

# Remote Learning Guidance For Students and Parents

## Myton School



## How will I be taught during this period of home learning

- Teachers will be using Microsoft Teams (via office 365 or the app) to teach students at home. This will be set up by subject teachers through your school email addresses.
- Your school email address is the same as your school login (year you started and first letter of first name, dot, last name)

e.g. for Year 9 = 21l.curtis@myton.co.uk  
Year 10 = 20l.curtis@myton.co.uk

- If you can't log in please email our IT support department at [StudentTechSupport@myton.co.uk](mailto:StudentTechSupport@myton.co.uk)
- Form tutors will also be delivering Teams sessions during tutor time.

## How can you prepare for remote learning?

- Make sure you have Microsoft Teams available on a device you have at home. You can use Teams on nearly all devices (including phones). Please let your Head of Year know if you don't think you will have a device available to use.
- Check you know how to use Teams to access lessons. Your teachers will be adding lessons to your calendar. If you click on your calendar, you will see all the lessons that have been scheduled. If you're not sure, please click on the link below. This will take you to short videos that talk you through how to use Teams, as well as how to access other Microsoft Apps such as PowerPoint and Word from home.

[Home Learning at Myton School 2023](#)

- Find a notebook or some paper to write on. You will also need some pens and pencils. Find a place at home to store your work so you can gather it together easily at the start of the day
- With your parents/carers help, try find a suitable place for you to complete your schoolwork at home.
- Let other people in your home know when you have live lessons, so that they know you are busy during these times.

## What should I do during my lessons?

- Be punctual to lessons. If you do arrive late, try to catch up on what has been missed.
- Check the start times carefully. Lessons will be starting later than normal (10 minutes) and finishing earlier (5 minutes)
- When the teacher asks for a response when taking the register, please respond. It's important that we know if you are present in lessons.

- Participate in lessons as much as you can. Share your answers when asked and use the chat to respond to questions. The more you take part in the lessons, the more you will learn!
- You can turn your camera on if you wish (unless your teacher states otherwise). If you do so, please make sure you are dressed appropriately (you don't need to be in uniform, but your outfit does need to be suitable for a school environment)
- Complete any tasks set, just like you would in school. If your teacher asks you to submit work, please do this. This is important so that you can get feedback on your learning
- Don't take screenshots including images of people. Don't record your lesson
- Always be respectful. Use the chat functions sensibly and do not do anything that might distract from the learning taking place. Normal expectations for behaviour will apply and any issues will be followed up by staff.

### **What should I do if I can't do the work?**

- Communication is key. Let the class teacher know what the issue is. The quickest way is to communicate in the chat during the lesson. If you don't want to do this, you can send your teacher an email
- If you can't complete the work due to an IT issue, please email our IT support department at [StudentTechSupport@myton.co.uk](mailto:StudentTechSupport@myton.co.uk)

### **Will I get any breaks?**

- Break and Lunchtimes will take place at the same time as they do during school. Use these times to take a break and get something eat.
- There is 15-minute gap between each lesson. Take this as an opportunity to relax for a moment.
- During your breaks, try to have some time away from screens if you can. You could go outside for bit and enjoy the last drops of summer!

### **What happens if my teacher is absent from school?**

- It is unlikely that you will have a Team lesson. Work will be set for you on Satchel for you to complete instead

### **Keeping Safe – What should I do if I need to speak someone about my or another student's safety and wellbeing?**

- Just like in school, if you need to speak to a member of staff there will be people there to support
- If there is a Safeguarding worry either for yourself or a friend, please contact [Safeguarding@myton.co.uk](mailto:Safeguarding@myton.co.uk) during school hours or contact Childline on 0800 1111.
- If it is urgent and someone is in immediate danger, call the Police on 999

## **Information for Parents**

### **How can I communicate with school?**

- The school will post updates using School Post and via the website
- You can also contact your child's pastoral leader if you have any concerns. If there is a subject specific query, please contact the relevant head of department. Contact details can be found here <https://www.mytonschool.co.uk/about-myton/staff-2/>

### **How can I help to support my child during this period of home learning?**

- Check they can access Microsoft Teams on a device you have at home. Please contact your child's pastoral leader if there are any issues with this.
- If they are unsure how to use Teams, guide them to the videos here: [Home Learning at Myton School 2023](#)
- Help your child to find a suitable place at home for complete their home learning and support them in gathering resources needed (pens, paper etc).
- Remind your child to take regular breaks from the screen
- Check students have completed work set and submitted work to the teacher at the end of each day

### **What should I do if my child is unwell and unable to take part in Teams lessons?**

- Notify the school using the normal procedures. We will be monitoring and supporting students who don't attend teams lessons, so it's important that we know if there is a reason for absence from live lessons.
- Please continue to let us know of any medical appointments (or any other reasons for absence) that need to be attended during the school day

### **Key Contacts**

Contact details for school staff can be found here:

<https://www.mytonschool.co.uk/about-myton/staff-2/>

IT support: [StudentTechSupport@myton.co.uk](mailto:StudentTechSupport@myton.co.uk)

Safeguarding: [Safeguarding@myton.co.uk](mailto:Safeguarding@myton.co.uk)