



WILLIAM FARR

C of E Comprehensive School

Remote Learning – Parent and Student Guidance

If a student is well, but isolating, or small group of students are sent home to isolate.

Where a small number of students are not ill, but self-isolating, work will be provided via the VLE. Tasks will be set to closely mirror the work being studied in school where possible. Tasks will have to be uploaded to the VLE following the lesson being taught and we aim to upload tasks within 24 hours of the lesson being delivered. Time will be given for students to complete the task before accessing the next lesson's work. Students should submit any work requested via the VLE by the given deadline. They will receive feedback within the normal timeframe either via the VLE or on their return to school. If students need help with the work set then they should contact their teacher via the comments section of the VLE task. We understand that some students may find it difficult to manage their full timetable. We encourage them to do their best to keep up but if they are struggling then please contact the school for advice.

If a year group is sent home to isolate

Where a year group is sent home, the school will move to online learning which will include a mixture of online lessons via Teams, online materials such as Oak Academy and tasks set via the VLE. Online lessons are subject to staff availability. These lessons are for students who are not ill.

Students should follow their normal timetable. Students should expect one online contact for every two lessons per subject providing we have sufficient staff available to deliver this. This online contact will be via Teams and will typically be for 20 minutes enabling staff to introduce ideas and explain the work that needs to be done. These sessions will be recorded for students who are not able to access them live. Students will be informed of the online lesson in each subject via a VLE task. The recording for the lesson will be added to Microsoft Stream following the online lesson. Students should aim to access the online session, where possible, so that they have the opportunity to ask questions and talk to their teachers. Work should be completed as detailed in the tasks and where requested submitted via the VLE. They will receive feedback within the normal timeframe via the VLE or on their return to school. If students need help with the work set then they should contact their teacher via the comments section of the VLE task. We understand that some students may find it difficult to manage their full timetable. We encourage them to do their best to keep up but if they are struggling then please contact the school for advice.

If a student is ill, they should not be completing work.

Expectations:

Remote learning will consist of a mixture of online lessons via Teams, online materials such as Oak Academy and tasks all of which will be set on the VLE. Online lessons are subject to staff availability, but will be recorded and made available to students who cannot access the live lesson.

Staff expect students learning remotely to:

- Follow their normal lesson routine (but not necessarily the same timings) by looking for tasks on the VLE for each lesson on their timetable – although considerations will be made, as they may not always be in front of a device the entire time.
- Attend the Teams meeting set by their teachers as much as possible, as these will be introduction to tasks or follow up meetings; again, provision will be made for students who cannot use a device at the time of a meeting.
- Complete work to the deadline set by teachers
- Seek help if they need it, from their teachers by adding comments to the tasks set on the VLE
- Alert teachers if they're not able to complete work, again, by adding comments to the VLE tasks or contacting the school.
- Be respectful to staff when adding comments or emailing

Staff can expect parents with children learning remotely to:

- Make the school aware if their child is sick or otherwise can't complete work
- Seek help from the school if they need it either by phone or emailing wfarr@williamfarr.lincs.sch.uk
- Be respectful when making any complaints or concerns known to staff

Data protection

- Microsoft Teams is William Farr School's approved platform
- Our lawful reason for processing is Public Task (students in Year 11 and below). However, consent is being used as the lawful reason for processing for students above Year 11 and looked after children (LAC).
- For a 'Teams meeting' we assume that by joining the meeting the student (and if under the age of 13, the parent) consents to this.
- The session recording must not be downloaded or shared for any reason.

Attached to this communication is advice on how to access the VLE, Remote Desktop or School email from home, how to use them on a phone, tablet or iPad and a guide to Teams for students.

Your child has already received paper copies of this advice below in school; if they are in Years 7-9 they will have been given them in their ICT lessons. If they are in Years 10-13 they will have been offered copies by their tutor.

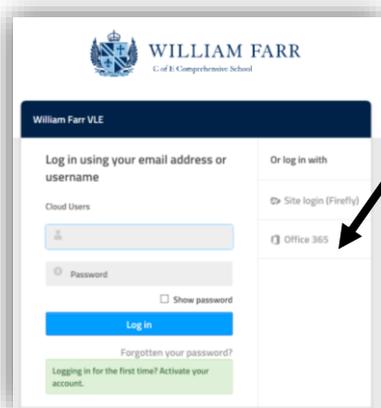
Logging onto the VLE, e-mail or the remote desktop at home

The school's VLE and email are available as links at the bottom of the home page of the school website (<http://www.williamfarr.lincs.sch.uk/>) . All of these are 'cloud' based, so will still work at home if the school network goes down.



Logging into the VLE:

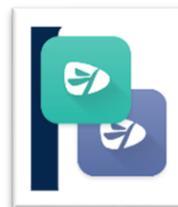
Click on 'Log In' in the 'VLE' link,



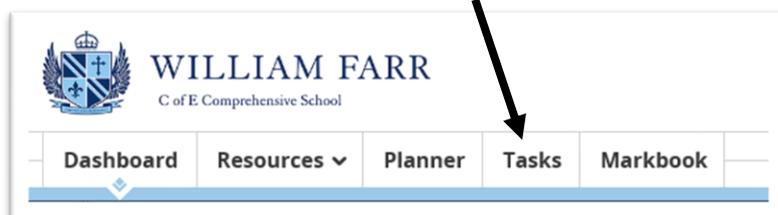
Then click onto 'Office 365' on the right and then use your school email address (your username@williamfarr.lincs.sch.uk) and the password you would normally log into the school network with.

There is also a firefly app you can download for tablets, phones etc. There is no issue with using an iPad etc to do tasks on the VLE.

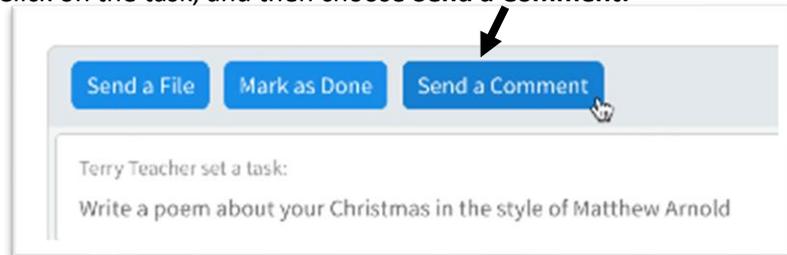
Apple devices can also download Microsoft Office apps for free.



All your tasks can be found by clicking on the **Tasks** menu:



Asking for help / feedback: You can ask for help or explain something to your teacher by adding a comment to your task. Click on the task, and then choose **Send a Comment**:



Enter your comment in the box that pops up and then click **Send**. Your comment will be added to your task response where your teacher will see it when they check the task again. Your teachers will do this regularly and get back to you in good time.

Marking tasks as done

Let your teacher know that you've completed your work so that they can review it, give you feedback, and mark it.

In the main navigation bar, select **Tasks**.

1. Choose a task.
2. Complete the task.
3. Select **Mark as Done**.

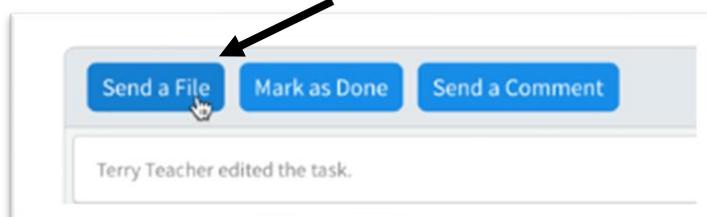
The task history is updated to show you marked the task as done. The task is moved from your active tasks to your archived tasks.

Tip: If you've made a mistake, you can always undo this by going back to the task (select 'archived tasks' on the left of your tasks window) and selecting **Mark as To Do**.

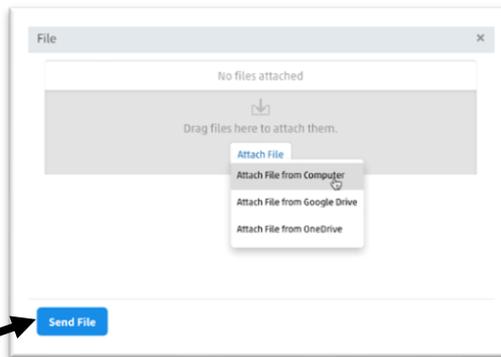
Submitting work

Send your teacher a file in response to a task.

1. In the main navigation bar, select **Tasks**
2. Choose a task.
3. Select **Send a File**.



4. Attach your work: To attach a file, choose **Attach File**, then choose **Attach File from Computer**:

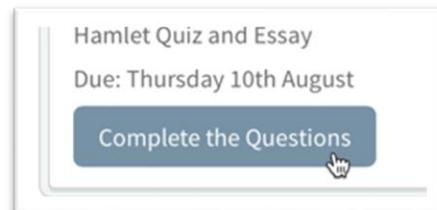


5. Select **Send file**.

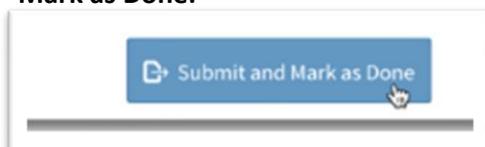
Once you've attached a file to a task, you can't remove it, so make sure you are attaching the final version of your work. If you go wrong, don't worry, just repeat this and attach the right file. The task history is updated with a link to your file(s).

Completing a quiz / a task with questions

If your task has questions, select **Complete the Questions**:



A window of your questions will appear. Answer the questions then at the bottom select **Submit and Mark as Done**:



If you need any help using the VLE, click on the Question Mark on the bottom left of any VLE page: and choose 'Help Centre'

(or go here: <https://helpcentre.fireflylearning.com/students>)



Logging into your school email:



Click 'Log in' on the 'email' link at the bottom of William Farr Website's homepage.

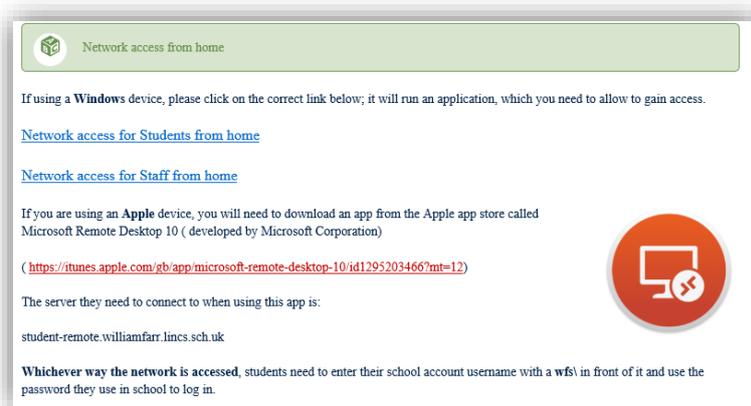
Use your school email address (your username@williamfarr.lincs.sch.uk) and the normal password that you would use to log into the school network.

Getting on the school remote desktop:

There is a cut down version of the school network available if you remotely log in; this gives you access to the student resources or student work folders if you need them, and some software.

You can do this on your laptop, windows machine or Apple Mac. Health warning – you need to download a small application onto your machine to allow this and it will not contain all the software you might need. This is due to licensing.

To get on the remote desktop, go to the 'Information' section of the school website (<http://www.williamfarr.lincs.sch.uk/information>) and follow the instructions there. Please remember to put **wfs** in front of your normal user name, and use your normal password for the school network to log into the remote desktop.



Using Office (Word, PowerPoint, Excel), the VLE and Teams on a phone, iPad or tablet.

Using Office 365 (e.g. installing Word, PowerPoint or Excel on a PC at home)

As our students, you are licenced to use Office at home.

Use this link and log in with you school email address (your username@williamfarr.lincs.sch.uk, for example 20smith@williamfarr.lincs.sch.uk) and use the normal password you use to log in a computer at school.

Students can install office on up to 5 different devices.

<https://products.office.com/en-gb/student/office-in-education>

When logged in you should see an 'install office' button near the top right of the screen.

Using Office (Word, PowerPoint, Excel) on an iPad or tablet:

Office products like Word, PowerPoint, Excel, have versions for apple and android products, like iPads and tablets, that are free to download and use. You don't need to sign in to use them.

Using the VLE on a phone, iPad or tablet:

The VLE has an app that can be downloaded for tablets, phones etc;

Search for 'FireFly for Students' and download it for free.

The school code you will need is WILLIAMFARR.

Again, use your school email address (username@williamfarr.lincs.sch.uk) and

normal school password. Any issues with the app, please contact support@fireflylearning.com



You can access your tasks, timetable and resources using the app. Tasks with questions built into them will work with no issues; you can add comments to tasks if you need to. You can use the Office apps to complete work and attach them to tasks you have been set as well.

Teams on a phone, iPad or tablet:

You can download the Teams app on a phone, iPad or tablet. Search for 'Microsoft Teams'

It will be free to use. When you click on a link on the VLE task for a Teams meeting, you can choose to open it in your app.

Be careful! It will use a lot of data during meetings, so try to use it when your phone etc; is connected to your WiFi at home.





Team Meetings

If your teacher has sent you a meeting link on a VLE task, click on the link and you will get a web browser window open with these choices:

How do you want to join your Teams meeting?

- Download the Windows app
Use the desktop app for the best experience.
- Continue on this browser
No download or installation required.
- Open your Teams app
Already have it? Go right to your meeting.

You can do this if your parents say it's OK

This is the easiest and quickest way to join the meeting

If you've already got the Teams software on your device, you can use this one.

Another way – log into Microsoft Teams

On any web browser, e.g. Google Chrome, Internet Explorer, Safari etc, go to <http://teams.microsoft.com/>

Click sign in and sign in with your full school email address. E.g. username@williamfarr.lincs.sch.uk and then your password (the one you use to get on the VLE and for your emails)

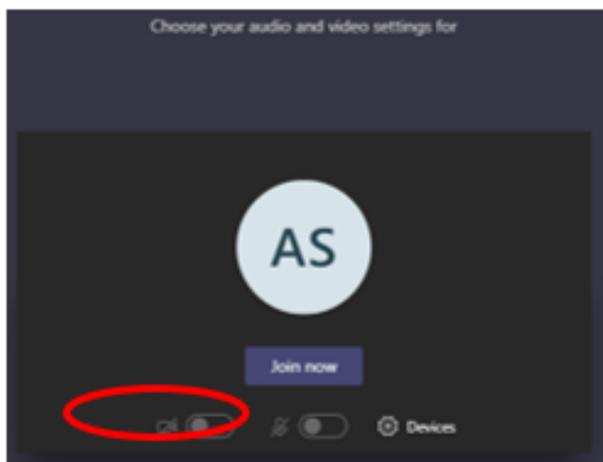
Teams – Joining a Virtual Classroom

If your teacher has started a virtual classroom, you will see a blue notification in your Team.

Your teacher will have told you what time your lesson starts, and you can join at any time by clicking the join button shown by the red circle in the picture.

EGS - 11/Ma1 EGS - 11x/Fr2 EGS - 11x/Hi1 EGS - Year 11 2019/2020

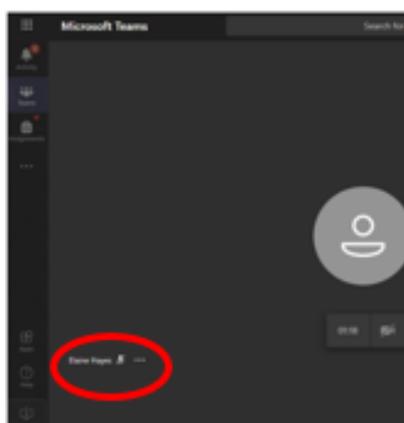
In the Meeting:



The red circle shows you the camera function. If your teacher may have told you to not to use this, it must be off.

Keep your microphone off, unless your teacher has asked you to speak to them

If you are using the video camera, you should blur your background (see how to below)



Click the three dots in the bottom toolbar shown by the red circle.

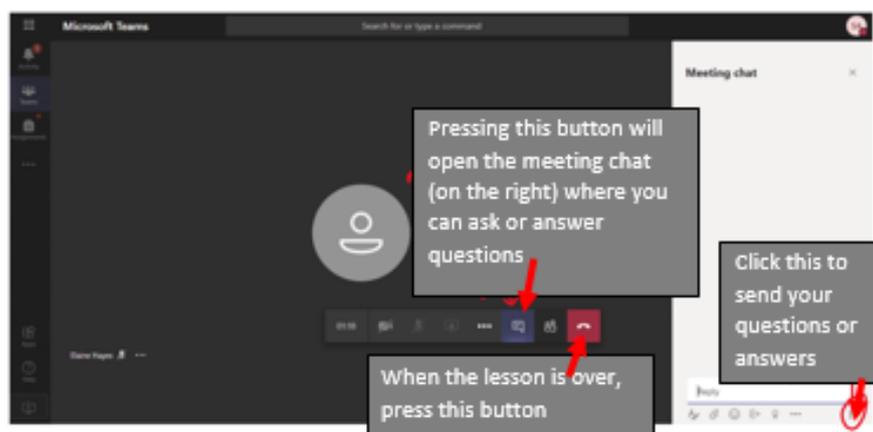
If your camera is already on there should be a “blur background” option. Click this.

If your camera is not on, it will say “start camera with blurred background” option.

Click this and your background will be blurred.

Use the ‘Raise your hand’ button if you want to ask a question or say something to the class. You can ask also a question, or answer one, using the chat function (see this picture below)

The chat is kept after the lesson is over, so your teacher can see what you put there.



Rules for Live-Streaming sessions:

1. For live-streamed sessions, you should only use Microsoft Teams.
2. The School's Acceptable Use Policy still applies.
3. The School will be monitoring live-streamed sessions.
4. Your camera and microphone will be automatically disabled. Please keep them like this unless your teacher asks you to do otherwise.
5. You should be appropriately dressed in case you are asked to join with video i.e. as you would be dressed as on a standard non-uniform day. (Pyjamas are not appropriate dress!)
6. You should be joining the meeting from a communal area in your home wherever possible, like a lounge or study – NOT your bedroom.
7. A session can only go ahead if there are TWO or more students participating.
8. Details of the planned session will be shared with ALL of your class and with enough time for you to arrange to join it.
9. You cannot join the session until 5 minutes before the start.
10. Normal classroom expectations with regard to language and behaviour apply.
11. You will need to mute yourself during the session unless your teacher has asked you a question, or you want to ask something.
12. If you disrupt the session, you will be muted or disconnected by the teacher; if you disrupt a session again, the teacher may exclude you from future sessions.