

# Sir William Stanier Remote Learning Package



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## Overview

Sir William Stanier offers a full remote learning timetable of five hours for students in year 7-11. The two main platforms that the school will be using are SMHW and Office 365 Teams. The following information will support all students getting the most out of their remote learning experience.

For further support logging into either SMHW or Teams, please email [KS3@sws.cheshire.sch.uk](mailto:KS3@sws.cheshire.sch.uk) if your child is in year 7, 8 or 9 or [KS4@sws.cheshire.sch.uk](mailto:KS4@sws.cheshire.sch.uk) if your child is in year 10 or 11.

- Our remote learning timetable reflects a student's timetable when they are in school. To allow teachers time to set up for the Live Learning Events (LLE) all lessons will commence at the following times for all year groups:

|                            |                           |                            |                            |                            |                           |
|----------------------------|---------------------------|----------------------------|----------------------------|----------------------------|---------------------------|
| <b>Form Time</b><br>8:40am | <b>Period 1</b><br>9:15am | <b>Period 2</b><br>10:15am | <b>Period 3</b><br>11:35am | <b>Period 4</b><br>12:35pm | <b>Period 5</b><br>2:05pm |
|----------------------------|---------------------------|----------------------------|----------------------------|----------------------------|---------------------------|

- To ensure students can join the right lessons, all links will be posted on SMHW on the day of the LLE
- Students are encouraged to log on five minutes before the lesson and communicate using the Q&A function

## How To Get Started

Before you start your LLEs and SMHW tasks you will need to have the following resources ready:

- Pen/Pencil
- Ruler & Rubber
- Lined and plain paper
- Comfortable chair and table
- IT device such as smartphone, laptop or tablet

### Your next steps are to then:

1. Log into SMHW – [Click Here](#) for help to log in to SMHW
2. Click timetable to see your lessons
3. Look for red boxes as these are your LLEs (lessons) for the day
4. Click the relevant red box
5. Scroll to the bottom of the page for the link

If for any reason you need to watch the lesson again, you will need to look on [Microsoft Stream](#) – [Click Here](#) for more information on how to do this.

If you require any support with resources then please email [KS3@sws.cheshire.sch.uk](mailto:KS3@sws.cheshire.sch.uk) if your child is in year 7, 8 or 9 or [KS4@sws.cheshire.sch.uk](mailto:KS4@sws.cheshire.sch.uk) if your child is in year 10 or 11.

## Student Rules and Expectations

Any breach of the following rules and expectations could lead to your interactive access to Teams and SMHW being restricted:

- Be ready to log-in by 8:40am each day
- Ensure that your parents/carers are aware that you are participating in the live online lesson
- Ensure that you are appropriately dressed and sitting upright – not lying on a bed or sofa
- Remain engaged in the lesson
- Be polite on the Q&A function
- Do NOT share the Teams link with others outside of your school friends
- Do NOT capture the screen

Please also be aware of the following:

- The lesson will be recorded and made available later on [Microsoft Stream](#)
- The “Chat” function has been set to only allow messages to everyone (no private messages) – a copy of anything typed into the chat will be retained by the school and anything that is inappropriate will be communicated to your parents/carers

In participating in this live learning event, you are accepting the terms of Teams [privacy policy](#), that lies outside Sir Williams Stanier School’s control and by the school’s Attitude to Learning Policy (if you require a copy of this please email [admin@sws.cheshire.sch.uk](mailto:admin@sws.cheshire.sch.uk))

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## Attendance

- All remote learning is **compulsory**
  - All students should be attending form time from **8:40am** and then **each of their five daily lessons**
  - For any students who are not attending and engaging, **communication home will be made by the school on a daily basis**
-

## Year 7 Remote Learning Live Learning Event (LLE) Timetable

The following timetable is for the whole year group where lessons and LLE Links can be accessed on SMHW. Students will therefore need to attend the subject that they would have if they were in school at that time.

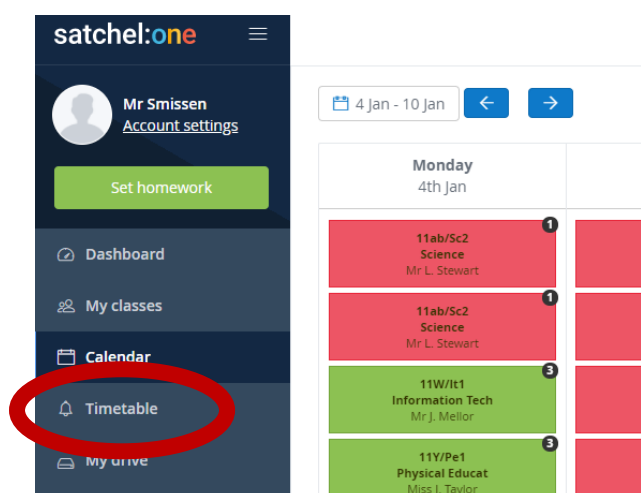
| Period/Day       | Form Time<br>8:40am | P1<br>9:15am           | P2<br>10:15am         | P3<br>11:35am      | P4<br>12:35pm           | P5<br>2:05pm          |
|------------------|---------------------|------------------------|-----------------------|--------------------|-------------------------|-----------------------|
| <b>Monday</b>    | Assembly            | German, History or PE* | Art, Drama or Maths   | PE or Science      | English or History      | Personal Development  |
| <b>Tuesday</b>   | Form Time           | DT or English          | PE* or DT             | English or Maths   | Art, Music or Computing | Personal Development  |
| <b>Wednesday</b> | Form Time           | Maths or Science       | German, History or RE | Drama Music or PE* | Science or English      | English, Art or Music |
| <b>Thursday</b>  | Form Time           | English, Art or Drama  | Maths or English      | Science or Maths   | Maths, Art or Drama     | Personal Development  |
| <b>Friday</b>    | Fab Friday Assembly | Science, German or RE  | German, RE or Maths   | Maths or Science   | Computing or English    | Art or Music          |

\*A number of core PE lessons will be recorded lessons and not LLEs. Links to these will still be on SMHW.

For further support with any matters relating to your child's learning or wellbeing, please email [KS3@sws.cheshire.sch.uk](mailto:KS3@sws.cheshire.sch.uk).

### Personalised Student Timetables

Your child can find their own personalised timetable on SMHW, on the left-hand side. This will show your child exactly what subjects they have each day.



The screenshot shows the 'satchel:one' app interface. On the left is a dark navigation menu with options: 'Set homework', 'Dashboard', 'My classes', 'Calendar', 'Timetable' (highlighted with a red circle), and 'My urine'. The main area displays a personalised timetable for Monday, 4th Jan, with the following lessons:

- 11ab/Sc2 Science (Mr L. Stewart) - 1 period
- 11ab/Sc2 Science (Mr L. Stewart) - 1 period
- 11W/It1 Information Tech (Mr J. Mellor) - 3 periods
- 11Y/Pe1 Physical Educat (Miss J. Taylor) - 3 periods

## Technical Support

### Microsoft Teams Support

Sir William Stanier offers **Microsoft 365** for all students. This means that all students will be able to download the key programmes they need to complete work set on SMHW. This includes, Word, Excel, Powerpoint and our online learning platform – Microsoft Teams etc.

- [Click Here](#) to watch a short video on what Microsoft Teams is
- To get started, follow the key guidance below

#### For installing Microsoft on a Computer/Mac

1. Open a web browser
2. Type in **portal.office.com**
3. Type in your school email address that the school has set up for you which is your normal school log in followed by @sws.cheshire.sch.uk eg, *j.fraser.20@sws.cheshire.sch.uk*
4. Enter your password that you would use when logging into a computer at school
  - If you have forgotten your password, please email [studentpassword@sws.cheshire.sch.uk](mailto:studentpassword@sws.cheshire.sch.uk) with your name and username only
  - A member of the IT Team will call home with your password within 72 working hours
5. Once logged on you will be able to access and download the Microsoft suite. Click the 'Install office' button that can be found on the top right of the webpage and then 'Install Software'
6. Once downloaded, you will be able to log in using your school email address and password. For an online video guide, please [Click Here](#)

#### Installing Microsoft on a smartphone or iPad

1. Go to the app store and search for Microsoft Office
2. You can either download the whole suite of Apps or individual Apps eg, word, powerpoint etc
3. Once downloaded, you should be able to log on using your new Microsoft 365 email address and password

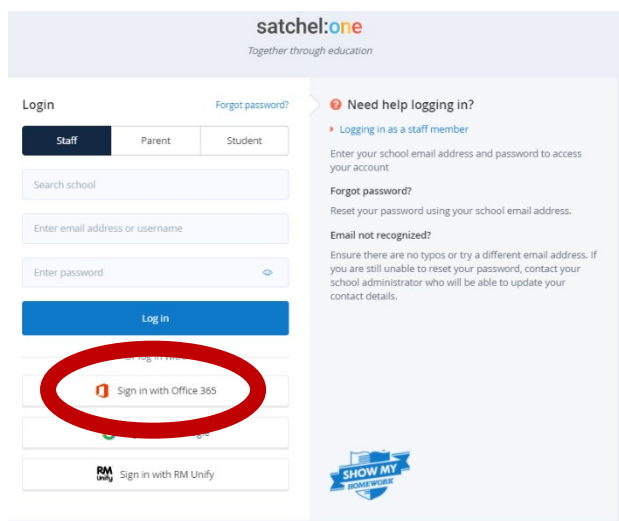
Please [click here](#) for further information on how to access **Microsoft Teams** as part of the school's remote learning platform.

### Logging on to SMHW

#### From a computer

From Monday 11<sup>th</sup> January students will need to log on to SMHW using the following steps.

1. Open a web browser
2. Type in [www.satchelone.com](http://www.satchelone.com)



The screenshot shows the Satchel:one login interface. At the top, it says 'satchel:one Together through education'. Below this, there are tabs for 'Staff', 'Parent', and 'Student'. The 'Staff' tab is selected. There are input fields for 'Search school', 'Enter email address or username', and 'Enter password'. A blue 'Log in' button is below these fields. A red circle highlights the 'Sign in with Office 365' button. To the right of the login form, there is a 'Need help logging in?' section with links for 'Forgot password?' and 'Email not recognized?'. At the bottom right, there is a 'SHOW MY HOMEWORK' button.

#### 3. Click the 'Sign in with Office 365 button'

Type in your school email address that the school has set up for you which is your normal school log in followed by @sws.cheshire.sch.uk eg, *j.fraser.20@sws.cheshire.sch.uk*

4. Enter your password that you would use when logging into a computer at school

5. If you have forgotten your password, please email [studentpassword@sws.cheshire.sch.uk](mailto:studentpassword@sws.cheshire.sch.uk) with your name and username only

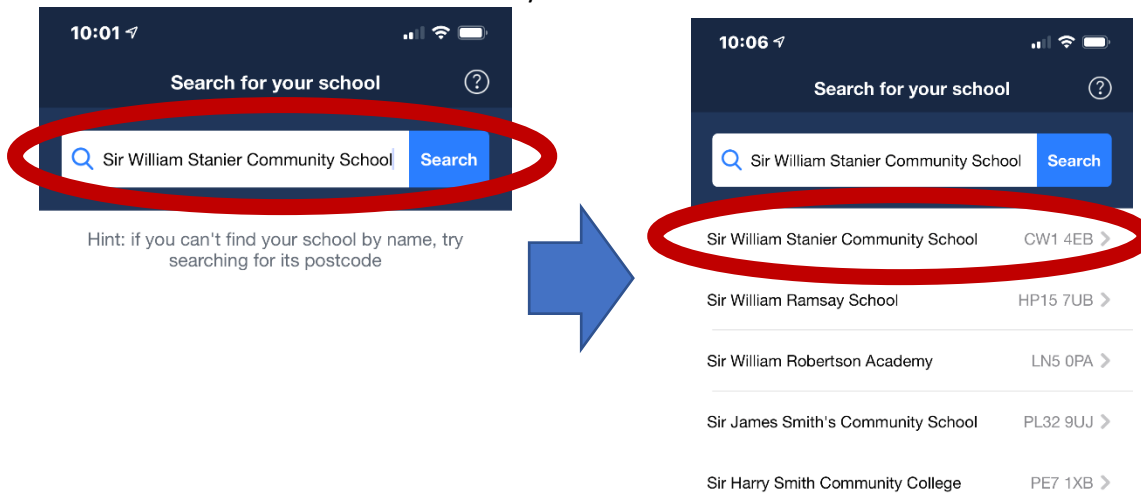
6. A member of the IT Team will call home with your password within 72 working hours

## From a smartphone

1. Download the satchel: one app (SMHW)



2. Search for 'Sir William Stanier Community School' and click 'Sir William Stanier'



3. Click the 'Sign in with Office 365 and then sign in using your school email address and password

