

# JMHS GUIDE TO HOME LEARNING

## JANUARY 2021



At the beginning of January 2021, the Government announced the ongoing Coronavirus pandemic meant a further national lockdown was needed and school sites were to close until February half term for most pupils. All learning has now moved to remote, home learning with all lessons delivered as live teaching via Microsoft Teams. This guide is designed to give students, parents and carers support and guidance on how this will work.

Students are being asked to learn from home in order to break the chain of infection. It is therefore vital that you do not go out, and do not socialise with others (including your friends). Otherwise the benefit to your family and the wider community will be lost. If you are asked to self-isolate at home due to being in close contact with a confirmed COVID-19 case you also need to be careful about contacts within your home.

Whilst working from home is a bit different, nevertheless our expectations and standards remain the same. If any student uses this as an opportunity to misbehave or not comply with school rules we will deal with this swiftly. It is vital at any time, especially during difficult times, that we pull together and support one another. We are all working hard and expect you to as well.

JMHS will continue to do our very best to educate you and keep you safe, whether in school or at home. We are here to support you and everyone will do all they can in what is an uncertain time for us all. We have no doubt that as a school community we will get through these difficulties together. We would like to thank you for all your hard work so far this year and for helping us keep everyone safe in school, by sanitising your hands, wearing your mask and behaving in a considerate way.

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### Lessons

Microsoft Teams lessons will follow your normal timetable. Timings of lessons are as follows:

- Lesson One: 09.00 - 9.55
- Lesson Two: 10.00 - 10.55
- Lesson Three: 11.20 - 12.15
- Lesson Four: 13.20 - 14.15
- Lesson Five: 14.20 - 15.15

We have introduced a 5 minute gap between lessons to give time for the teacher to close one lesson down before starting the next lesson.

You will need to log in to your class Team meeting using the invite that each teacher will have sent you. In the event that it is not possible to deliver a lesson through Teams, work will be set for students on epraise. Use Teams chat to message a teacher if required or send them an email (a list of all staff emails is at the end of this guide).

You should log on just before the scheduled start time for a lesson and wait in the 'Microsoft Teams Lobby' for the teacher to start the lesson. Attending all lessons and being punctual is essential. Year Leaders are phoning parents and letting them know where students are not logging into lessons or are persistently late.

As you are working from home, you do not need to wear school uniform for lessons. You should try to find a quiet place where you can work undisturbed for your lessons. During brunch and lunch, it is important to take a break from your computer screen and perhaps take some exercise at these times or after school.

In many lessons the teacher will start with an explanation or a presentation which may last for about 20 minutes. After this they will set you work to do which you should get on with to the best of your ability. This will usually take around 25 minutes. The teacher will remain in the lesson so you can type questions when you need help. The lesson may end with the teacher giving a short summary of the key knowledge. However, teachers may use different formats which could include a more interactive session, a series of shorter tasks, or the majority of time on one extended task. The teacher may set you a quiz or exam question to test how much you have learnt on your current topic.

In the event that it is not possible to deliver a lesson through Teams, teachers will set work for students on epraise.

### **Should I work in my exercise book or on paper?**

Your teacher will decide. If your exercise book is at home then it is likely your teacher will ask you to work in this. If it is at school you are likely to be asked to work neatly on paper and then stick this into your book when you go back to school.

### **What if I missed something?**

You should always ask if you are unsure about anything. You can do this by typing a question into the Teams chat for the lesson. Lesson resources will be put onto epraise, so you will have the resources to refer back to if needed.

### **How will teachers assess my work?**

During this half term teachers have been asked to set you a specific number of assessed tasks as detailed below:

- For each of your sixth form courses you will be set one piece of assessed work per week
- For classes in Years 7-11 with 4 hours per week teaching time, you will be set 3 assessed pieces this half term
- For classes in Years 7-11 with 2 or 3 hours per week teaching time, you will be set 2 assessed pieces this half term
- For classes in Years 7-11 with 1 hour per week teaching time, you will be set 1 assessed piece this half term

Your teacher will tell you how you need to submit your work, you may be asked to take a photograph, email the teacher a document or submit the work via epraise or Teams. The teacher will give you clear feedback about assessed work, either verbally or in writing. This will include strengths and how to improve.

It is vital that you complete all assessed work to the best of your ability and spend the amount of time recommended by your teacher for completing the assessed piece. The teacher will use assessed pieces of work to help them award progress check grades this term, alongside participation in lessons.

### **Will I be set homework as well as work in class?**

Sixth form teachers will set homework as well as classwork and Year 11 teachers may also set homework tasks. In Years 7-10 teachers will set homework less often, although they may sometimes ask you to finish an assessed task if

you have not completed it in class. If you are in Years 7-Y10 and you work hard in class, you will not have much extra homework to do during this lockdown.

**What to do if**

- **I can't log on** – Please contact [itsupport@jmhs.hereford.sch.uk](mailto:itsupport@jmhs.hereford.sch.uk) .
- **I am unwell or cannot attend a lesson** – Please ask your parents to email or phone the school and let us know.
- **I don't understand what is being taught in the lesson** – message your teacher on your class Team conversation. during the lesson. If you have further questions after the lesson you can message your teacher via Teams or email.
- **I want to go to school to collect something** – You must not attend school unless you are part of the skeleton school.

**Rules for working in online lessons**

In school, we expect students to be

1. Conscientious - work hard and strive to achieve your personal best
2. Considerate - be kind and thoughtful to others
3. Co-operative - join in and be a good team player

We also expect you to keep yourself and others safe.

We expect you to show and develop the same qualities when working from home as detailed below.

<b>Key quality</b>	<b>How we work with remote learning</b>
Be conscientious	<ul style="list-style-type: none"> <li>● Attend all lessons on time</li> <li>● Listen carefully to the teacher</li> <li>● Present your work with pride</li> <li>● Begin tasks promptly</li> <li>● Concentrate fully and complete all tasks set to a high standard</li> <li>● Ask for help by typing in a comment</li> <li>● Use feedback on assessed tasks to help you improve</li> </ul>
Be considerate	<ul style="list-style-type: none"> <li>● Follow the instructions of the teacher</li> <li>● Conduct yourself in an appropriate way as you would if in a lesson in school</li> <li>● Thank your teachers for their hard work and appreciate the efforts of your classmates</li> </ul>
Be co-operative	<ul style="list-style-type: none"> <li>● Only type comments in the text box when asked to do so, or if you have a question and keep comments focused purely on the work</li> <li>● Be courteous at all times</li> <li>● Join in all activities and try challenges that you have not done before</li> <li>● Offer to help others eg by chatting to them on the phone after a lesson if they are struggling</li> </ul>
Stay safe and keep others safe	<ul style="list-style-type: none"> <li>● Keep your password and log in information private</li> <li>● Never share content from lessons without consent of the teacher</li> <li>● Never screenshot live or pre-recorded lessons</li> <li>● Do not turn on your microphone or camera</li> <li>● Report any concerns to your Year Leader or to a member of the School Leadership Team</li> </ul>

**In summary**

Always strive to be conscientious, considerate and co-operative and keep yourself safe.

## Contacting staff by email

If parents or students wish to contact staff members during lockdown, they may use staff email addresses to do so. Students must send messages from their school email address. Please could we ask that you are mindful of the fact that all staff are working extremely hard and emails should be concise with reasonable and manageable requests

Our generic email address is [admin@jmhs.hereford.sch.uk](mailto:admin@jmhs.hereford.sch.uk). To send an email to a particular member of staff please use their name followed by @jmhs.hereford.sch.uk eg [andy.evans@jmhs.hereford.sch.uk](mailto:andy.evans@jmhs.hereford.sch.uk) .

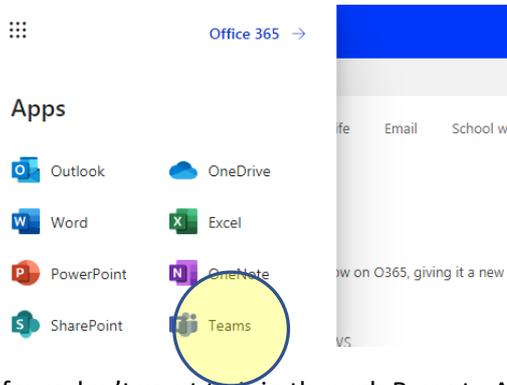
<p><b>A</b> Manraj.Ahluwalia Charlotte.Allcock Paul.Archer</p> <p><b>B</b> Karen.Barker Anthony.Beas Wendy.Bradbeer David.Bullock</p>	<p><b>C</b> Brandon.Caffull Sharon.Carney Nic.Carpenter Val.Chadney Andy.Collard Kirsty.Cooke Hugo.Crossley</p>	<p><b>D</b> Ceryl.Davies Dee.Davies Linda.Davies Polly.Davis Matthew.Day Max.Dix Bryony.Drumgold</p>	<p><b>E</b> Artemis.Eckley Andrew.Elliott Jo.Ellis Nina.Emery Celia.Escande Andy.Evans</p>
<p><b>F</b> Rose.Fieldhouse Lawrence.Fisher Leon.French Rebecca.French Donna.Fox</p> <p><b>G</b> Angela.Griffith Asten.Griffiths Amy.Goodall</p>	<p><b>H</b> Andy.Haden Peter.Hammond Ellie.Hammond Mark.Hawksworth Julia.Haynes Donald.Henderson Clare.Hetherington Teresa.Hewitt Lesley.Hinton  Rosemary.Hull</p>	<p><b>I</b> Joanne.Iliff</p> <p><b>J</b> Adam.Jennings Ann.Joseph</p> <p><b>K</b> Jeffrey.Kay Luke.Kenvyn Sally.King Trish.Knight Jordan.Kontarines Julie.Kyle</p>	<p><b>L</b> Lana.Laidler Maria.Law Florence.Lehmann Amelia.Lewis Ruth.Lewis Chloe.Limbrick Jessica.Locke Lisa.Loveridge</p>
<p><b>M</b> Stephen.Marsh Jessica.Mason Alison.McCarthy Sally.McCarthy Sean.McClusky Jane.Morgan Ben.Mowbray</p>	<p><b>N</b> Hayley.Newnes Doris.NW</p> <p><b>O</b> Roger.Oaten Adem.Osbourn</p>	<p><b>P</b> Hayley.Parker Ami.Phillips Emanuela.Piva Iain.Price</p>	<p><b>R</b> Abigail.Raggett Leo.Roberts Marsha.Robinson Rebecca.Rose Louise.Rosoman Karine.Roybon</p>
<p><b>S</b> Caroline.Shaw Elizabeth.Slack Isabel.Spiller Dean.Spiers Megan.Stanley Mark.Stevenson Jacob.Storey-Scott Deborah.Sutcliffe</p>	<p><b>T</b> James.Tait Maggie.Taylor Claire.Teague Sarah.Thomas</p>	<p><b>U</b> Nicola.Unthank</p> <p><b>V</b> Katie.Vickers Louise.VanVuren</p>	<p><b>W</b> Claire.Waghorn Gary.Ward Jacqueline.Whitton Abi.Wild Andy.Williams Phiona.Williams-Hewitt Liz.Witherford Bethan.Woolley Dean.Wyatt</p>

## Participating in a live lesson in *Microsoft Teams* (version 2.0)

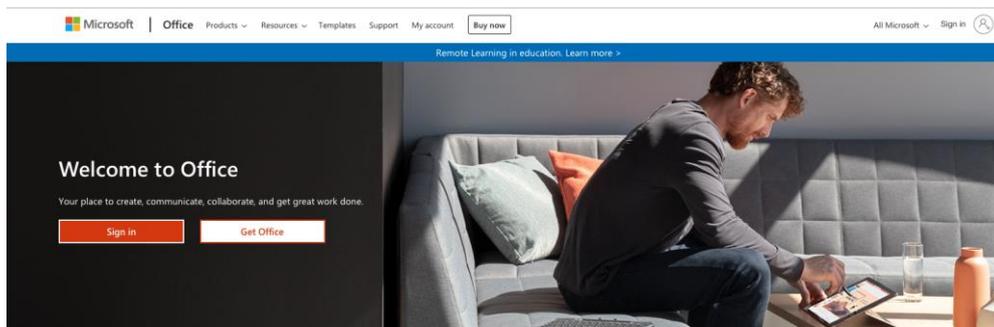
There are a number of ways of getting to your school *Microsoft Office 365* account to find *Teams*.

### On a laptop or desktop computer

If you are able to use Remote Access from the school website (the button is upper-right), you can open the Chrome browser and open *Office 365* (upper-left). Choose *Teams*.



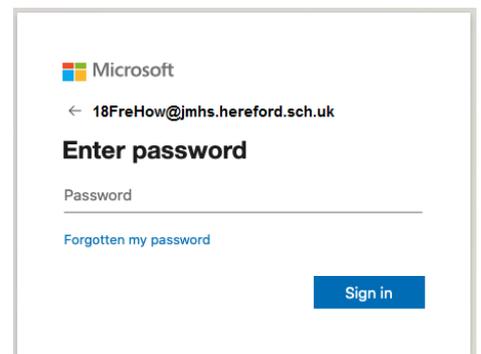
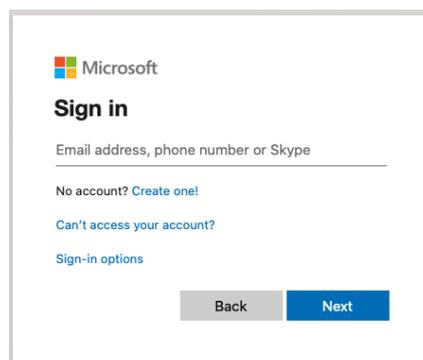
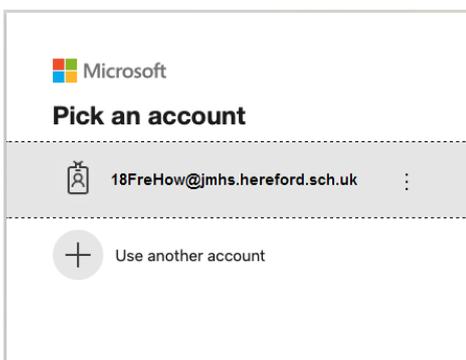
If you don't want to join through Remote Access, you can also go to *Office 365* from a browser. Use a search tool like *Google* to find *Office 365*. Use the *Sign in* button



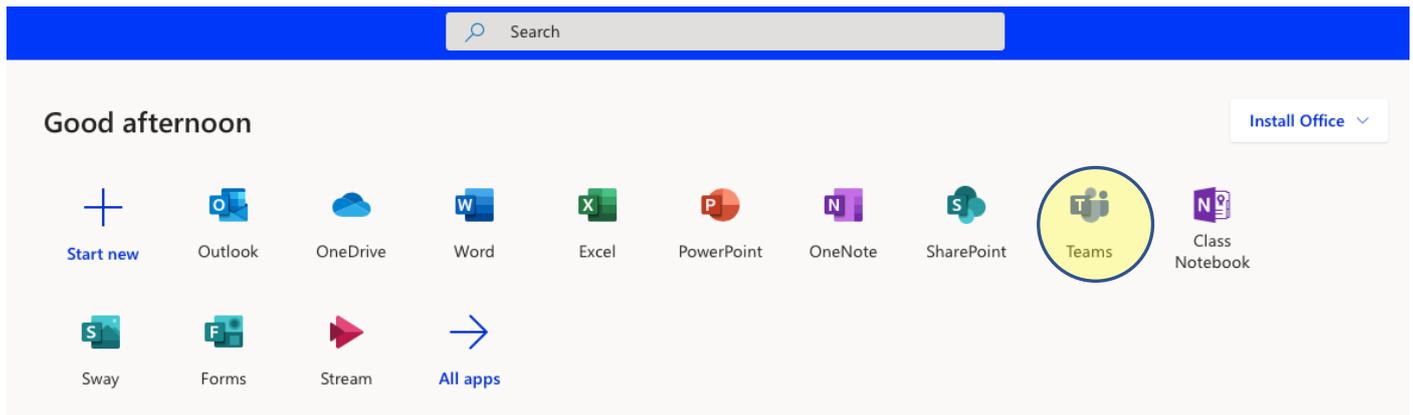
Sign in to use your favorite productivity apps from any device



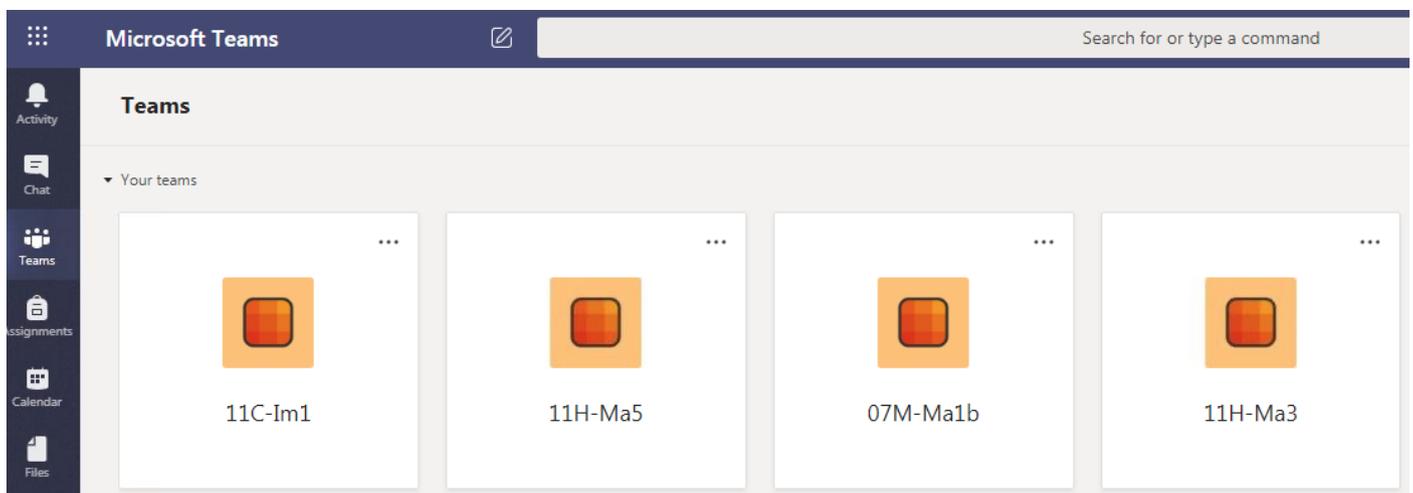
If you have used *Office 365* before, your school network ID might be saved. If not, sign in using your school ID e.g. 18FreHow@jmhs.hereford.sch.uk



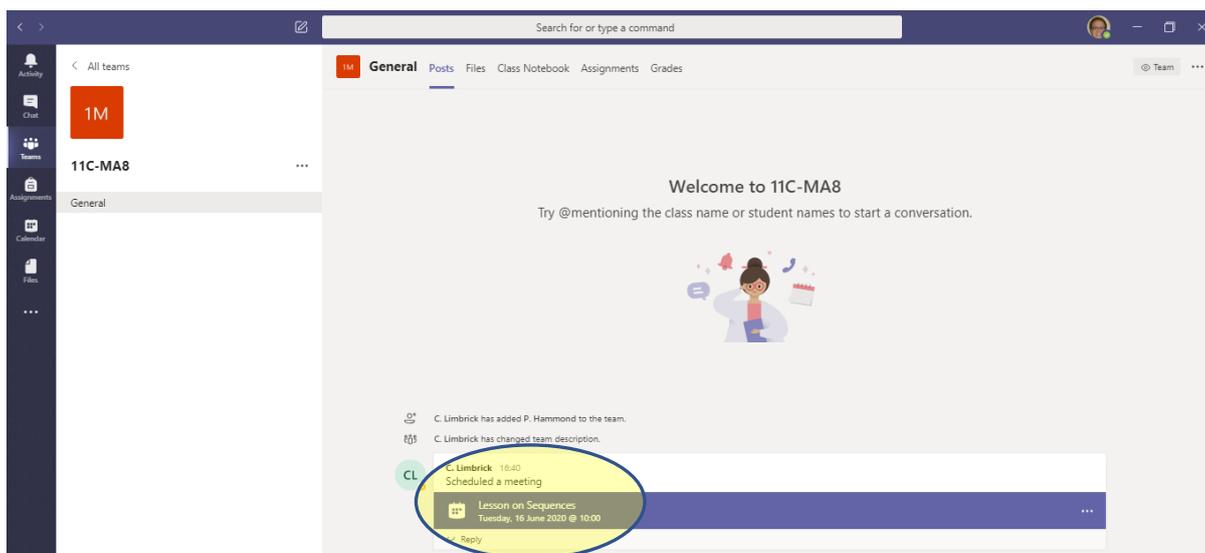
Once into your *Office 365* account, click on the *Teams* icon.



Once in *Teams*, choose the Team for the lesson that you want to be in. Your Teams will be named differently to those shown below.

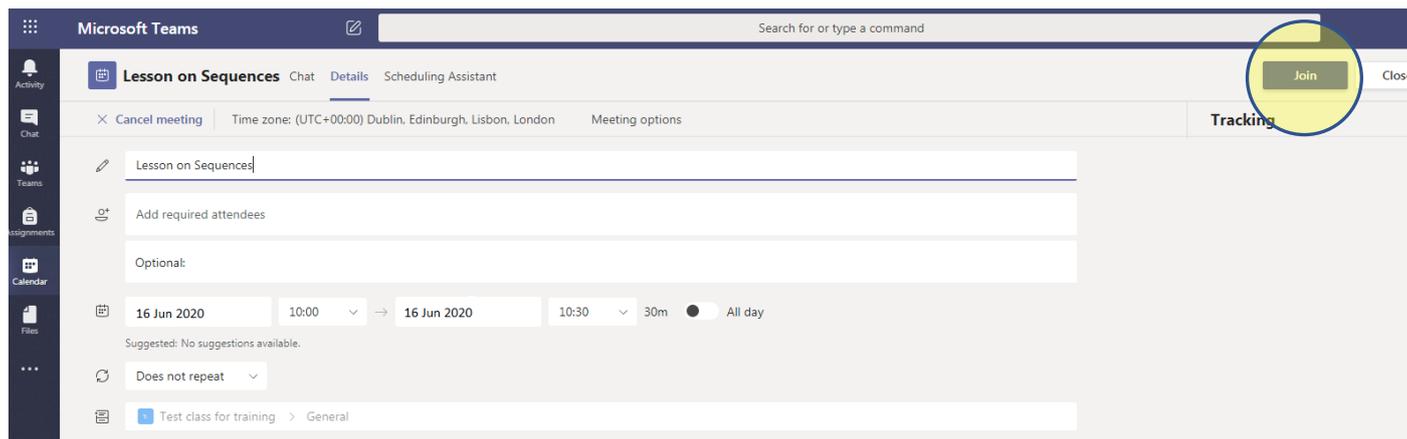


You should now see a screen like the one below. Under the *Posts* heading you will see a list of items, including meetings.

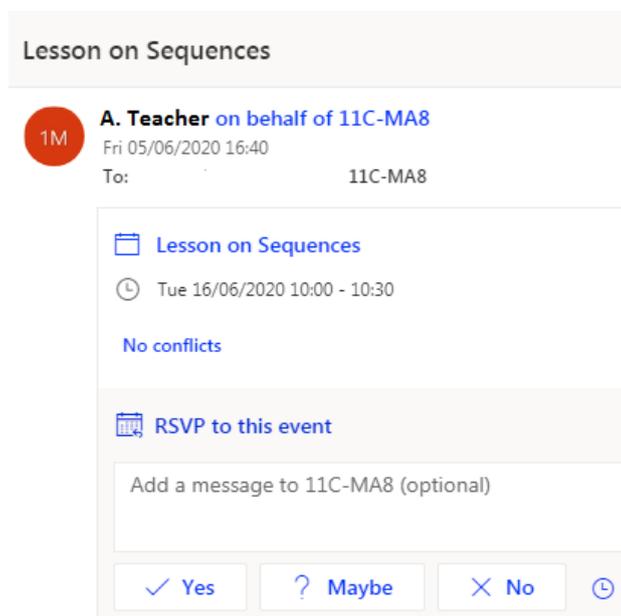


Click on the chosen meeting.

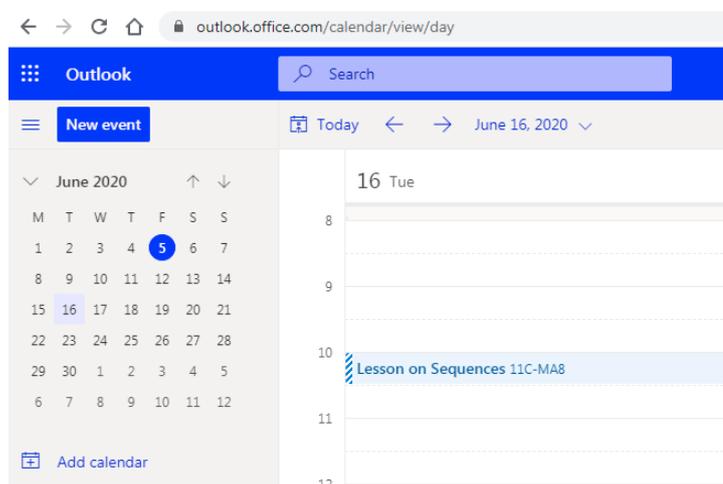
You can then click *Join* (upper-right) as shown below.



The lesson (meeting) will also appear in your school email. You can click *Yes* to accept the invitation.

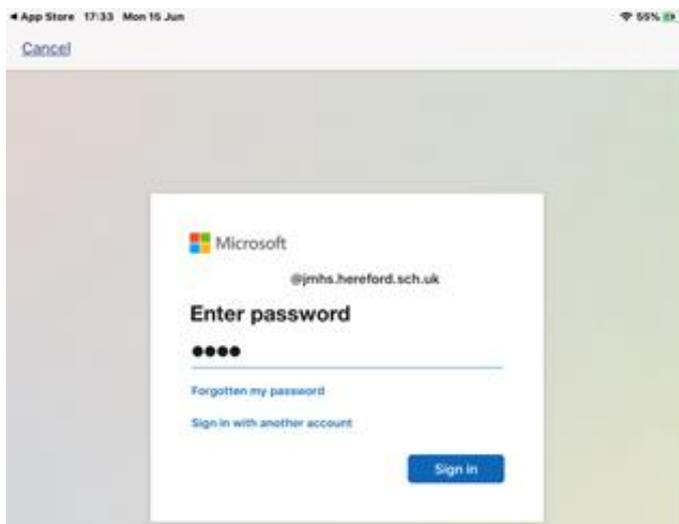
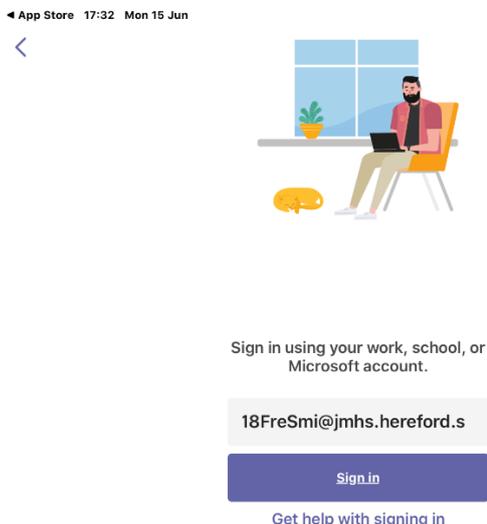


Another way to join a meeting is to go to the *Calendar* in *Outlook*, or at the left-hand side of your *Teams* screen. In the calendar you can click on the meeting and click *Join* (as shown above).

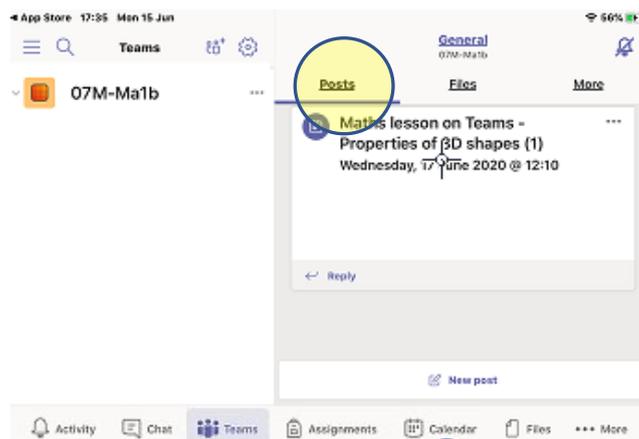


## Accessing Microsoft Teams on your mobile phone or tablet

You will need to download the free *Microsoft Teams* app. After it has installed, you need to enter your own school email address (e.g. 18FreHow@jmhs.hereford.sch.uk) and your password so that your school *Office 365* account is joined.



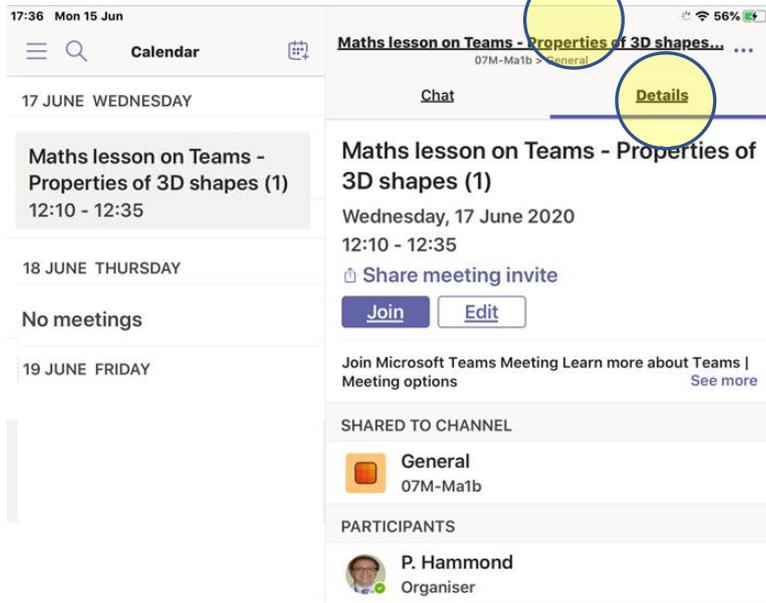
On a tablet, you will see a list of all of the Teams to which you belong. Within the *Teams* view, and in *Posts*, you will see meetings and/or messages



You can join a lesson (meeting) in a number of ways.

At the right time you can click in the lesson shown in *Posts*. Once the lesson is displayed, from the *Details* tab, click Join.

Within *Teams*, you can also go to the *Calendar* (at the base of the screen). If the calendar is not already visible, click on the *More* button (. . .), in the lower-right of the screen to show and select the calendar. The lesson (meeting) will only be shown in the week of the lesson.



When the lesson is due to start, you can press the *Join* button next to the relevant lesson.

You can also join the lesson from the meeting which is shown in your *Outlook* calendar. The calendar icon is next to the email envelope icon in *Outlook*.

## Accessing *Microsoft Teams* from Playstation 4

Go to your console's Library and then choose the option for games and applications.

Select Applications, and open the web browser

Type Microsoft Teams into the browser and then login to your account using your Office 365 username and password. This is the one that you would use for your school account e.g. 19AnnJon@jmhs.hereford.sch.uk

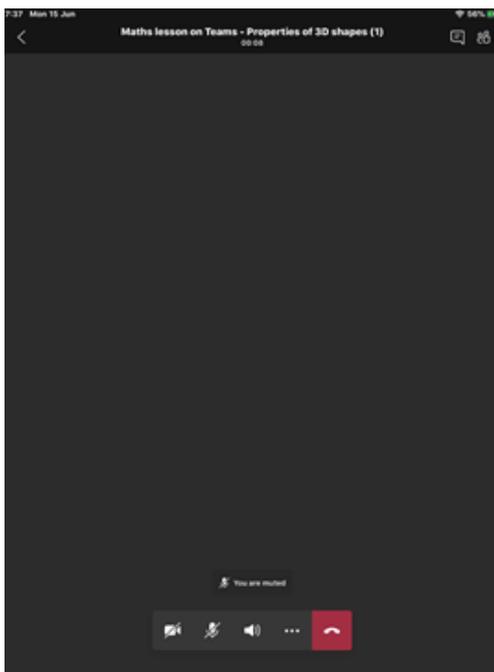
## Joining a lesson on a tablet or mobile phone

Once you have clicked *Join*, a Teams meeting window will open. Your own camera is probably already off (but please check this). Your microphone may also be off; you should join the meeting with it muted.

When you are ready, click *Join now*.



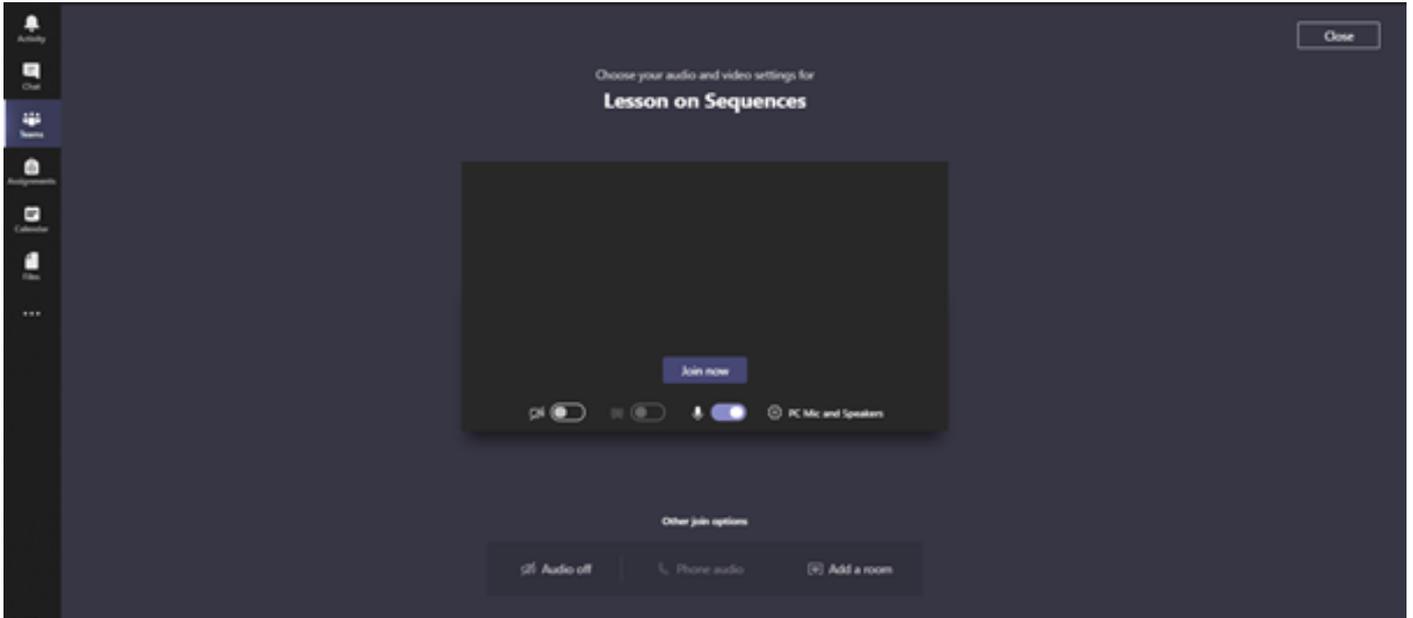
You will then be in the meeting; you may hear your teacher talking.



**PLEASE READ 'DURING THE LESSON' AT THE BOTTOM OF THE NEXT PAGE.**

## Joining a lesson on a computer

Once you have clicked *Join*, you will see a screen like the one below. Your own camera should already be off (please check this), and you should mute your microphone.



Click *Join now*

## During the lesson

You have now joined the lesson. Your teacher will probably already be there – you might see their staff initials or photo. If other students are there, you will see their initials too. You might hear your teacher talking. The teacher will see that you have joined, and might say hello to you.

- To speak, you will need to unmute your microphone.
- Don't have the volume on your computer too loud.
- Mute your microphone when you are not expected to speak.
- Teachers will normally ask you to mute your microphone while they are teaching.
- During the lesson, you are expected to behave well, just as you would in a normal lesson.

