



BISHOP HEBER HIGH SCHOOL

RESPECT • OPPORTUNITY • ACHIEVEMENT



Blended Learning: Microsoft® Teams

A guide for students and parents



Parent and student guide to using 'Teams' 1

Getting started





1. Log into Teams via the school's website (student area) and email takes you to office365 and then select the Teams option from the left hand side.
2. Sign in and enter your e-mail address and password.
3. Once you have the homepage for office365 select the Teams icon (see the front of this booklet)
4. Once you open Teams you will see all your classes in Teams on the Homepage.
5. You can also download Teams to your laptop, tablet and/or mobile. For further details refer to our guide on the school website [Teams Downloading & Logging on](#)
6. A free app is available for most devices via the link below.
7. If accessing directly through the internet, the latest version of edge or google chrome will work the best.

[Microsoft Teams download for free](#)

General comments

1. Teams is still a new platform for our school community and is being updated frequently.
2. Your teacher will add resources to your class team for you to refer to and help you learn and make progress. Use these to complete homework, go over work you have found difficult, catch up any work missed, extend your learning and for revision.
3. User guides will be continually developed and updated as we continue to use Teams to its full capacity.
4. We appreciate the support of all parents in using Teams and organising your study time at home. Remember to ask them for advice and help.
5. Students can access resources to support them on Teams through the [Student Resource Area](#).

Student guide to using 'Teams' 2







<p>Completing assignments</p> <div style="text-align: center; background-color: #2e406c; color: white; padding: 10px; margin: 10px 0;">  Assignments </div>	<ol style="list-style-type: none"> 1. Homework is set by teacher as a Teams Assignment. website Homework & Assignment 2. Click on the assignment icon (see left) and you will see a list of all your assignments. The ones in red are overdue. 3. Click on an assignment and you can see the instructions and resources provided by your teacher. 4. Read the instructions carefully, open any files and read any resources provided to help you. 5. Follow your teacher's instructions. 6. In most cases you will be able to edit a document and this will save automatically 7. If you cannot edit, then download the document and then save and then upload to Teams. 8. Alternatively, with the agreement of your teacher you can complete work in your exercise book or on paper. If you wanted to take a picture you could submit this instead. 9. Sometimes teachers may set a quiz or 'form'. Read the instructions carefully and answer all the questions, scroll down to complete all of them and when you have completed click submit. 10. Once complete turn in your work, a graphic appears to show you have correctly done this. 11. This work will then go to your teacher. No one else can see your work. <p>You can complete assignment on a desktop, tablet or mobile.</p>
<p>Top tips</p> <div style="text-align: center; margin: 10px 0;">  </div>	<ol style="list-style-type: none"> 1. Create a file for your schoolwork and subject files within this to save your work in 2. If submitting photographs of your work e.g. Art/DT images, please take the picture/resize edit so your work fills the photograph 3. If the work is written, please copy your photograph onto a word document and then upload to Teams as this makes it easier for your teacher to mark and give you feedback.
<p>Feedback</p> <div style="background-color: #e0e0e0; padding: 5px; margin: 10px 0;"> > Returned </div>	<ol style="list-style-type: none"> 1. Your teacher will provide timely and formal feedback. This could include corrections required or suggested improvements for future work. These will be listed under returned at the end of the list of assignments to complete. 2. Click on the assignment and read the feedback 3. To act on feedback undo hand in, do the improvements and turn in again.

Student guide to using 'Teams' 3

If you are unable to attend school because you must self-isolate lessons will be online at the same time as on your timetable.

The teacher may also do online revision sessions after the normal school day using Teams.

Please follow the instructions below:

Online lessons	<ol style="list-style-type: none"> 1. Your teacher will schedule an online lesson, and this will appear on your calendar and you will receive a message via Teams. 2. Make sure you are prepared for this lesson and have all the equipment you need and are working at a table or desk. 3. At the time allocated by your teacher, log on to Microsoft Teams and find the "meeting" in your calendar or on the General Posts board. You must be on time. 4. When your lesson starts you need to click the Join button. 5. Please have your microphone and video switched off and follow your teacher's instructions and switch on your microphone and/or camera as they request 6. Your teacher will then be able to talk to you and share their screen with you. 7. If you need to talk to your teacher, you can either: <ul style="list-style-type: none"> • Use chat and type a message • Use the hands up icon and wait until they give you permission to switch on your microphone • When the teacher gives you permission, enable your microphone by clicking the microphone icon. Once you have finished speaking make sure you turn off your mic. 8. At the end of the lesson, hover on the screen and click on the red phone icon to end the call.
	<p>Follow the symbols that teacher give you.</p> <ul style="list-style-type: none">  Hand – students should contribute to the lesson by microphone  Bubble – students should contribute to the lesson by typing via the chat function  Ear – listen to teacher and no talking  Pen – complete activity e.g. writing task/painting  Eyes – silent reading or observation task <p>Please allow 24 hours after you have notified us for us to set up.</p>



Communication

Communication

1. Students can use the Teams 'chat' facility to ask their teacher questions about the work.
2. We expect students to exercise the highest possible conduct when using this facility. 'Teams' is frequently monitored by senior staff and any student not using it correctly will no longer be granted access.
3. We have put together some advice to support students in communicating with their teachers

Contacting a Teacher



USE SCHOOL EMAIL



USE POSTS ON YOUR
CLASS TEAMS PAGE



USE CHAT ON YOUR
TEAMS PAGE

The tone of your e-mail is important, remember you are a student talking to a teacher, even though it is electronic and distant:

- Be polite and respectful.
- If your question is about a subject contact your subject teacher in the first instance
- Consider carefully what you want to ask or get help with. Consider if you can find the answer in your book/notes or if you look on Teams and the resources the teacher has put there for you. Someone else may be able to help you for example your parents, a sibling, or a friend.
- Try to suggest a possible solution to the teacher.
- Think about the time of your e-mail. Teachers and support staff cannot always be available. As a rule, they have 48 hours to respond. Also be aware there may be circumstances where they may be unable to answer. You should not be working late in the evening.
- It is inappropriate to challenge a teacher on their decision (s) for example on merits and demerits.

Topics which are appropriate to ask for help, are:

- Help about work content
- Checking a deadline
- Making a reasonable request for example for a worksheet you have missed or why the answer is wrong as you are struggling to understand or how to improve.
- If you are feeling uncomfortable or unhappy, DO NOT HESITATE to contact your form tutor and copy in your Head of Year.

An example of an appropriate e-mail is:

Dear Mr/Mrs/Miss /Ms.... (or Sir)

Sorry to disturb you.

I have lost the worksheet on Would it be possible for you to send me an electronic copy or should I complete the work on paper? Thank you for your time and help,

Name, Form, Set

Dear Parents and Carers,

Expectations and Guidelines for Students, Parents and Carers for the use of Audio & Video Conferencing on Microsoft® Teams

Bishop Heber High School continues to do our best to support students during this difficult time and I need to take this opportunity to inform you about the tools we use and the steps we are taking to ensure we take account of privacy and data protection.

We are, wherever possible, using many of the same online tools we employed in face to face schooling. However, we have also needed to use these tools in new ways and add tools we had not needed prior. Please be aware of the following:

- Our use of video conferencing is new. We are using Microsoft® Teams to connect with students in a variety of ways. We need your help to ensure these tools are being used appropriately by students, particularly if the teacher choose to arrange a live session:
 - Parents/carers should be mindful about what family activities would potentially be heard/seen during the students' use of conferencing. This is a great tool to keep students connected, but please have your child use these tools somewhere near enough you can monitor, yet private enough to concentrate on their work.
 - Please ensure your child dresses in school uniform when video conferencing and make sure that there are no distracting materials or backgrounds.
 - Recording sessions: We encourage staff to record non-confidential conferencing sessions to enable them to post them for students who cannot attend any live session. There may be some sessions a member of staff may want to record about specific instructional group activities. We want and need our staff to be efficient and effective when covering material or providing reinforcement. Therefore, here are some guidelines about recordings:
 - These recordings will not be publicly available, only shared within the students unable to attend a session or other members of staff.
 - Staff will announce their intention to record the session giving students/parents/carers the opportunity to turn off their camera and/or microphone if privacy is of concern.
 - Students/parents/carers must not take photos, screenshots, record any video, or audio, from these conference sessions without the expressed permission of the member of staff.
 - Students must use their School Microsoft® Office 365 login (another@heber.org.uk) to attend these sessions.
 - Students must check their email and Teams calendar regularly for when Microsoft® Teams sessions are scheduled and when recordings are available.
 - Appropriate security settings are in place to ensure no session can be attended by unauthorised individuals.
 - Lastly, the same rules of conduct and behaviour will apply in any online session as those that apply in the classroom so where a student attends a session, we expect them to remain in attendance for the full session and behave appropriately.

We understand that you may have concerns about the use of conferencing software, and under normal circumstances, the school would not have to resort to such measures. We believe, however, that it is vital for us to continue to engage and connect with students as much as we reasonably can and where there are any concerns, we are working hard to address them as much as possible.

We will continue to assess the tools we use in terms of data protection, privacy and safety and should any concerns develop we may cease to use conferencing.

If you would like your child to access Microsoft® Teams with staff, you must complete the consent form confirming that your child can participate in such sessions. If you do not wish them to take part or we do not receive a completed consent form, we will not allow your child to take part in any of the live sessions.

We will, however, make a recording of the session available to ensure they are not disadvantaged. In the majority of cases staff will be using Microsoft® Teams to share resources, set assignments and provide a platform for them to communicate with their teacher via posts and/or chat and not always for 'live' lessons.

We appreciate your support during this challenging time, and we are working very hard to keep our students engaged and supported. If you have questions or concerns about our use of online systems, please telephone School Reception on 01948 860571 or emailing reception@heber.org.uk

.An electronic copy of our **Audio & Video Conferencing on Microsoft® Teams Consent Form** (on the next page) will be sent to you to complete if you have not completed this already. It is important that this is completed and returned as soon as possible.

Yours faithfully,

Bishop Heber High School

Audio & Video Conferencing on Microsoft® Teams Consent Form

In response to the COVID-19 outbreak and subsequent recommendations for school, Bishop Heber High School will be using a web/video-based learning system for the foreseeable future to provide a level of student interaction.

As part of the Microsoft Teams platform, students can interact and receive feedback from teachers and their peers.

This form, when completed and signed (following page), will remain on file with Bishop Heber High School and will constitute consent for your child to access and use Microsoft Teams and its related web-based tools and applications.

We will take the following steps to provide additional security of the online platform.

- 'Classrooms'/sessions can only be accessed by current students using their Bishop Heber High School Office 365 login details. Sessions are not public and cannot be accessed by unauthorised users.
- 'Classrooms'/sessions may have waiting rooms and participants must be admitted by the teacher. If the teacher does not recognise the student, they will not be admitted. Teachers will remove unrecognised participants.
- Students are set to mute upon entry and video is off by default. Student can choose when to turn on the microphone & video, if agreed with the teacher. Students can still interact via raising their hand (virtually) or via chat with teacher or un-muting themselves to ask questions or participate.
- Chat function is 1 on 1 with teachers only. Student to student or participant chatting is not enabled.
- File sharing has been disabled except for by the hosting member of staff. This will allow the member of staff to transfer work files to pupils through the class chat.
- Screen sharing from students (participants) has been disabled.
- Video recording of classes is disabled except for by the hosting member of staff. They can then make a recorded session available to pupils unable to attend a session.
- Parents/carers can decline for their children to be included in the use of online classrooms sessions if they do not wish them to be involved.

I give my child / children permission to access Microsoft Teams for online lessons. I understand that these lessons may be recorded by the hosting member of staff and the file will be shared with other students who were unable to attend the session.

I do not wish my child to access Microsoft® Teams for online lessons.

Student(s) Name & Form:.....

Parents Name:.....

Date:.....