



ST THOMAS MORE CATHOLIC SCHOOL

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By Email

4th January 2021

Dear Parents/Carers,

Following the recent government announcement regarding a staggered return to school for pupils we are implementing a remote learning timetable. **This will start on Tuesday 5th January.**

The timetable can be found on page 2 of this document.

In school, pupils have 5 lessons per day and we expect that pupils should study for a similar time at home. During a period of remote learning, each day pupils will have 2-3 live lessons on Microsoft Teams and 2-3 hours of independent work set through Show My Homework. They will also have a registration period with their form tutor each day.

In order for your son or daughter to access these live lessons, they will have to log-in to their school account by going to the following website:

teams.microsoft.com

All pupils have their log in details on a sticker in their journals.

If your son/daughter cannot locate their journal then they can work out their details as follows. The username is their normal computer log-in username, followed by @students.stthomasmoreschool.org.uk

It should be entered like the example below:

computerusername@students.stthomasmoreschool.org.uk

The password is the password they use to log-in to the computer at school.

If pupils have any issues with log in details they can email our dedicated school closure IT email:

it@stthomasmoreschool.org.uk

They will achieve a better experience from the lessons if they download the Microsoft Teams application onto their computer or phone.

Please emphasise to your child that their Microsoft Teams account is connected to their school e-mail address, the account is monitored by the school and our school expectations for IT usage are expected to be followed. **Attached to this letter is a set of expectations for students so that they can get the most out of their online lessons. Please go through these with your child in advance of their first lesson.**

If your child does not have access to an appropriate device or the internet at home, please contact the school and inform us so that we can support you where possible. Please use

parents@stthomasmoreschool.org.uk for this type of request.

Live Lesson Timetable – Year 12

Mon:reg	Mon:1	Mon:2	Mon:3	Mon:4	Mon:5
Reg	Option A	Option C	Option D		

Tue:reg	Tue:1	Tue:2	Tue:3	Tue:4	Tue:5
Reg		Option B		Option C	Option D

Wed:reg	Wed:1	Wed:2	Wed:3	Wed:4	Wed:5
Reg	Option D	Option C		Option B	Option A

Thu:reg	Thu:1	Thu:2	Thu:3	Thu:4	Thu:5
Reg		Option A		Option B	Option C

Fri:reg	Fri:1	Fri:2	Fri:3	Fri:4	Fri:5
Reg	Option A		Option D	Option B	

Getting the most out of Microsoft Teams – Expectations of Students

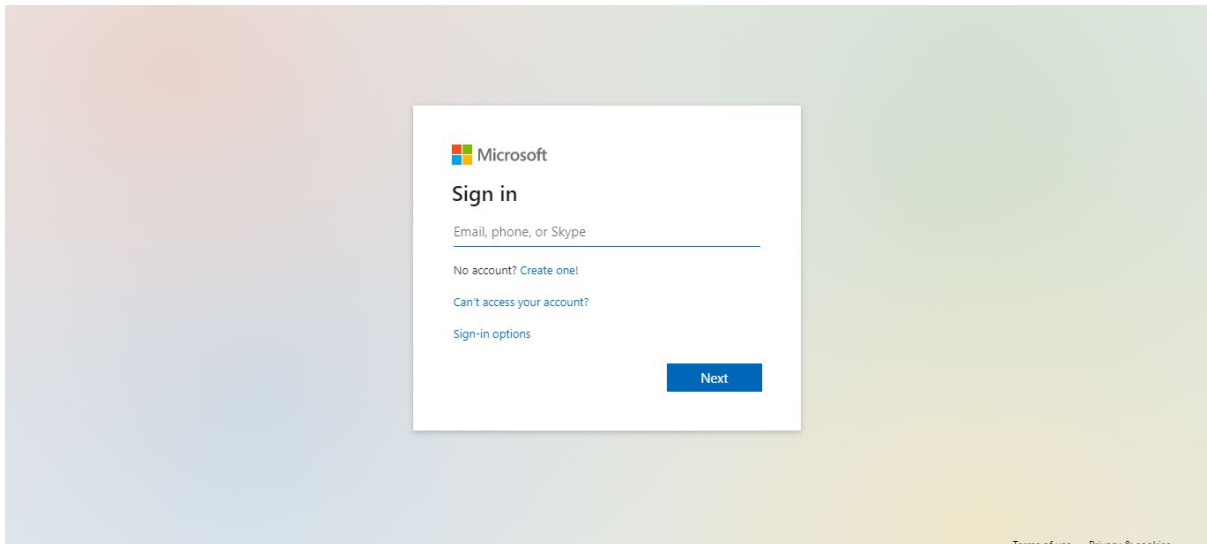
By logging in to Teams and using the school account pupils are agreeing to following. If pupils do not adhere to the guidelines then their account may be disabled.

For safeguarding purposes, all live lessons are recorded by the class teacher and saved to the internal school Microsoft account.

- Students must use Teams solely for the purposes of online learning/communication with teachers. Any browsing, downloading, uploading or forwarding material must relate to online learning.
- Students must check the Teams calendar to keep track of upcoming online sessions.
- Students must not use Teams to create groups, initiate calls or initiate meetings.
- Students must end sessions and log off when instructed by a teacher to do so
- Students should find a quiet place in their home to participate in the lesson.
- Students must behave in a mature and respectful manner at all times, as expected in a real classroom.
- Students must listen to, and follow, teacher instructions carefully.
- Students must respond to teacher questions and comments in a polite manner.
- Students should use a high level of literacy. They should not use slang, emojis, gifs or pictures in the chat function.
- Mobile phones should not be in use or sight throughout the lesson.
- Students must not record/photograph any of the online lessons.
- Students must be punctual and complete the work set prior to the lesson.
- Students are not required to wear uniform but should be appropriately dressed and follow the expectations of a non-uniform day.
- Students must remember that this is a school platform, not a personal account, and all communication should be professional and appropriate.
- All communication is monitored in the same way as it would be on the school network.
- If the teacher is not available for the live lesson, students should complete the relevant task from the remote learning plan on Teams.

How to join the online lesson through MS Teams

- 1) Type **teams.microsoft.com** into the address bar of your browser window. It should bring up the page below.

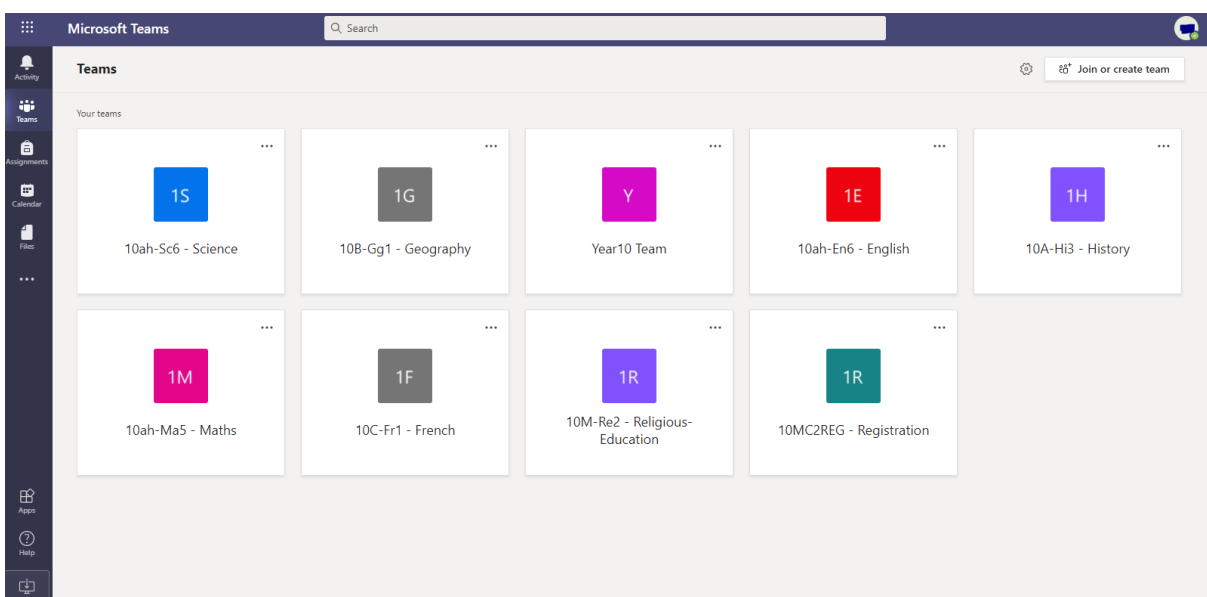


- 2) Students should sign in using their normal computer log-in username, followed by **@students.stthomasmoreschool.org.uk**
It should be entered like the example below:

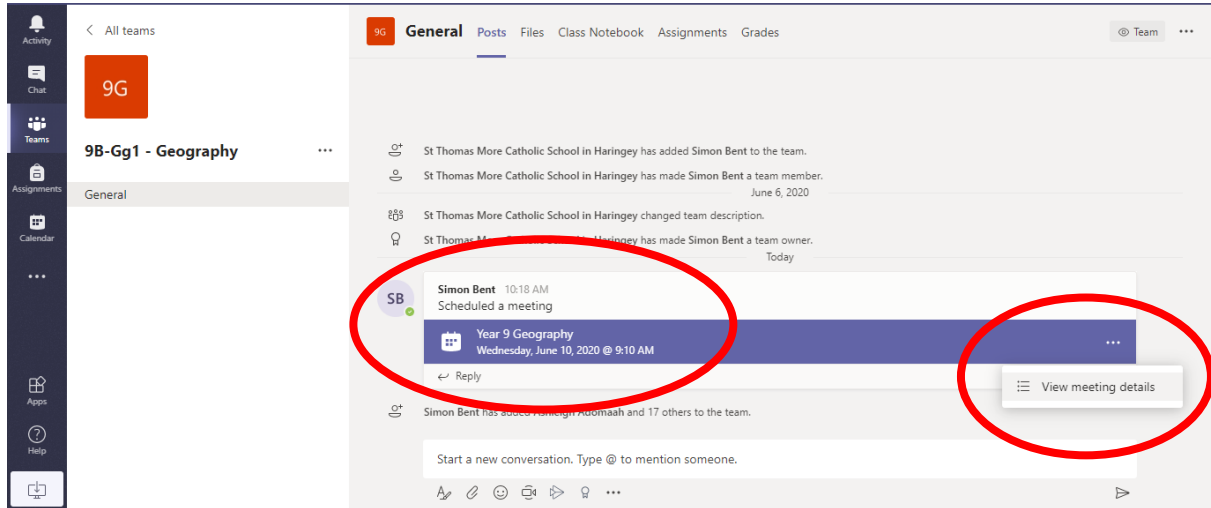
computerusername@students.stthomasmoreschool.org.uk

The password is the password students use to log-in to the computer at school.

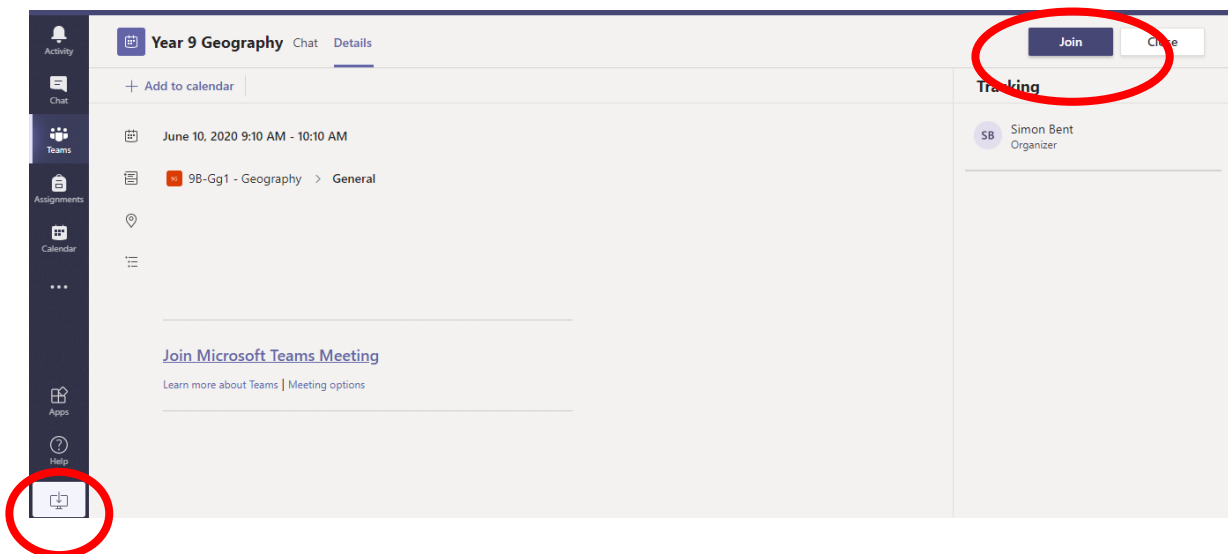
- 3) By clicking on the 'Teams' tab to the left of the screen students should then see all of the 'teams' (classes) that they have been added to.



- 4) Students should then be able to see any 'meetings' that have been set up by the team owner. Although they are called meetings in MS Teams, these are the lessons that students should join. In the example below, the team owner is Mr Bent and he has scheduled a lesson for 9.10 on Wednesday, June 10th.



- 5) Click on the 3 dots at the end of the meeting tab to bring up the "view meeting details" button. Click "View meeting details" to go through to the meeting.



- 6) Students can then join the meeting by clicking the "Join" button.
- 7) **Alternatively, students can join meetings through the calendar function. From this view you can see all scheduled meetings for the week.**
- 8) The experience of using MS Teams is smoother if the application is downloaded to a device rather than running as a web application. It can be downloaded to a PC, laptop, tablet or phone. To start download click the button in the bottom left of the screen.

How to access work through Show My Homework

All pupils are used to finding work in Show my Homework as part of their regular homework routine.

During periods of remote learning we expect pupils to complete work set on Show My Homework in addition to the live lessons they will have on Microsoft Teams. In school pupils have 5 lessons per day and we expect that they should study for a similar time at home. During a period of remote learning, each day pupils will have 2-3 live lessons on Microsoft Teams and 2-3 hours of independent work set through Show My Homework.

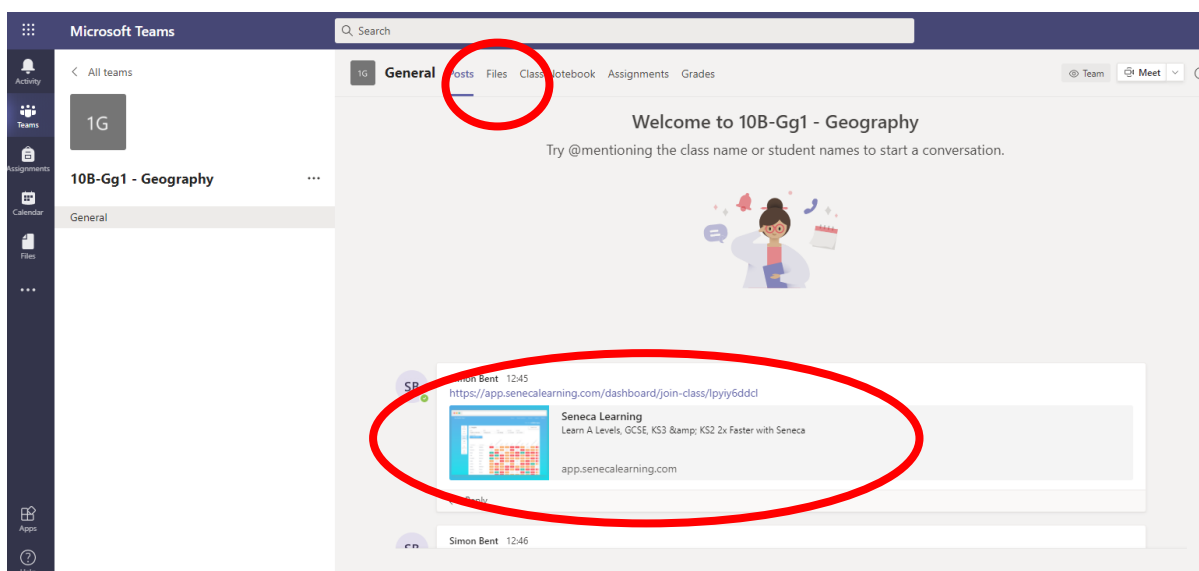
Work should be submitted through Show My Homework so that teachers can give pupils feedback. The following weblink is a guide to submitting work through Show My Homework:

<https://help.satchelone.com/en/articles/2912000-submitting-my-work-online>

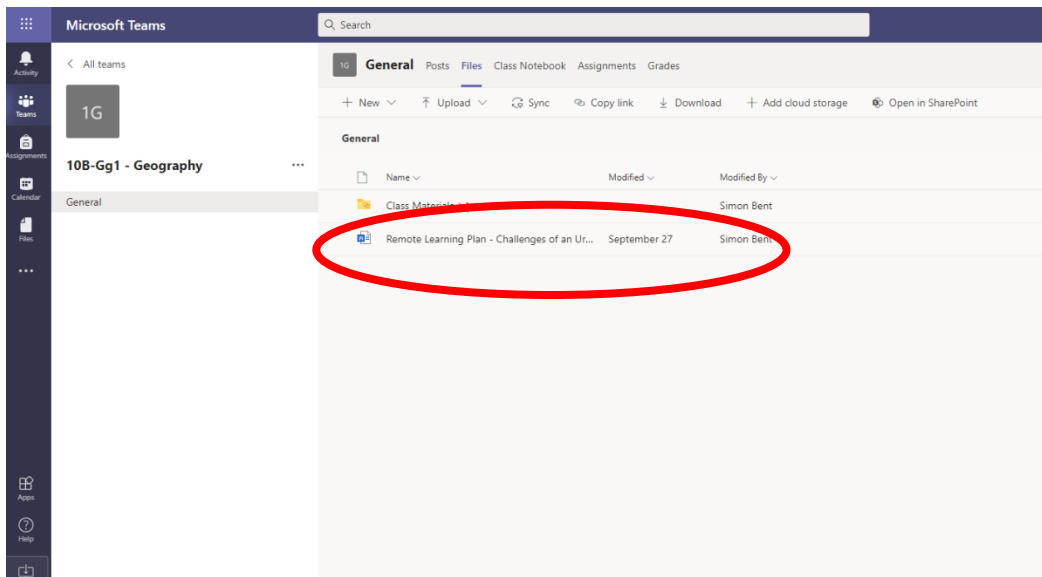
What should I do if a live lesson is missed or a teacher is absent for a live lesson?

While we hope that pupils will be able to attend all of their live lessons on Microsoft Teams there may be occasions where pupils are unable to attend, or where a teacher is absent. If this is the case then pupils are still able to complete work following similar content to the live lesson, though not necessarily delivered in exactly the same way. To do this they should download the remote learning plan for that subject for spring half term by following the instructions below:

- 1) Log into Microsoft Teams
- 2) When they click to enter each Team students will see any messages that their teacher may have sent. To access the remote learning plans they will need to click on the files tab at the top of the screen



3) In the files section, pupils will see the remote learning plan for that subject, and any additional resources that have been uploaded to support with this learning.



When opening the remote learning plan pupils will be able to see resources that should enable them to learn the same content as covered in lessons. Lessons follow the same order and content as will be covered in the classroom or in live online lessons so pupils should start from the stage that they were previously at. Work should be completed in pupils' exercise books if they have them at home. If not, work should be completed on paper and stuck into exercise books when pupils return to school.

The screenshot shows a document titled 'Remote Learning Plan - Challenges ...' containing a table of lessons. The table has four rows, each representing a lesson with a number, a title, a description, and a resource link.

	Geography of the UK UK Weather and Climate	climate by focusing on latitude, prevailing wind direction, altitude, and the distance from the sea. How these factors influence the climate of the UK how air masses influence the climate of the UK	https://classroom.thenational.academy/lessons/what-are-the-factors-that-affect-climate-crt3gc Lesson 4 – https://classroom.thenational.academy/lessons/how-do-air-masses-influence-the-climate-of-the-uk-68wv8e
3	The Human Geography of the UK UK Population Patterns	The population distribution of the UK. Where the major cities are located in the UK Why some places are sparse and others densely populated Why the rate and degree of urbanisation to differ between the regions of the UK	Lesson 5 – https://classroom.thenational.academy/lessons/distribution-of-major-cities-in-the-uk-71k38r Lesson 6 – Read and make notes from the 3 pages on this topic and then complete the quiz https://www.bbc.co.uk/bitesize/guides/zwtbnbk/revision/1
4	Challenges facing the UK The North/South Divide	What is deindustrialisation and how has it had an impact on cities in the UK? What is the North South Divide? How has de-industrialisation been a contributory factor in its creation? How is the issue being addressed?	Lesson 7 – https://classroom.thenational.academy/lessons/what-is-deindustrialisation-and-how-has-it-had-an-impact-on-cities-in-the-uk-6xgkad Lesson 8 – Read through the link and answer the following questions: What is the North/South Divide? What has caused the North/South divide? What strategies are being used to address the north/south divide https://www.internetgeography.net/topics/the-north-south-divide/ Then complete the quiz: