

# Neston High School



## Parental Guidance – Remote Learning and Microsoft Teams

Over the last few weeks students, parents and staff have been working extremely hard to manage remote learning. As parents, you are not expected to become teachers. Simply providing your children with some structure at home will help them to adapt. Use the tips below to help you make this work for your household.

### Guidance

1. Encourage your child to establish a routine each day. For example, eat breakfast at the same time and make sure they're dressed before starting the day!
2. Create a school environment – a quiet area to work. If mobile phones are not required for online learning it may be beneficial to have a mobile free zone for several hours.
3. Involve your children in setting the timetable where possible. It's a great opportunity for them to manage their own time better and it will give them ownership. Make time for exercise and breaks throughout the day · Why not start each morning with a PE lesson at 9am with Joe Wicks (You Tube)? Here is an example:

<u>Time</u>	<u>Activity</u>
8.30-9.00	Preparation for the day/Registration
9.00-9.30	Joe Wickes Body Coach
9.30-10.30	Classroom based learning
10.30-11.00	Break
11.00-11:30	Activity time
11.30-12.30	Classroom based learning
12.30-13.00	Lunch
13.00-14.00	Classroom based learning
14.00-15.00	Sports (cricket/badminton/table tennis/ dance)

4. **Read through the Teams guidance with your child** - a guide for using teams has been emailed to all students, and has been published on our website:

[www.nestonhigh.com](http://www.nestonhigh.com) > 'Remote Learning' > 'Using Microsoft Teams'

This includes everything you would expect, to working on assignments, accessing resources, interacting with classmates, and using tools to aid the visually impaired, etc.

Your child uses their **school email address** and **school password** to login to Microsoft Teams. Their email address will look like this example: *04phillipsg@ed.nestonhigh.com*, their school username with *@ed.nestonhigh.com* added. (don't forget the 'ed'!)

If your child is unsure of their username and/or password, assistance can be requested by a Parent/Carer on the school Website

[www.nestonhigh.com](http://www.nestonhigh.com) > 'Remote Learning' > 'IT Support'

5. In terms of the amount of work you ask your child to complete, please use your judgement as a parent. Everyone's home context is different at the moment and we want this to be a supportive and helpful experience, rather than a stressful one.
6. Help your child by going through the set tasks and checking he/she understands what needs to be done. Remember you are there to support, not to do the work.
7. Encourage your child to use a planner or calendar to record the work they have been set, this will help with organisation. Record the deadline dates for each piece of work.
8. Teachers will communicate through Teams with students. **If asking questions, students must use Microsoft Teams or their school email account - not personal email accounts.**

## **What to expect**

After the initial roll-out, each class teacher will upload new work and assignments each week. Details of the work/assignment will be found in the Assignment tab in Teams. Your child will find the details of the task and the deadline in this tab.

It won't be possible for your child's teacher to give detailed feedback on all of the work set. However, please be reassured that teachers will regularly review work and monitor student engagement.

If your child has completed the work there are many resources available from the examination board websites, in addition to BBC Bitesize, Doodle, Seneca Learning and Maths watch.

## **What is Microsoft Teams - What does it do? Why use it?**

To streamline access to home learning resources provided by your child's teachers, we have brought forward our school wide plan to introduce Microsoft Teams at Neston High School.

Microsoft Teams is an online platform that incorporates resource banks, interactive learning and a range of other features.

- Teachers can use it to set structured tasks while the school is closed (and homework when we reopen)
- Free access to Microsoft educational software (Word, PowerPoint, Excel, Sway, Forms etc)
- Students can discuss classwork with fellow class members, and collaborate on class projects in a safe and secure platform
- Encourage our students to be more digitally literate – “future proofing”.
- Many places of work, colleges and universities are working with Microsoft Teams or similar products.

We are excited by the future potential of Teams as a sustainable learning platform that will support and enhance your child's learning experience. We hope you find this guidance useful. If you have any questions, please contact your child's tutor or subject teacher, in the first instance.

