

Junior School Home Learning Structure Plan – Pupils/Parents

October 2020 – Updated 01.10.2020

This plan is in case of a school closure, local lockdown or bubble/class closure. This is a working document and can change depending on the local and national situation.

- Children who are isolating at home, unwell, awaiting a Covid test are not expected to do schoolwork until they are well enough.
- All provision will be via Microsoft Teams. This is linked to the pupil's own St Joseph's email account.
- Children who are unable to come to school because they are self-isolating, but are not unwell, will be provided with work daily from their class teacher based on the work being done in class. This will be provided at an appropriate level for each individual.
- In the event that either a whole year group or bubble has to close down and all members self-isolate the following will be provided daily.
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Morning (timings to be arranged by teachers)	Afternoon
<ul style="list-style-type: none"> • Class register and briefing • Maths lesson delivered by narrated PowerPoint • Drop-in live teaching session to support the learning in the maths PowerPoint • English lesson delivered by narrated PowerPoint • Drop-in live teaching session to support the learning in the English PowerPoint 	<p>A lesson from one of the following strands:</p> <ul style="list-style-type: none"> • Topic • Computing • Science • Art/DT • RE/PSHE <p>There will also be a music, PE and French lesson each week</p>

- Please ensure attendance at morning registration via Teams. In the event of lockdown this is a valuable opportunity to maintain contact both with their class teacher and their friends.
- Monday morning will include an assembly through TEAMS. This will be found on each pupil's calendar in Teams and will be accessible in the same manner that they access morning registration. Please ensure microphones are turned off at this time to ensure everyone can hear assembly.
- To send a notification to a teacher remember to use the '@' button followed by the teacher's name to make sure that they get a notification.
- Please ensure children's work is sent back through 'assignments' by the time required so we can make sure appropriate feedback and marking can be provided.

Getting started with Microsoft Teams

Depending on your device there are a few ways of accessing Teams.

You will need:

- a device (Laptop/PC/tablet). Teams is best experienced on a PC/Laptop, not all features are available on mobile devices.
- your St Joseph's email address
- your Password

Any problems with email addresses/password please contact our Network Manager, Mr Lucas:
james.lucas@stjosephscornwall.co.uk

Tablet – iPad Android Tablet etc.

If accessing Teams via a tablet go to the Android/Apple store and download and install the following:

- Outlook - email
- Teams – remote learning
- OneNote - notebook
- OneDrive – cloud storage for work
- Word – word processing
- PowerPoint – presentation software
- Excel – spreadsheet software

Log in to these apps using the email address and password above.

Windows/Mac

To install the Office 365 Applications to your laptop/PC, go to portal.office.com

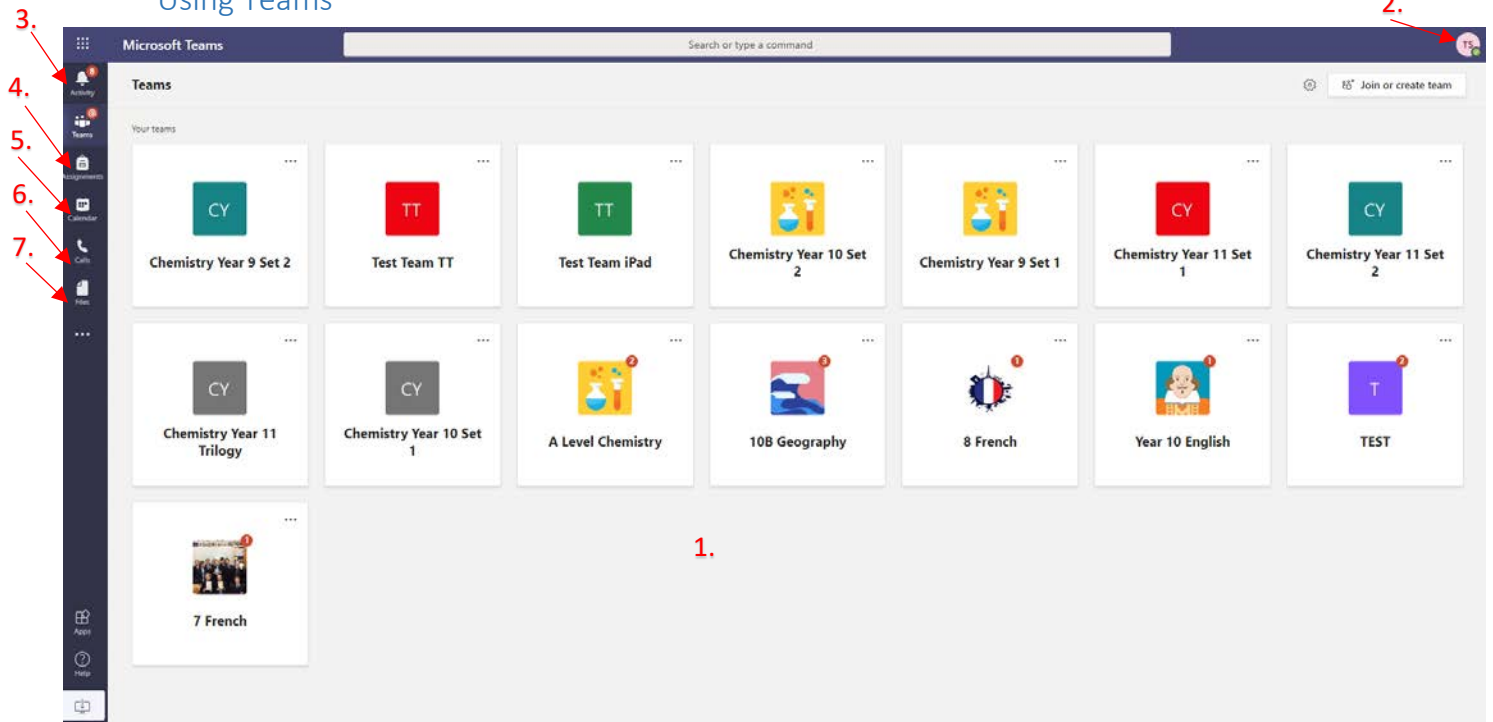
Sign in using the email address and password above. Click on Install Office (see below screenshot)



Run the file that downloads and follow the onscreen instructions to install. You can also access Outlook, Teams and OneDrive etc. via the web interface using the icons shown above

Sign in using your St Joseph's email and password as above.

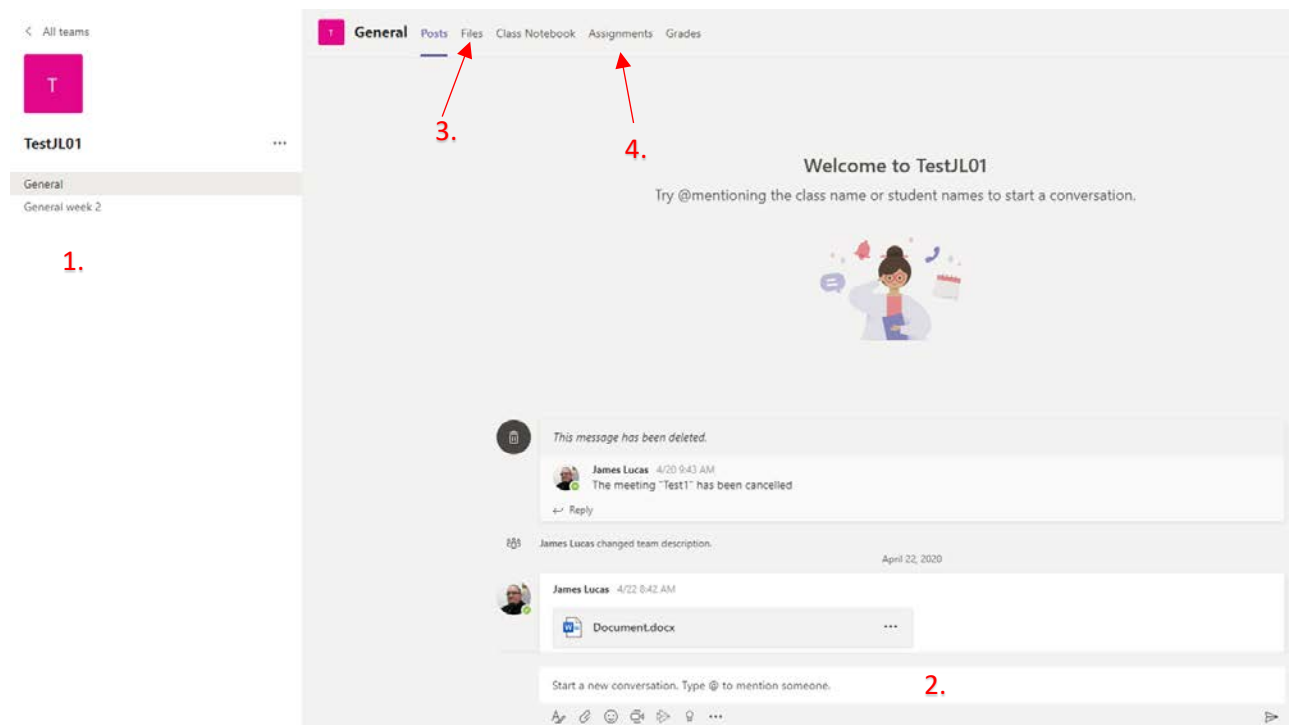
Using Teams



1. The first screen is the main Teams screen. This will show you all the Teams you have been added to.
2. Teams Profile – allows you to change your profile picture, set your status, change settings & sign out. Go here to check and test your camera/mic settings
3. Activity – this shows you all the activity for the Teams you are a member of.
4. Assignments – shows any assignments you have been set.
5. Calendar – shows any planned Team meetings
6. Calls – shows you your recent calls and contacts
7. Files – shows all Files in Teams/Assignments and OneDrive

Cont. on the next page.

The Teams interface



1. Channels – These are the different channels in a Team. They may be for different projects within a Team, different subjects or for group work.
2. The Teams Conversation – This is the main conversation area for your Team. You can start a new conversation by typing in the box or reply to a previous conversation by hitting the reply option on an already present conversation.
3. Files – all the files uploaded to the Team. Usually worksheets or handouts uploaded by the teacher.
4. Assignments – Assignments are stored here. This is where your teacher will put the PowerPoints, work sheets, any links to the internet or YouTube. This is where you will need to upload the work you have done and also where you can find the teacher's comments on work submitted.