The
Birkenhead Park
School

Remote Learning

Microsoft Teams user guide

Contents

THE BIRKENHEAD PARK SCHOOL

Introduction

Remote learning will become an integral part of life at Birkenhead Park School.

The purpose of this user guide is to provide both parents/carers and students with key information relating to home learning so that you can access our new remote learning package with ease.

How will the school teach remotely?

We will be using Microsoft Teams as our remote learning platform. Teachers and staff will use Teams on a regular basis to communicate with self-isolating students about their work. When students log in to Teams they will see all their classes and their lesson resources. Teams will support student progress by ensuring that they have access to a fully blended curriculum.

Students can access Teams through any device with an internet connection, although we recommend using a desktop or laptop.
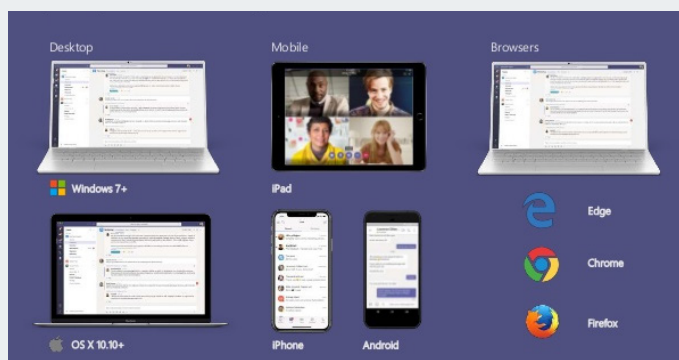
Available to use on:

Laptop, Desktop, Mobile, Tablet, iPhone and Android Devices

When will students need to use Teams?

Students will need to use Teams whilst they are self-isolating or are unable to go to school for any reason related to covid-19 (such as a lockdown). Students do NOT need to use Teams if they are absent for any other reason, or if they are unwell, although the resource is still available to them should they wish to use it.
In the event that the Government enforces a whole school closure, we will send out further guidance to all parents and students relating to our provision for both pastoral support and teaching and learning.

What will the school use Teams for?

Live lessons
Students who are self-isolating will be expected to use Microsoft Teams to attend live lessons following their normal timetable (including form time). Students must be 'ready to learn' which means being:

- Sat in a suitable place for working
- Equipped for each lesson
- Suitably dressed.

Should students not be in possession of class exercise books – which may be at school – they should use paper, if available, which will then be stuck into their class book when they return to school. Students will also be directed to a bank of high quality, meaningful resources to support them during any period of self-isolation. Resources are fully aligned to their curriculum and will support and complement the learning that is covered in class.

Students will then be able to send work to their teacher, (details on how to do this will are included in this user guide) who will provide them with support and feedback. Students will then be supported by their teacher on return to school in catching up with any work that has been missed.

Homework

Homework will continue to be set by the class teacher and students will be able to view it through Teams so they don't miss anything. Homework tasks may include a set assignment or a quiz for them to complete.

As parents/carers you can support your child by asking them to log into Teams so you can view the homework that has been set each week.

Additional support

All curriculum resources will be uploaded to Microsoft Teams on a regular basis. This is so all students, even if they aren't self-isolating, can access high quality resources and use these if they need additional support. They can revisit lesson content, review Knowledge Organisers and practise core skills which will support them in revision. As parents/carers, you will also have access to these resources and can encourage and support with classwork, revision and homework.
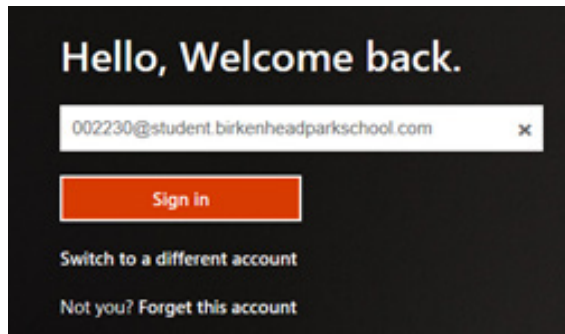
Teams

How to access Microsoft Teams

If you are using a phone or tablet simply download the Microsoft Teams App (search Microsoft Teams in the APP store). If you are using a desktop or laptop you can access Teams on any web browser at www.microsoft.com/teams

How to use Microsoft Teams

Login to Student Email

To login to student email, please go to: https://www.office.com/

Hello, Welcome back.

002230@student.birkenheadparkschool.com

Sign in

Switch to a different account

Not you? **Forget this account**

The Birkenhead Park School

002230@student.birkenheadparkschool.com

Enter password

• • • • • • • • • •

Forgotten my password

Sign in with another account

Sign in

Alternatively, login via https://birkenheadparkschool.com/
Click on VLE (top of toolbar) and click on Student E-Mail.

Doing What Matters Most

Staff WebMail   Student E-Mail   Staff Remote Access

click here!

At the login screen, please enter the school email address
(i.e 002230@student.birkenheadparkschool.com) and password
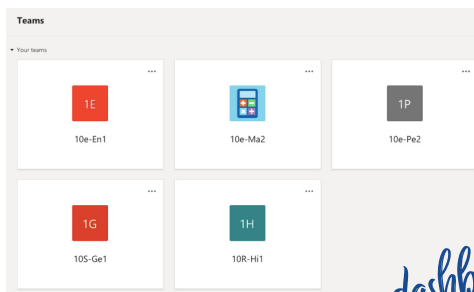(this is the same password used on computers in school)

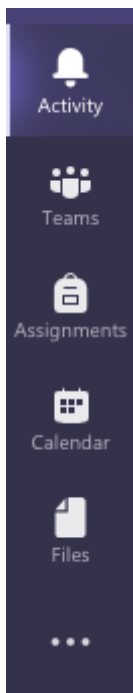When logged in, click on the icon that displays Microsoft Teams

teams icon

Guide to using Microsoft Teams

Navigating the dashboard:

When students log in to their Microsoft Teams account they will be able to see all of their classes (teams)

dashboard

Toolbar

The toolbar down the left hand side will show the different features available on the dashboard;

- Activity shows the updates that are happening in each of the classes, e.g. when something is posted

- Teams is where students can access lesson resources/ homework. This is also where they can attend their live lessons

- Assignments is where teachers will post work that needs to be completed

- Calendar is where any live lessons that are scheduled will appear

- Files is where students may find important documents

toolbar

When students click on their individual team a dashboard will come across the top;

| 1M | **General** | Posts | Files | Class Notebook | Assignments | Grades | + |

This is where teachers and students can post comments to the class.

This is where lesson resources will be uploaded to support learning.

This is where notes can be written collaboratively with other students.

This is where assignments will be uploaded for students to complete.

When assignments have been marked, grades will be uploaded here with feedback.

Example of students posting to a Team

Hi everyone, welcome to teams

▾ Collapse all

MH Max Hibbert 13:57
hi sir

LC Lewis Candeland 13:59
Hello sir

LC Lenny Cosgrove-Doody 14:00
hello sir :}

HP Harry Park 14:00
Hello sir

KM Kaydence Murphy 15:25
Hi sir

Example of lesson resources uploaded as a file

General > **WEEK A WB 02.11.20**

Name ⌄

📁 1. KNOWLEDGE ORGANISER

📁 2. LESSON RESOURCES

📁 3. HOMEWORK

Example of assignment uploaded including a mark scheme

Essay Romeo and Juliet
Due 1 October 2020 23:59

Instructions
Introduction and 4 paragraphs

My work
🖉 Add work

Literature Paper 1 success criteria   100 points possible

Big Write   Weight 100%

Excellent 4 points	**Good** 3 points	**Fair** 2 points	**Poor** 1 point
All 4 ingredients included Key words used Range of punctuation and accurate spellings	2/3 ingredients included Key words used Some range of punctuation and accurate spellings	1 ingredient included Some range of punctuation and some accurate spellings	None of the ingredients included Limited punctuation and limited correct spellings

Completing work set:

When a teacher sets work to be completed on Teams, it will show in the 'posts' section for that subject. You can then click on view assignment;

This will take you to the assignment;
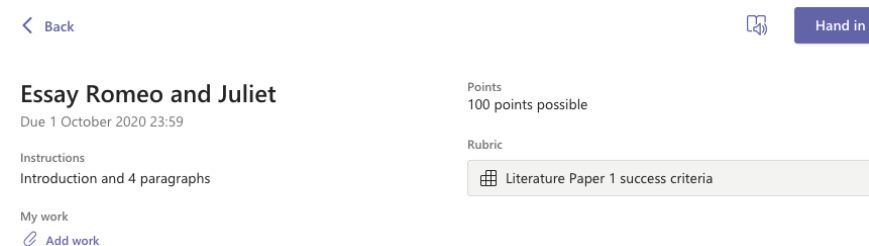
Underneath the assignment title you will see when the assignment is due. There will be instructions that the teacher has given and below there may be worksheets or documents attached to support the completion of the assignment.

When the work has been completed, upload the work by clicking on 'add work' under my work. This can be a picture of the work which must be clear to see or an electronic file that the work has been completed on. When the work has been uploaded, click on the button that says 'Hand in'.

Some assignments may be set as quizzes: these are accessed in the same way. Once the quiz is completed, click submit at the end of the quiz which will send it to the teacher.

Viewing files:

All subjects will have their resources set up in the same way.

Click on files and there will be dated files for each week. Click on the correct week you want to see and you will find the content available.

General

	Name ∨
📁	↘ WEEK A WB 02.11.20
📁	↘ WEEK B WB 09.11.20

General > **WEEK A WB 02.11.20**
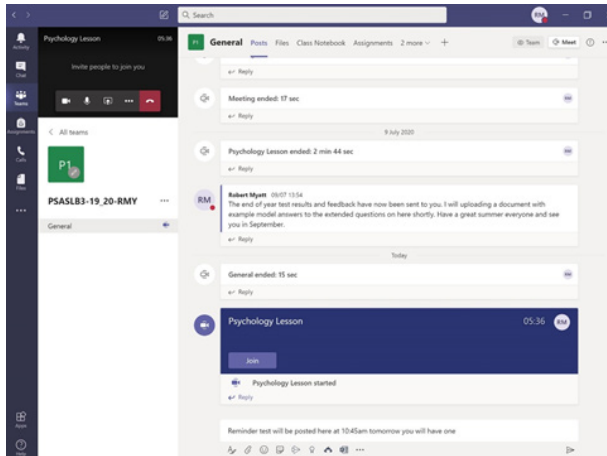
|	Name ∨
📁	↘ 1. KNOWLEDGE ORGANISER
📁	↘ 2. LESSON RESOURCES
📁	↘ 3. HOMEWORK

Attend a virtual lesson:

You will need to be signed into Microsoft Teams prior to the lesson starting. You will see the lesson show up in the chat as indicated below. Alternatively, your teacher may 'call' you individually into the lesson meeting.

When you join the meeting you will get a preview of your camera view, with the option to switch off the microphone and to blur the background if you wish. Please ensure that your microphone is on mute. When it is all set up, you will click 'Join now.'
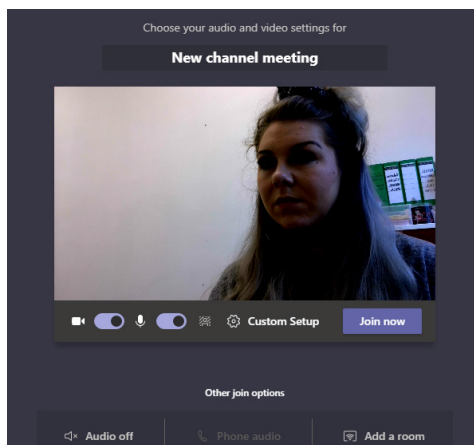
If there are connection issues or a student leaves the lesson by accident, they can easily rejoin by clicking the link.

When students join the meeting this toolbar will become available. These are some of the virtual lesson features;

Camera and microphone feature allows students to see and hear teachers during a lesson

Your teacher will use this option to share their lesson power point with you

More action feature which includes things like blurring backgrounds or entering full screen mode

Raise your hand feature allows you to get the attention of your teacher when you want to ask a question

Chat function allows you to communicate with your teacher if you are stuck with the work.

This shows who is in the meeting. Teachers will use this function to record attendance

House rules when in a virtual lesson:

- **All students must be ready to learn during a virtual lesson.**
- **All students must mute themselves and only unmute if a teacher asks them to.**
- **Students should use the 'raise hand' or use the chat function if they wish to ask a question.**
- **All students must continue to adopt our school values and have appropriate conduct during a virtual lesson.**
- **Students must attend online lessons if they are requested to and remain online for the whole lesson. Microsoft Teams allows teachers to download attendance records.**
- **Students will be required to have their camera on during virtual lessons. For privacy staff and students can blur their background by pressing on the 3 dots and selecting 'blur background'**
- **In the event that you cannot access your live virtual lesson, please don't panic, the lesson resources are always available for your to access in the files section of your team.**

Safeguarding & E-Safety

BPS has the highest expectations of our students in terms of their safeguarding and behaviour, and the same applies to their engagement with our online platform. We know that students will benefit greatly from working with their teachers through Teams and we would be very grateful if you would discuss expectations with your child, and perhaps support them in setting up and becoming familiar with its use.

As stated in the accompanying letter to this guide, we advise all parents and students to familiarise themselves with the school's safeguarding and e-Safety Policy.

School has taken measures to ensure that our remote learning package is safe. Please ensure that students adopt safe working practices when working remotely and continue to adopt our school values. Our remote learning package is for school use only so students must only use Teams as a method of appropriate communication with their teachers during suitable working hours. The Senior Leadership Team (SLT) have full oversight of Teams usage at all times.

You will find extra support and tutorials on how to use the platform at Microsoft Teams: https://docs.microsoft.com/en-us/microsoftteams/enduser-training

We hope that our new remote learning platform will support students in a way that will provide increased connectivity with their class teachers remotely.

Our blended approach of live lessons, recorded lessons and access to pre-planned lesson resources means that as far as possible students will be following the same curriculum as they would do in school.

Please find attached the school timetable which you can refer to when needing to work from home.

Timetable

School Day Autumn Term 2020-2021

B/Fast	Tutor	Inter	1	Staff Break	2	3.1	Lunch	3.2	4	5
8:00 8:30	8:35 8:50	8:50 9:20	9:20 10:20		10:35 11:35	11:35 12:05	12:05 12:35	12:35 1:05	1:05 2:05	2:05 3:00
7										

B/Fast	Tutor	Inter	1	Staff Break	2	3	Lunch	4	5
8:00 8:30	8:35 8:50	8:50 9:20	9:20 10:20		10:35 11:35	11:35 12:35	12:35 1:05	1:05 2:05	2:05 3:00
8		Big read							
9		SMSC							

B/Fast	Tutor	Inter	1	Staff Break	2	Lunch	3	4	5
8:00 8:30	8:35 8:50	8:50 9:20	9:20 10:20		10:35 11:35	11:35 12:05	12:05 1:05	1:05 2:05	2:05 3:00
10									
11									

Any Questions?

Senior Leadership Team
Mrs Johnson - Headteacher
Mr Mee - Deputy Headteacher
Ms Weekes - Assistant Headteacher/SENCO
Miss Dawes - Assistant Headteacher
Mrs Houghton - Assistant Headteacher
Miss Clarke - Assistant Headteacher

Year Leaders
Mrs Kirwan - Year 7 Pastoral Leader
Mrs Gidman - Year 8-11 Pastoral Leader

Year Leaders
Mrs Chong - Year 7 Assistant Pastoral Leader
Mr Huyton - Year 8, Year Leader
Mr Lodge - Year 9, Year Leader
Mrs Davies - Year 10, Year Leader
Mrs Galer - Year 11, Year Leader

School Values

Positivity

We are positive about what we do and what others can do.

Ambition

We will work to raise aspirations and develop a strong desire for success.

Resilience

We will be determined and not give up when faced with difficulties.

Thoughtfulness

We treat everyone with respect and consideration.