



St Bede's

Be inspired
Be trusted
Be independent
Be creative
Be curious
Be determined
Be brave
Be happy
Be thankful
Be remembered



St Bede's

Believe all things are possible

Pupil and Parent Guide to Remote Teaching and Learning

Believe all things are possible 



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Whilst we hope that whole classes/year groups will not have to spend a significant period of time out of school, it is only responsible to plan for such an event.

It is our aim that if remote learning and teaching has to be implemented, all pupils will follow their existing timetable as closely as possible. Starting and finishing the day at the normal times.

There will be slight changes to the start time of lessons for the remote school day. This will allow time for teachers to move around school from a room where they are teaching pupils who are still in school to set up in a different room to teach a class of pupils who are at home working remotely. A typical remote teaching lesson will last approximately 40 to 45 minutes.

We are asking pupils who are attending St Bede's remotely to log onto both Show My Homework and their Microsoft Teams account at 8.20am each morning. This will allow them time to prepare and organise themselves for the day before the start of period 1 at 8.35am. All instructions will be on Show My Homework

Teachers will provide a variety of lesson types. This may involve:

- Lessons delivered directly by the teacher at the time of the lesson.
- Pre-recorded lessons uploaded to Microsoft Teams or Show My Homework, plus tasks to complete, with the teacher present for support or to answer questions.
- Tasks for pupils to complete independently, with the teacher available to answer questions.
- Tasks could include a combination of resources, such as, worksheets, quizzes, lessons from Oak National Academy or other subject specific websites such as MathsWatch.



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All pupils must follow the protocols as stipulated by their teachers and set out in the 'student agreement' in particular, microphones required to be muted at the start of each lesson, cameras off when requested and the chat function to only be used for school work related messages between the teacher and the pupil.

It is our intention for teachers to be present, whenever possible, via the Teams platform, for all remote lessons. No teacher will be re-deployed to undertake other tasks during the time of a scheduled remote lesson but there may be occasions where staff are absent at very short notice. Whilst we know this will be frustrating, we would ask for your understanding if a teacher is not present at the allocated time. Tasks will still be set via Show My Homework.



Remote School Day

Time	Years 7, 8 and 9
8.20 am	Log onto SMHW and Teams. Organise book and equipment for the day
8.35 – 9.25 am	Period 1
9.25 – 9.50 am	Break
9.55 – 10.40 am	Period 2
10.55 – 11.40 am	Period 3
11.40 – 12.25 pm	Lunch
12.30 – 1.15 pm	Period 4
1.30 – 2.15 pm	Period 5

Time	Years 10 and 11
8.20 am	Log onto SMHW and Teams. Organise book and equipment for the day
8.35 – 9.25 am	Period 1
9.40 – 10.25 am	Period 2
10.25 – 10.50 am	Break
10.55 – 11.40 am	Period 3
11.55 am – 12.40 pm	Period 4
12.40 – 1.25 pm	Lunch
1.30 – 2.15 pm	Period 5



What to do if:	Child	Parent	Staff
<ul style="list-style-type: none"> Your child shows symptoms and is at home. Or sent home from school ill. 	<ul style="list-style-type: none"> Normal procedure when ill. Try to keep up with work on SMHW. Catch up on return by asking teacher if there is anything you need to do. 	<ul style="list-style-type: none"> If your child is well enough, encourage them to complete work set for their classes. 	<ul style="list-style-type: none"> Set Homework for your class as normal.
<ul style="list-style-type: none"> Child is not ill but is isolating because they have been told to by track & trace PHE or school or because family member is showing symptoms. 	<ul style="list-style-type: none"> Complete any work set for you on SMHW. 	<ul style="list-style-type: none"> Contact school and speak to Head of Year and ask them for work if the child is not ill. Let them know if they become ill. 	<ul style="list-style-type: none"> Set extra work for individual on SMHW. Use Oak academy or any other similar resources.
<ul style="list-style-type: none"> Year group/class sent home. 	<ul style="list-style-type: none"> Remote learning: <ul style="list-style-type: none"> ➤ Check SMHW every morning (before 8.20am or the evening before) ➤ Follow normal school timetable ➤ Log onto Teams every morning. Attend all teaching sessions delivered on Teams. (These will begin 15 mins after your normal lesson time) ➤ Complete work set on SMHW. If you have questions your teacher will be available on Teams (If he/she is not absent from school). 	<ul style="list-style-type: none"> Remote learning <ul style="list-style-type: none"> ➤ Check pupil has downloaded Teams app or can access teams via the link on the website. Or will google Microsoft TEAMS ➤ Ensure your child has an area they can work and the equipment needed. ➤ For younger children check SMHW with them. ➤ Monitor work done and attendance at lessons. 	<ul style="list-style-type: none"> Provide lessons that continue the curriculum and high-quality learning that follow remote teaching guidance. Be available on Team's if possible, for every timetabled lesson. Follow the timings set for lessons you are delivering live (ie start 15 mins after the lesson time in school) Monitor attendance and pass concerns to HOY.



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<ul style="list-style-type: none">School is required to replace whole school attendance with a 2-week rota.	<ul style="list-style-type: none">Attend school on the allocated weeks.On remote learning weeks follow the guidance above.	<ul style="list-style-type: none">Ensure your child attends school (if well) on in school weeks and follow guidance above for remote learning weeks.	<ul style="list-style-type: none">AS ABOVE
<ul style="list-style-type: none">If a teacher is self-isolating but well.	<ul style="list-style-type: none">Do the work set in class with the substitute teacher supervising.	<ul style="list-style-type: none">Ensure your child treats all staff with respect and tries their best all times.	<ul style="list-style-type: none">Provide lessons that continue the curriculum and high-quality learning that follow remote teaching guidanceSet work for each lesson which can be delivered in your absence. If you wish/are able, try live delivery via remote access to the class using TEAMS.
<ul style="list-style-type: none">If the teacher is ill	<ul style="list-style-type: none">As normal do the work set in class with the substitute teacher supervising.If you are at home do the work set on SMHW	<ul style="list-style-type: none">Ensure your child treats all staff with respect and tries their best all times.	<ul style="list-style-type: none">If staff member is unable to set work, it will be set by the Subject Leader or another designated teacher.