



## CNCS Remote Education Parent/Carer Guide





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*If students are experiencing any technical difficulties, please contact our team who are available to help via email: [teams@cncs.school](mailto:teams@cncs.school)*

## Introduction

During national lockdown, teachers will continue to provide education in line with student timetables to ensure a broad and balanced curriculum is maintained. We are operating a blended learning policy which means that students will receive provision which is mostly live streamed but will also include elements of pre-recorded material as well as making use of the other learning platforms that we have at Cardinal Newman School such as HegartyMaths and Seneca Learning. Students will also receive pastoral support through tutor check-ins, PSHE sessions and year group assemblies.

In order to support families with siblings at home, we are realigning our timetable so that break and lunchtimes are at the same time from Monday 11th January 2021.

School Day	Monday, Wednesday, Thursday and Friday	Tuesdays
Logging in to Teams time	8.40am – 8.50am	8.40am – 8.50am
Period 1	8.50am – 9.50am	8.50am – 9.50am
Period 2	9.50am – 10.50am	9.50am – 10.50am
Breaktime	10.50am – 11.10am	10.50am – 11.10am
Period 3	11.10am – 12.10pm	11.10am – 12.10pm
Tutor Time	12.10pm – 12.40pm	N/A
Lunch	12.40pm – 1.10pm	12.10pm – 12.40pm
Period 4	1.10pm – 2.10pm	12.40pm – 1.40pm
Period 5	2.10pm – 3.10pm	1.40pm – 2.40pm

## Accessing learning

Students will need access to their school email account and Microsoft Teams. This guide will outline how students can access these platforms.

Students will be expected to follow their usual timetabled lessons which can be found in their Student Planner. Timetables can also be accessed by parents on the Xpressions App. Full instructions on how to download and use this App, are available on our school website.



Whilst it was a school priority to audit students' ability to access both emails and Microsoft Teams, if parents or students find that they are having any difficulty in accessing email accounts or Microsoft Teams please contact: [teams@cncs.school](mailto:teams@cncs.school) as soon as possible so this can be rectified. All students were emailed an up to date guide on how to access Microsoft Teams, which can also be found on our school website.

It is pertinent to know that all lessons are monitored and students are expected to adhere to the ICT Acceptable Use Policy (page 9) which is on our website and in Student Planners.

## Daily routine

Students will be expected to log in to their Microsoft account at 8.50 each day for Year 7 – 11. Post 16 students are expected to log on at the beginning of their first lesson of the day. Teachers will continue to provide tasks and assessments which will be marked and feedback will be provided for students. Progress will be checked in a number of formats including Microsoft Forms and uploaded submissions. We appreciate that extended writing may be challenging in these circumstances. Some work will be marked automatically via other digital platforms such as Seneca learning.



## Engagement

As part of our safeguarding of students, all students will be registered by their teacher for all lessons on line and both teachers and pastoral teams will be tracking engagement as per government guidelines. We will contact students, parents and carers if there appears to be any issues or concerns.



## Further support for students with additional needs

We recognise that some students with special educational needs may find remote learning education challenging without additional support. The SEND team will be coordinating a support programme to assist students at this time. If you find that your child is struggling with access, please do contact our SENDCo Mrs Bevis at [Christine.Bevis@cncs.school](mailto:Christine.Bevis@cncs.school).

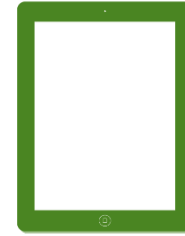


## Safeguarding

Cardinal Newman Catholic School is committed to ensuring the safety and wellbeing of all its students. The Child Protection and Safeguarding policy can be found on the school website. As a school we recognise it is important that all staff who interact with children including online, will continue to look out for signs that a child may be at risk. If you have any concerns relating to safeguarding, please contact [Deborah.Galvin@cncs.school](mailto:Deborah.Galvin@cncs.school) our Safeguarding & Wellbeing Officer.



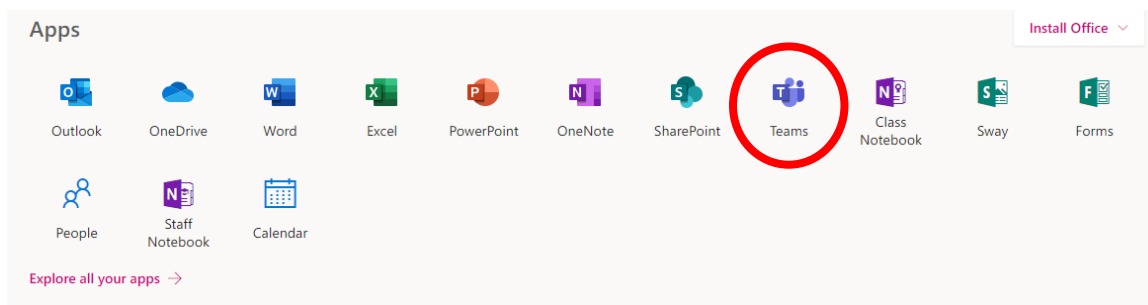
## Microsoft Teams – Supporting Students to Login



### Logging in via desktop, laptop or tablets.

- Go to [www.cncs.school](http://www.cncs.school) on any web browser and open your school email.

### Click on the Teams icon:



- When you log in for the first time, you will be asked if you want to **download and install the app version** onto your computer.
- We would advise this. Having the desktop app will allow instant notifications for updates in your team.
- Some tablets\* do not allow this. Therefore, click to use the **‘web version’**.

*\*There are additional methods and tutorials to install the application onto unsupportive tablets on YouTube. Search ‘How to install Microsoft Teams onto your (insert device e.g. Amazon Kindle Fire)’*



## Logging in via mobile phones

- Open the app store on your mobile device.
- Tap the Search icon in the store and type Microsoft Teams. Make sure you choose the Microsoft app.
- Tap the Install button to install the app on your device.
- Once the app has finished downloading and installing, tap the Open button
- When you first open the Teams mobile app, you are presented with a sign-in screen where you can choose to sign in to Teams using your school email account.

*If you are attending via your mobile phone you may have less access to features during meetings such as the chat function. If this is the case, please communicate with your teacher by email when necessary.*



## Casting to a Smart TV from your mobile phone

If you have a Wi-Fi enabled, compatible Smart TV it may be possible to cast your mobile phone screen onto your TV. This may make it easier to see the content delivered by your teachers.

There are many different applications which support this and there are different methods based on the TV and mobile device you own. Different guides and methods can be found via Google. If you require any specific advice, please email our 'Teams' support team.



Xbox

## Logging in via games console



PlayStation

Ensure your console is connected to the internet



Insert USB keyboard\*

*If possible*



Go into your applications and launch your browser



Type [www.office.com](http://www.office.com) & select 'Sign In'



Login using your school email account



Select the 'Teams' icon and you will have access!



You can use your controller or connect a mouse to navigate



## How can students prepare for the lesson?

Students should try and follow a similar routine daily by following their scheduled timetable.

They should check their email every morning for any important updates from the teachers.

Teachers may send attachments or resources that need to be downloaded and opened for the virtual lesson later that day.

Students may benefit from having additional writing materials to support with making notes.

Further guidance can be found to support students with this provision on the final page of this guide.



## What are the behaviour expectations of students?

- You must attend all agreed virtual lessons with your teacher (unless communicated otherwise with your teacher or Head of Year). Your teacher will be logging your attendance on Class Charts.
- All lessons are recorded. This includes any comments made using the chat function. Therefore, ensure any comments made are relevant and appropriate. Any inappropriate behaviour will be challenged and reported to your Head of Year.
- The chat function is not to be used for conversations between students.
- Any attempts to disrupt the lesson will be reported.
- If you are having any technical difficulties then please contact [teams@cncs.school](mailto:teams@cncs.school)

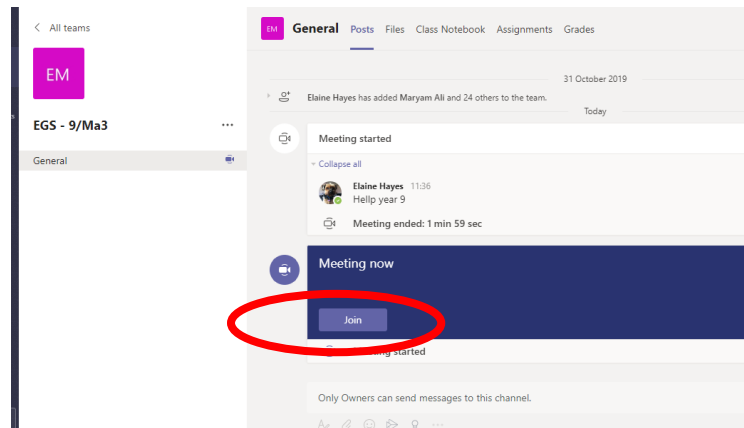


## Microsoft Teams – Supporting Students

### Joining a Virtual Classroom

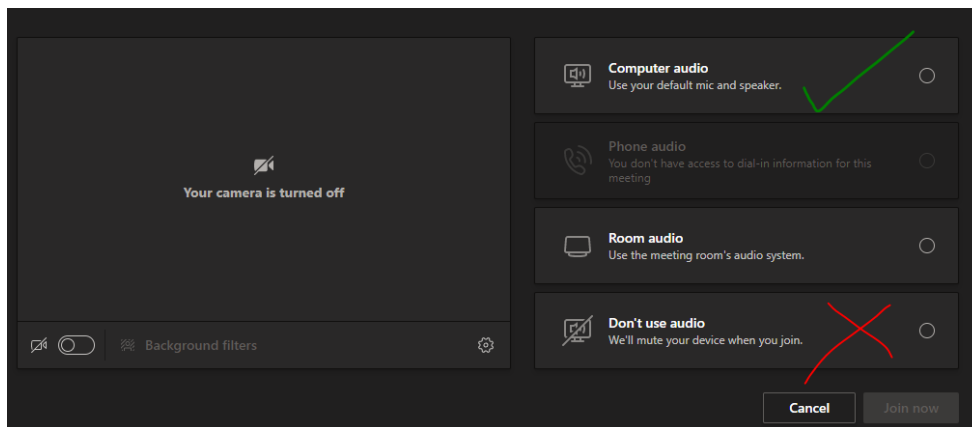
If your teacher has started a virtual classroom, you will see a blue notification in your Team.

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

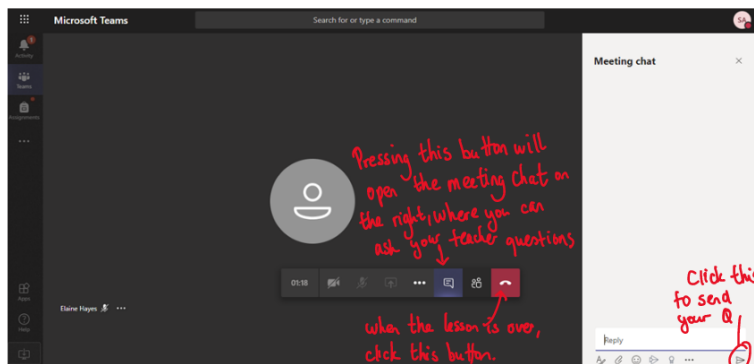


You will see a similar screen to the one shown below when you join. Please select the top option (**Computer Audio**) and then mute your microphone/disable your camera. (Your teacher should also disable these for you).

If you select “**Don’t use Audio**” when joining the meeting you will not be able to hear your teacher.

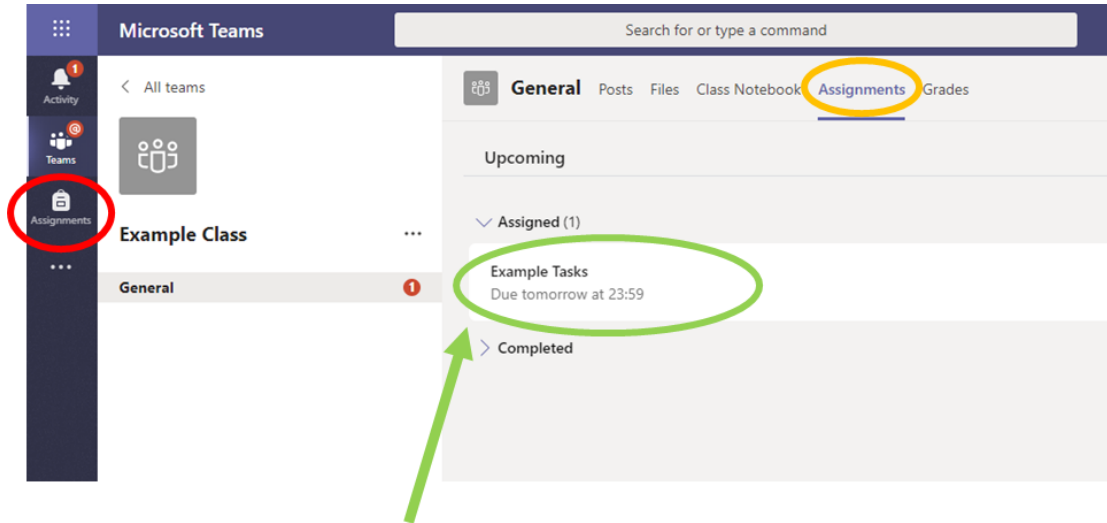


You can ask a question of your teacher using the chat function. All questions are kept in the Team after the lesson is over.



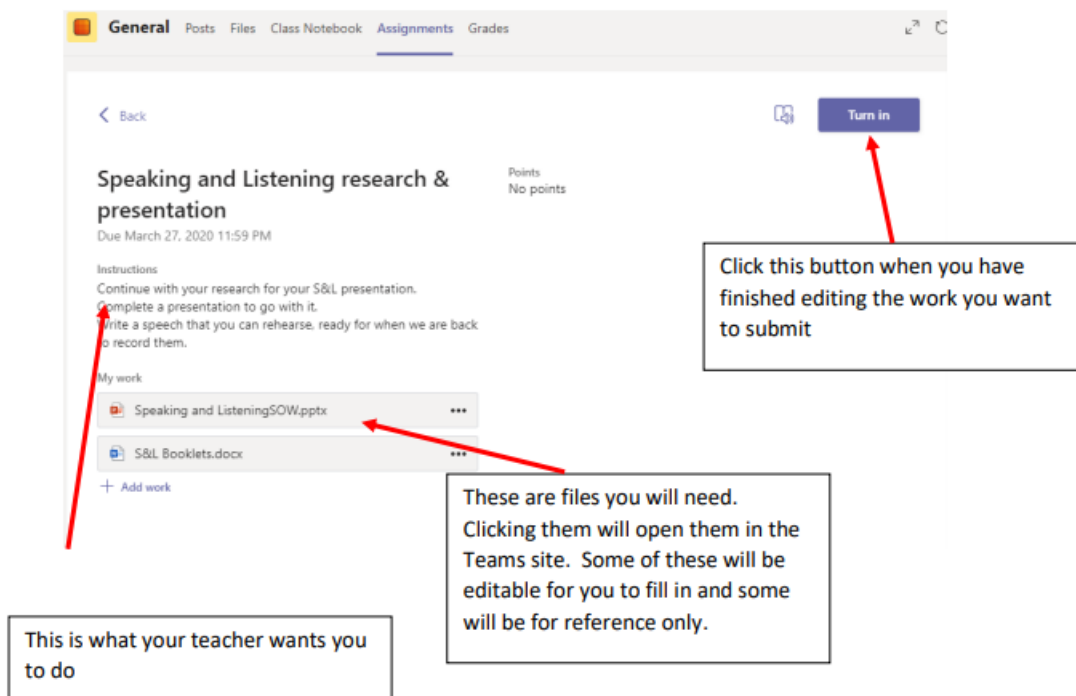
## Uploading an Assignment

Your teacher can set assignment for you to complete. You can access this in two different ways. You can click the assignments button in the left-hand menu to see all the different assignments set by your teacher, or you can click into your class and click on the assignments button circled in yellow.



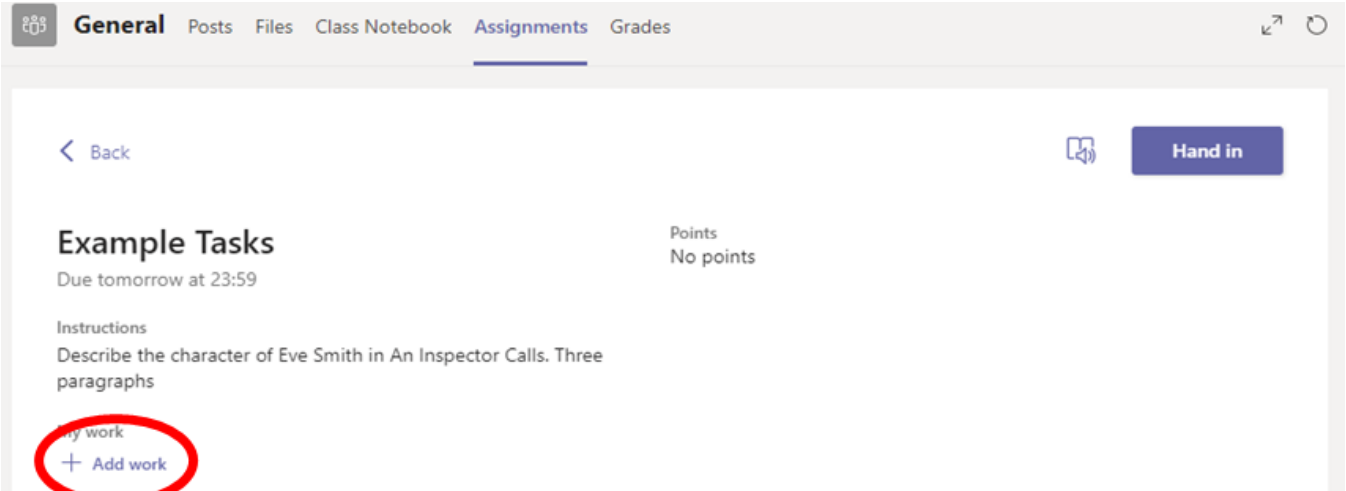
**Click on the assignment to access the task.**

Go to the assignment you want to do as explained above. Click on the assignment and you will get a screen similar to the one here:



If there is no attachment or file for you to edit and you need to upload a word document or an image etc:

To add your work, click on the add work. You can add a document that you have already been working on, or create a new one that you can do your work on.



General Posts Files Class Notebook **Assignments** Grades

Back Hand in

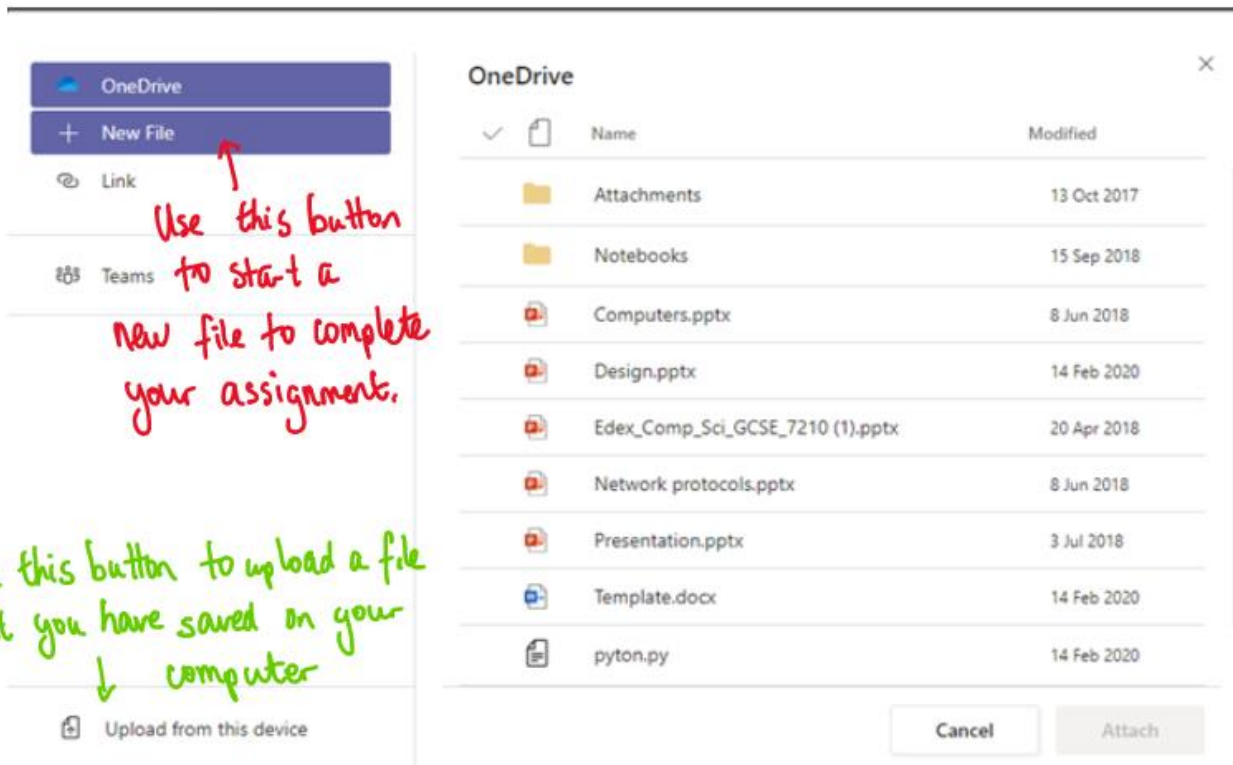
### Example Tasks

Points  
No points

Due tomorrow at 23:59

Instructions  
Describe the character of Eve Smith in An Inspector Calls. Three paragraphs

My work  
**+ Add work**



OneDrive

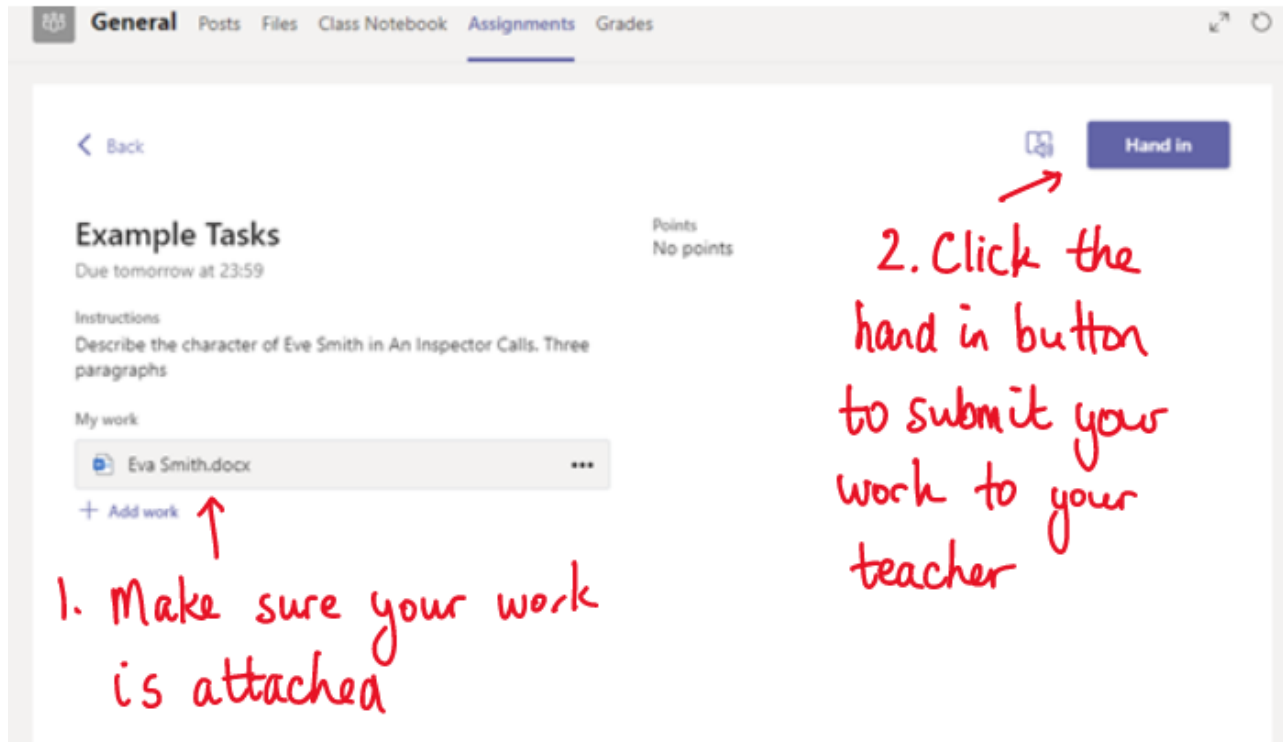
✓	📁	Name	Modified
	📁	Attachments	13 Oct 2017
	📁	Notebooks	15 Sep 2018
	📄	Computers.pptx	8 Jun 2018
	📄	Design.pptx	14 Feb 2020
	📄	Edex_Comp_Sci_GCSE_7210 (1).pptx	20 Apr 2018
	📄	Network protocols.pptx	8 Jun 2018
	📄	Presentation.pptx	3 Jul 2018
	📄	Template.docx	14 Feb 2020
	📄	python.py	14 Feb 2020

Cancel Attach

*Use this button to start a new file to complete your assignment.*

*Use this button to upload a file that you have saved on your computer*

Make sure that you have your work attached. Click the **hand in** button. Your teacher can now look at your work and give you feedback if required.



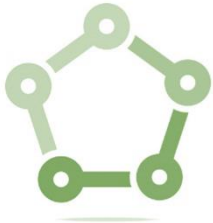
The screenshot shows a Microsoft Teams assignment submission interface. At the top, there are navigation tabs: General, Posts, Files, Class Notebook, Assignments, and Grades. The 'Assignments' tab is selected. Below the tabs, there is a 'Back' button on the left and a 'Hand in' button on the right. The main content area displays 'Example Tasks' with a due time of 'Due tomorrow at 23:59'. Under 'Instructions', it says 'Describe the character of Eve Smith in An Inspector Calls. Three paragraphs'. The 'My work' section shows a file named 'Eva Smith.docx' attached. A red arrow points from the 'Add work' button to the file name. Another red arrow points from the 'Hand in' button to the 'Hand in' text. Handwritten red text provides instructions: '1. Make sure your work is attached' and '2. Click the hand in button to submit your work to your teacher'.

1. Make sure your work is attached

2. Click the hand in button to submit your work to your teacher

## Remote Education Coding

Students may notice some of the following symbols in their teachers' PPTs during their virtual lessons. Please see the key below to support.



**Please wait  
whilst others  
join/reconnect**



**Visualiser is  
being used.**



**Complete the  
directed task on  
your worksheet  
or notebook**



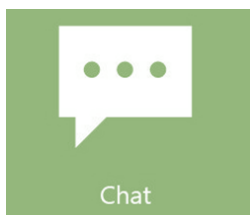
**Live model,  
watch  
carefully!**



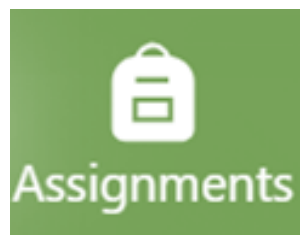
**Listen carefully  
to instructions**



**Complete the  
quiz on  
Microsoft  
Forms**



**Use the chat  
function to  
respond to  
and ask  
questions.**



**Upload your work  
(image, word  
document etc) to  
the assignment.**

## Remote Education: Keeping Students Safe!

<p><b>TREAT REMOTE EDUCATION THE SAME AS CLASSROOM LEARNING</b></p> <p><i>Despite being at home, it's important to remember the same rules apply as being in the classroom, particularly in respect of behaviour and conduct. Focus on learning and don't get distracted by your surroundings.</i></p>	<p><b>USE CLASSROOM LANGUAGE</b></p> <p><i>If you are encouraged to communicate through emails and online messages, don't use shorthand text speak and write as though you would speak in class. Remember to be respectful and polite and avoid posting negative comments or spamming the chat.</i></p>
<p><b>TAKE REGULAR SCREEN BREAKS</b></p> <p><i>Whilst remote education might be an exciting experience to begin with, having prolonged periods of time in front of a screen isn't always healthy. Remember to have regular screen breaks where possible and in your spare time, try to get some fresh air and enjoy other activities away from electronic devices.</i></p>	<p><b>CONDUCT VIDEO LEARNING IN AN OPEN SPACE AT HOME</b></p> <p><i>To get the best experience from remote education, it's important to create the right environment around you. Try to set up a mock 'classroom desk' at home in an open space so parents can supervise if necessary.</i></p>
<p><b>ONLY COMMUNICATE THROUGH APPROVED SCHOOL PORTALS AND PLATFORMS</b></p> <p><i>It's important that you send messages and any pictures or images required for class through approved school channels (email/Microsoft Teams) This will help to keep your personal information safe and secure. Also, don't share your passwords with peers or anyone outside of school.</i></p>	<p><b>STICK TO TEACHER RULES AND GUIDELINES AROUND REMOTE EDUCATION</b></p> <p><i>Always maintain classroom behaviour and try to remember that you are in a learning environment and not a social setting.</i></p>
<p><b>DRESS FOR THE OCCASION</b></p> <p><i>It's important to keep your school communication channels separate from your own personal communication with friends and family. Don't be tempted to engage in casual discussions or send images, videos or links via school apps or platforms that aren't associated with your learning.</i></p>	<p><b>DON'T SHARE PASSWORDS OR OTHER SENSITIVE INFORMATION</b></p> <p><i>Remote education ultimately means working alone and missing out on daily social interaction with your friends. If you ever feel frustrated, low or sad, it's important to discuss how you feel with your parents or your teacher. Keeping in touch with friends over the phone or on social media can also help to keep your spirits up.</i></p>