



**SAINTS PETER AND PAUL**  
CATHOLIC HIGH SCHOOL

## Remote learning guide for students who are self-isolating

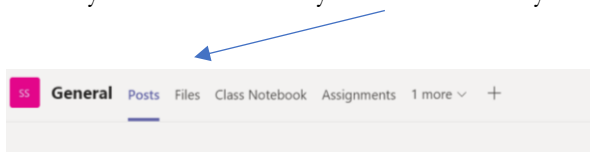
1. Sign into Office 365 – <https://office.com> or click on the Teams App



2. Click on the Teams icon on the app bar.
3. Go to your calendar to see if you have a live lesson. If there is no meeting in your calendar, check 'Posts' in class team as this will also have the live lesson link to join



4. When you click join, you will be in a waiting room and your teacher will admit you to the live lesson
5. During the lesson you will participate in some parts and will also work independently on different tasks
6. If you do not have a live lesson link, clear instructions will be in posts in your class team.
7. You can ask questions throughout the lesson using the chat function on Teams or in the post section
8. Once the lesson has finished, you can leave by clicking 'Leave' and go to your next lesson.
9. Work for each lesson will be in files, class materials. It will have the date and title so you can easily identify which resources you will need for your lessons.



Please note that when a member of staff is absent there will be no live lesson but work will still be posted in files for you to complete

## Remote Learning Expectations

- Establish a routine: Get up and ready for the school day
- Attend all lessons and engage in the learning, completing all tasks set
- Create a good space for working: with limited distractions
- Actively follow your timetable
- Be ready to learn: have your equipment ready and be logged onto your device in time for the lesson
- Follow the Remote Learning Code of Conduct including not recording or taking screen shots of the lesson.
- Use your break and lunch time effectively: go to a different place and change your scene
- Try and move around/ get fresh air and exercise in between lessons
- Plan and prepare your snacks to stay alert while learning
- Switch off social media and concentrate on your lesson
- Seek help when needed: Teachers, form tutor, mentor or PPL
- When the school day finishes interact with friends and family
- Charge your device ready for tomorrow and gather equipment in preparation
- Be patient with your teachers and yourselves – we are all learning together!

## Timing of Remote learning day

Lesson will start 10 minutes after their normal start time to allow a screen break in between each lesson

### Year 7 and 9

Time	Activity
8.00	Get up, washed and dressed ready for the school day. Set up your work space for the day including any necessary resources
8.45-9.05	Log onto Teams app FORM TIME
9.05-10.05	Lesson 1
10.05-11.05	Lesson 2
11.05-11.20	BREAK - Move around / have a snack
11.20-12.20	Lesson 3
12.20-1.20	Lesson 4
1.20-1.55	LUNCH - Have lunch / Move around / Exercise / Move off device
2.00-2.50 (Year 7) 2.00-2.55 (Year 9)	Lesson 5

Year 8, 10 and 11

<b>Time</b>	<b>Activity</b>
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12.20-12.55	LUNCH - Have lunch / Move around / Exercise / Move off device
1.00-2.00	Lesson 4
2.00-2.55 (Y8) 2.00-3.00 (Y10, Y11)	Lesson 5