

## Teams Teaching FAQs

### What is the school offering for remote learning?

- In order to ensure that your child has access to a broad and balanced, high-quality curriculum, your child will be expected to attend the scheduled online lessons. (Where one device is shared by several siblings, please inform the office/class teacher.)
- Attendance for these lessons is mandatory as will be submitting work completed.
- The timings of the core lessons (Reading, including Phonics, Writing and Maths) for **Years 1-6** will be confirmed by your class teacher.

#### Foundation subjects:

Teachers will also upload a daily year group lesson based on the wider curriculum e.g. history or science. Although teachers will not be registering the children, it is important that your children access these lessons. However, we will give you the flexibility to decide when it is best completed in your household! Work will still need to be submitted at the teacher's discretion.

#### How do I access a MS Teams lesson?

- Scheduled lessons will appear on the Class Post page and in your child's Teams calendar (simply click on 'Join' to access the lesson). This will be for a recurring meeting which will remain for the duration of the lockdown/ school closure.
- Once you are logged on, please mute the microphone so that only the teacher can be heard by the pupils.
- If you have a camera on your device, please have this switched on. This is helpful for the teacher to see how children are responding to lessons.

#### What resources will my child need/ how am I involved as a parent?

- Please ensure your child has a set space to work from, is appropriately dressed and has their exercise book (provided by the school), or paper and a pencil ready to work on if the teacher asks them to.
- We recommend that an adult is on hand during the lessons to support with any technical issues; however, we kindly ask that you do not interrupt the lesson and stay out of view (unless you need to support your child with their understanding).
- We also respectfully ask that all adults are appropriately dressed if they are to appear in the background at all. We do not expect adults to have to sit with their children at all times and we anticipate that the level of support your child may need will diminish the more confident they become with the technology.
- Due to the number of pupils taking part, it will not be possible for the teacher to see all of the individual pupils and so you may need to support your child with their understanding of the lesson and to ensure they stay focused.
- If you have any queries once the lesson has been completed, or there are some misconceptions that you have spotted in your child's understanding, please message the class teacher using Class Dojo by lunchtime on the day. These will either be replied to, or addressed in the lesson on the following day.

### **How will the lesson be delivered/ what are the behaviour expectations?**

- We have set a timeframe of 5 minutes for logging on. There will be an independent activity for the children to complete whilst waiting; this will not be part of the lesson but a task to keep your child entertained during the wait.
- All pupils will be automatically muted on arrival to the lesson. Please ensure your child understands that their teacher will not be able to hear them! Children will only be allowed to unmute at the request of the teacher.
- After 5 minutes from the given start time of the lesson.
- All lessons will be recorded for safeguarding purposes.
- Older pupils may be asked to use the 'chat box' function by the class teacher, but will not be permitted to send private messages to their friends during the lesson.
- Teachers will endeavour to make their lessons fun and engaging. In the normal classroom environment, teachers are highly skilled at supporting pupils from all abilities through their use of questioning, timely support and differentiated activities. However, as we are sure you can appreciate, trying to teach via a laptop is more challenging. Therefore, during these lessons, teachers will pitch the lesson at the level of an 'expected' child for the year (or the set they are working in). If you find that the work is either too challenging or your child is completing work quickly, please do let your teacher know via the email system. We will endeavour to offer some practical solutions to support you in these instances.
- Once the teacher has completed their input, the children will be asked to complete an activity independently which will last roughly 20-30 minutes.
- Pupils should be encouraged to go to the toilet in their breaks, rather than have to miss part of a live Teams lesson.

### **What happens to the recording of the lesson?**

- In order for children to have access to the recording of the lesson should they need to recap anything, all recorded lessons be added to class Post page.

### **How will the work be marked?**

- English: Depending upon the activity, teachers will ask for work to be submitted for marking at least once a week. Teachers will provide feedback which explains what they have done well and any targets to help move their learning forward.
- Maths: answers will either be uploaded at the end of day for self-assessment and discussed the following lesson or work will be marked together with the teacher at the beginning of the next lesson.
- Foundation subjects: Depending on the activity completed, teachers will ask for at least one piece of work to be submitted per week.
- In order to submit a piece of work, use One Drive to create a document and hand in via 'Assignments', take a photo, or scan your child's work and email in to the class email address. Or you may use Class Dojo to submit work.

### **What if I don't have access to a device for my child to take part in MS Teams lessons/ what if I have more than one child and as the lessons are at the same time, they can't both use the computer at the same time?**

- Please email the school urgently if you do not have enough devices for your children to take part in the live Teams lessons. Lessons are recorded and can be accessed at a time suited to your child.
- If you do not have access to any device, then paper-based worksheets will be taken to your home.

**What if the teacher or my child is ill?**

- Attendance for all lessons is mandatory. If your child does not attend a lesson, misses two lessons on consecutive days, or is missing lessons consistently, then a member of staff will be in contact to find out why. (Unless we have been informed otherwise.)
- If your child is too ill to take part in the lessons, then please email [admin@souhwold.nottingham.sch.uk](mailto:admin@souhwold.nottingham.sch.uk) to inform the office that they will not be attending and why.
- If your class teacher is ill, you will be directed to lessons prepared by the Oak National Academy.

**What if my child is self-isolating due to a family member having a positive test result?**

- If your child is not ill, but having to self-isolate and the rest of their class is still in school, their class teacher will direct them to lessons prepared by the Oak National Academy. We hope these will follow a similar curriculum structure to what they would be doing in school.

And finally...

Please bear with us! This is very new to all of us and we have had to learn very quickly a new way of teaching unlike anything we have ever experienced!

We very much anticipate that for the first week at least, it will be a steep learning curve for all of us and will look forward to your continued support and appreciate your patience as we attempt something brand new.