



## Remote Learning Guidance

All your child's remote lessons will be done via Microsoft Teams.

Students must follow their usual school timetable at the usual school hours.

See below for school hours for each year group.

	Period 1 8:50-9:40	Period 2 9:40-10:40 Inc 15 Min Break	Period 3 10:40-11:30	Period 4 11:30-1:00 Inc 30 Min Lunch	Period 5 1:00	Period 6 1:50
Year 7	50 Minutes	Break @9:40 (A1/Hall)	50 Minutes	Break @ 11:30 (A1/Hall)	50 Minutes	50 Minutes
Year 8	50 Minutes	Break @10:00 (A1/Hall)	50 Minutes	Break @ 12:00 (A1/Hall)	50 Minutes	50 Minutes
Year 9	50 Minutes	Break@10:00 (Dining Room)	50 Minutes	Break@ 12:00 (Dining Room)	50 Minutes	50 Minutes
Year 10	50 Minutes	Break @10:20 (A1/Hall)	50 Minutes	Break @12:30 (A1/Hall)	50 Minutes	50 Minutes
Year 11	50 Minutes	Break at 10:20 (Dining Room)	50 Minutes	Break @ 12:30 (Dining Room)	50 Minutes	50 Minutes
Year 12	50 Minutes	Break @9.40 (Dining Room)	50 Minutes	Break @11:30 (Dining Room)	50 Minutes	50 Minutes
Year 13	50 Minutes	Break @9:40 (Dining Room)	50 Minutes	Break @11:30 (Dining Room)	50 Minutes	50 Minutes

Teachers will be present throughout the lesson, either teaching "live" through Microsoft Teams, or in the background available to answer questions or queries about any work set in the lesson.

Please follow the simple guide to accessing the lessons.

- 1) Log in to your school email with your usual email address and password
- 2) Go to the top left corner of the screen and click on the 9 dots
- 3) Click onto "Teams"
- 4) For **live lessons** please select the 'calendar' icon. This is usually on the left hand side if you are using a PC/Tablet or on a smart phone this appears along the bottom under the 3 dots (far right). Once in your calendar you will see any live lessons scheduled on your timetable.
  - Click on the lesson and click "join", at which point you will be present in the lesson.
  - To avoid disruption please ensure your microphone is on mute unless instructed otherwise by your member of staff

**Lessons during p7 (from 2:40pm to 3:30pm) will still go ahead for years 10, 11, 12 & 13**

Your tutors are available all week - please email them with any concerns or questions

**\*\*IF A STAFF MEMBER IS DOING ANYTHING DIFFERENTLY TO THIS, THEY WILL EMAIL YOU WITH CLEAR INSTRUCTIONS ON WHAT IS EXPECTED OF YOU\*\***

[There is an illustrated guide on our school website – click here](#)