness / Relaxation Sessions	Online 'Working Wall'
Assignments (online homework)	Drawing / Sketching	Pupils' photos / videos

Timetables

Pupils will follow their usual timetable of lessons which they have in school. Copies of the timetables for each class will be circulated in advance and posted in the class Team, so that parents and pupils are kept up to date. Whilst we welcome full engagement with our learning programme, we appreciate that each individual family's arrangements and circumstances are unique; please rest assured that, as during normal school operation, the focus will be on inspiring and encouraging the children to make academic progress without any unnecessary additional pressures. English and Maths will be taught as live lessons, with the remaining subjects being taught live at least once a fortnight. If a lesson is not taught live, learning activities and instructions will be provided as an Assignment, in accordance with the current programmes of study for that subject. Timetables may evolve depending on the current circumstances; parents and pupils will be kept updated via the announcements in the class Team.

Marking and Feedback

Teachers will provide details about how each piece of work will be assessed and when feedback will be given on Assignments. This could include detailed marking, verbal guidance for the next steps, a simple acknowledgement or providing the solutions to tasks, so that the pupil can either self-mark or be guided by an adult to do so.

Please do not feel obliged to upload work after every lesson. As a guide, English and Maths work should generally be completed by the next day, other subjects simply before the next lesson, which may be a week later. Assignment 'due dates' are provided for guidance only; generally, all remote learning tasks can be completed during the lesson itself or in a timely manner in the days following the lesson.

Learning Activities set via Assignments

Work that has been set by your child's teacher can be accessed via the 'Assignments' tab. Click into an assignment to view details such as: the key teaching points, how the work should be completed and handed in, how feedback will be given and the recommended completion date. Remote learning activities will be similar to learning activities completed in school.
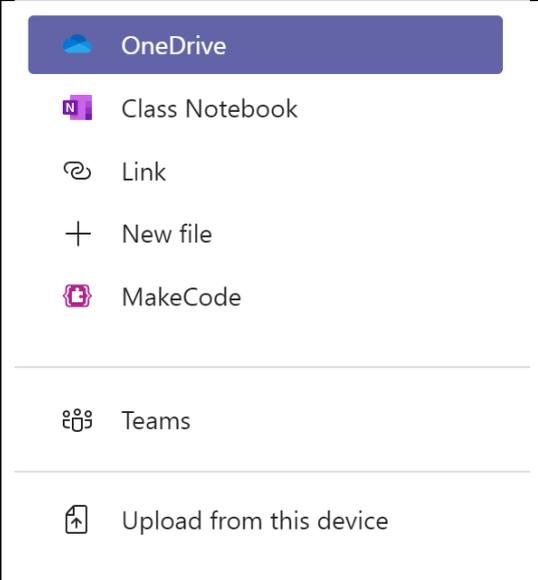
Process for Uploading Work Completed by Pupils

Work should be returned to teachers by uploading it to the corresponding Assignments within Teams; this will ensure that teachers receive copies of the work and have a chance to provide feedback. Please see below for suggested steps for uploading work via Assignments:

1. Use a smartphone or tablet to 'scan' the work with the Microsoft OneDrive app, or the device's Camera app.
2. Log-in to Teams and navigate to the details of the Assignment which has been completed.
3. Under the instructions for the Assignment, click the option to 'Add Work'.
4. Upload the scan/photo by selecting OneDrive or 'From this Device' depending on where the scan was saved during step 1 (see 'Add work' screenshot below).
5. Click 'Upload' and check the attachment is now displayed below the Assignment instructions.
6. Click 'Hand In' to submit the work to the teacher.

Pupils will receive a notification in their Assignments tab when they have received written feedback on work they have uploaded and handed in.

'Add work' Options

OneDrive	**OneDrive**: To upload a file from your child's OneDrive online storage.
Class Notebook	
Link	
New file	**New file**: Attach a new Word Online or PowerPoint Online file which pupils can work on. These files will save in real time, ready to hand in when the work is finished. You can also copy and paste work from another document into this new file.
MakeCode	
Teams	
Upload from this device	**Upload from this device**: Attach a file from your computer or tablet, such as a photo of work.

Documents to be Edited by Pupils (Word Online and PowerPoint Online)

As part of an Assignment, Teachers may include a Word Online or PowerPoint Online file which can be edited by the pupils to complete their independent work. All work in these documents is saved automatically in real time, and can be submitted for marking by returning to the Assignment and clicking 'Hand in'.

Important points to note

- **Live Lessons**: This is an interactive session (up to 20 minutes in length) led by the teacher, during which the pupils are taught the key content; the rest of the allocated lesson time is for pupils to complete work independently. Sometimes teachers may continue to offer support via the live 'chat' feature of another designated channel. English and Maths will be taught as live lessons; other subjects will be taught as a live lesson at least once a fortnight – please check the Calendar to see when live lessons have been scheduled.

- **Assignments**: For lessons without a live element, teachers will set Assignments, which will include explanations of the key teaching points and related learning activities for pupils. Teachers will post announcements in the class Team to keep pupils and parents updated about whether lessons will be live or uploaded tasks in Assignments.

- **Tutorials (KS2) and Talk Time (EYFS / KS1)**: These live sessions are scheduled for small groups of pupils with their class teacher. Similar to a 'Circle Time' lesson in school, this arrangement affords time and space for each pupil to discuss things which are important to them and benefit from personalised support. Discussions generally centre around: academic progress, pastoral matters, guided reading and other age-appropriate group activities.

- **Webcams and Microphones**: Pupils are expected to join lessons on mute and with their cameras turned off. To ensure that lessons are interactive, pupils will be encouraged to participate (individually or in small groups) at relevant points in the lesson, by unmuting to speak and/or turning on their cameras to show their work. Many pupils grow in confidence and sustain focus for longer in lessons as they become more familiar with the structure of remote learning.

- **Printing of Resources**: Remote learning tasks may be printed if families wish to do so; it is hoped that the majority of tasks can be completed in ways which do not require any printing. Older pupils, in particular, should be able to view worksheets on their device and complete the work in their Remote Learning book. Pupils' work can be scanned and uploaded to the Assignment to hand in, or pupils can complete work digitally in Word Online or PowerPoint Online, which saves automatically and can be submitted for an Assignment.

Channels of Communication

Teams is a learning platform for the pupils and MyColfes will continue to contain all official school correspondence for parents. Parents may email teachers, as they would during normal school operation. For pupils in younger years, parents may also contribute to the lesson 'chat' and live discussions on behalf of their child, as directed by the teacher. Pupils' work should only be handed in by uploading it to the relevant Assignment (i.e. not emailed). Only pupils in Year 6 may email teachers, in accordance with the etiquette agreed when this option was introduced.

Behavioural Expectations / Safeguarding

This protocol is intended to work in tandem with:

- The corresponding pupil protocol for the VLE (see below).
- Colfe's Junior School Behaviour Policy (updated September 2020).
- Colfe's School Child Protection Policy, including the Annex issued in April 2020.

Protocols and Code of Conduct for Pupils

Colfe's Junior School is an exciting place to learn and grow, as well as try new things and make lifelong friends. If school is closed for any reason, our Virtual Learning Environment (VLE for short) allows you to go to school using a computer or tablet. Using the VLE, the teachers will invite you to your lessons as normal. To make sure that the VLE works for everyone, it is really important to understand the instructions below and to follow all school rules. Please speak with a trusted adult or one of your teachers if you would like something explained again.

What could my day look like?

You will have the same lessons each day that you would have in school, except the teachers will teach you through a computer and you will do the work at home. Some of your lessons will be live, some will be pre-recorded and others may be activities for you to do; you will always be able to take part in the lessons somehow.

Will I be able to see my teachers?

Yes! We have designed the online school so that teachers and pupils can see each other. In some lessons, you will see more of the teacher; at other times, teachers may play you a video of them explaining something or start an online chat instead. As always, teachers will plan your lessons in the way which helps you learn best.

Which apps will I be using?

The main app you need is called **Microsoft Teams**.

The website is: https://teams.microsoft.com

How do I sign-in?

Signing-in to Teams will be easy after you've done it a few times. Simply type in your school username as an email address (*username@colfes.com*) and the password you use for the computers in school (usually your date of birth).

How do I get to my lessons?

All of your lessons will be saved in your **Calendar** when you sign-in to Teams. Find the lesson in Calendar, click on the lesson, turn off your microphone and camera, and then click **Join** to go into the lesson.

<u>What will a lesson look like?</u>

Your teachers will have lessons ready for you just like we would at school. When you join a lesson, your teacher will speak first, welcome everyone and then explain what will happen in the lesson. You may be able to see the teacher and at times they will ask to see you or speak to you. Please follow the teacher's instructions carefully.

On your screen you will have the following information and controls to use when your teacher tells you to:
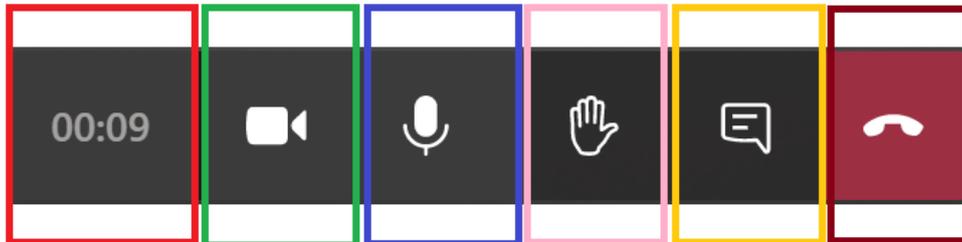
A timer for the lesson

Turn your camera on/off

Turn your microphone on/off

Raise / lower your Hand

See the lesson chat

Leave the lesson

<u>Top Tips for making the most of lessons</u>

- Concentrate on what the teacher is saying and try your best to follow the instructions.
- When you join a lesson, make sure your webcam and microphone are turned off. The teacher may invite you to turn the camera and microphone on at times during the lesson.
- Make sure you can see the main screen and open the lesson chat.
- It's alright to ask for help: your teacher will explain how you can do this.
- Focus on the learning materials and the teacher.

Code of conduct for Junior School Pupils

This code of conduct outlines what we expect of you during online lessons.

Much of this echoes our expectations of you in lessons when in school and all of it is designed to help you gain the most benefit from online learning.

- I will only use Teams for the purposes of online learning and will only browse, download, upload or forward material that is related to my learning and as directed by my teachers.
- I will only join lessons at the scheduled time and will leave lessons when the teacher tells me to do so.
- I will try my best to complete the work set for me on Teams.
- I will be prepared for online lessons by having the right equipment ready and will do my best to be on time.
- I will keep my camera and microphone off unless the teacher tells me that I can turn it on.
- I understand that online lessons will be recorded; the recordings can only be viewed by pupils and teachers.
- I will not take photos of my screen or record online interactions in anyway.
- I will make sure that my communication in Teams is always supportive of my learning and the learning and wellbeing of others.
- I will only use my own username and log-in details.
- When taking part in an online lesson I will make sure that:
    - My table/desk is in an area that is quiet and free from distractions, and there is an adult nearby.
    - The space around me is free of any personal information or photos.
    - I am appropriately dressed and ready for school.
- I will never have a video lesson with a teacher on my own with the exception of specific SEN lessons.
- I will uphold the Colfe's Junior School values – Honesty, Kindness, Team, Effort, Respect, Love of Learning and Resilience.

Please remember what we always say about writing things online: when you type something, you're creating a digital footprint and that is permanent. So be mindful of what you say and write.