



# Guide to Remote Learning

January 2021

Ashfield Girls' High School

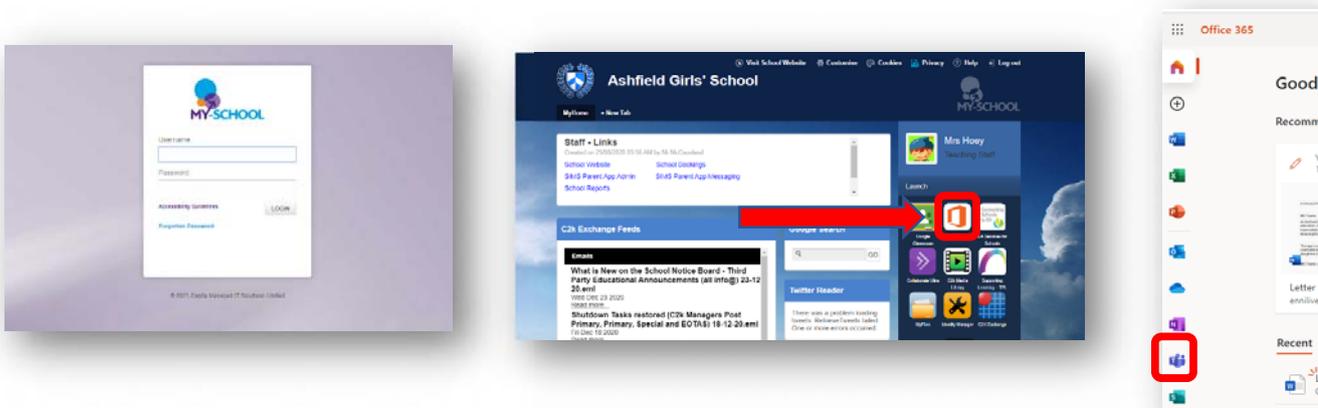
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## Microsoft Teams

At Ashfield Girls' High School, we understand the need to continually deliver high quality education, including during periods of remote working and learning. To this end we have rolled out MS Teams across the school and have dedicated time and resources to ensure girls and staff have been fully trained in the software.

The app is available to download from the app store on any smart device. The username will be, for example [astudent123@c2ken.net](mailto:astudent123@c2ken.net) and the password will be your daughter's c2k password (i.e. the password she uses to log in, in school).

MS Teams can also be accessed via the My School page, Office 365, MS Teams.



*Important – if your daughter experiences difficulties getting past the My School page and gets a message that the link / page is not secure **please proceed regardless**. The link is in fact secure and this is an issue C2K are aware of this problem, however it could be some time before it is resolved.*

For more support and guidance please follow the links to our Home Learning Page on our school website where you can find several 'How To' videos and a parent guide. We have created a shortcut to it for you to access during this period of remote learning.



## MS Office Apps

Your daughter also has free access to the MS Office apps. Again, these can be downloaded via the app store / the Office 365 app on the My School page, as outlined above. The username will be, for example astudent123@c2ken.net and the password will be your daughter's c2k password (i.e. the password she uses to log in, in school).

As a student she is entitled to download the MS Office software free onto a laptop / PC. The instructions for how to do this are also on our Home Learning page.

## Passwords

If your daughter has forgotten her password since before Christmas, or has been asked to reset it please ask her to contact school via the **Contact Us** page. She will need to provide her name and year group and an alternative email address to be contacted on with her new password.

## Remote Learning Responsibilities

The full Remote Learning Policy is available via our school website. The policy highlights pupil and parental responsibilities. However, here are a few points which I would like to highlight.

- Parents should contact school as soon as possible to let us know if their daughter is not going to participate in remote learning for any period of time, due to an illness, for example.
- All teachers will predominantly use Microsoft Teams during remote learning.
- Sixth Form students (only) may be expected to participate in live lessons, via MS Teams. *If this is the case, the arrangements for any live lessons will be communicated, via email / MS Teams, no later than one day before the allocated time and kept to a reasonable length i.e. no more than 35 minutes per session and no more than half of the timetabled class time, over the course of the week. Separate permissions and guidelines will be sent out to Sixth Form students.*
- The behaviour policy must be followed at all times during the period of remote learning. i.e. conduct on MS Teams must be of the same high standard expected in school. **MS Teams is not social media and should not be treated as such.**
- We acknowledge pupils may not always be able to complete their remote learning during the times of the traditional school day, depending on family circumstances and availability of devices in the household.
- Staff will be present for remote learning between 8.40am and 3:20pm from Monday to Friday, with the exception of breaks and lunchtimes. Pupils may email / communicate via Teams outside of these times, however they may not receive a response until the next day.

We appreciate remote learning will be difficult for some families, for a number of reasons. We want to ensure we will do our best to assist you in supporting your daughter and her academic progress during this time.

## **Registration**

Your daughter will be expected to log in, during form time if possible, to let her form tutor know she is present and ready for remote learning. Each morning, during form time, form teachers will post in the Form Class Team. Pupils are expected to respond to this post daily by 9am, in order to obtain their present mark. Pupils who respond late, may not receive a response until the following school day. This is an important 'check-in' as it allows us to support the girls pastorally too.

As previously mentioned parents should inform the office if their daughter will not be taking part in remote learning for any period of time.