

## **Remote Education: Information for Pupils**

### **How will I learn from home during the school closure?**

Your teachers will be providing work for you using Microsoft (MS) Teams. This app can be used for teaching, setting work, feedback from your teacher and communication between you and school staff.

You should be able to access MS Teams using your school email account details. For more guidance click here: [online-learning-guide-for-pupils-and-students-20611104105.pdf \(thomasmills.suffolk.sch.uk\)](https://thomasmills.suffolk.sch.uk/online-learning-guide-for-pupils-and-students-20611104105.pdf)

### **How am I expected to engage with school?**

You should use the calendar of MS Teams to organise your working week. Generally speaking, your remote/on-line learning timetable will be exactly the same as your in-school timetable.

You are expected to “attend” morning tutorial sessions beginning at 8.55am on Mondays, Wednesdays and Fridays with your form tutor.

You are expected to “attend” live lessons as arranged by your subject teachers; (these will appear in your calendar as meeting invitations). Your teachers may also provide other resources to work on such as narrated PowerPoint presentations and worksheets. Instructions for tasks may be placed in your class Team chat or as Assignments – look out for these.

You should also complete tasks and assignments set by your teachers on MS Teams

### **How much work should I be doing?**

As noted above, your remote/on-line learning timetable will be exactly the same as your in-school timetable. This means up to five hours of lessons per day. Teachers may also set additional tasks and assignments, most of which should be completed during timetabled lessons. Teachers will tell you how long to spend on tasks and assignments. If unsure – please contact them using MS Teams or school email to ask. If you are finding managing your time difficult, contact your form tutor and Head of Year who will help you to strike the right balance.

### **How should I keep myself safe when working remotely?**

Take regular breaks to give your eyes a rest. Exercise is important – take part in the weekly PE challenges to stay physically active and motivated.

Keep to the guidelines/expectations noted below. If you see something online that worries you – talk to someone (your parents, your Form Tutor, your Head of Year).

Support for your wellbeing can be found using the links on this document: [PowerPoint Presentation \(thomasmills.suffolk.sch.uk\)](https://thomasmills.suffolk.sch.uk/PowerPoint%20Presentation)

If you are struggling and need help – talk to your Form Tutor.

### **What are the school's expectations regarding online work?**

All pupils and students must adhere to the following:

1. I will “attend” sessions arranged by my teachers, based on my “normal” in-school timetable.
2. I will only use ICT systems in school, including the internet, e-mail, digital video, mobile technologies, for school purposes.
3. I will only use my school e-mail address and TEAMS account for school related matters.
4. I will not attempt to bypass any computer or user account restrictions to access confidential or otherwise restricted information on the school network.
5. I will not try to bypass the internet filtering system.
6. I will make sure that all electronic communications with pupils, teachers or others are responsible and sensible.
7. I will be responsible for my behaviour when using the Internet. This includes resources I access and the language I use.
8. I will not deliberately browse, download, upload or forward material that could be considered offensive or illegal. If I accidentally come across any such material, I will report it immediately to my teacher.
9. I will ensure that my online activity, both in school and outside school, will not cause my school, the staff, pupils or others distress or bring them into disrepute.
10. I will follow the school approach to online safety and not deliberately record/video upload or add any images, video, sounds or text that could upset or offend any member of the school community
11. I will respect the privacy and ownership of others' work on-line at all times.
12. I understand that all my use of the Internet and other related technologies will be filtered, and can be monitored, logged and made available to teachers, to protect me and others and the integrity of school systems.
13. I understand that these rules are designed to keep me safe and that if they are not followed, school sanctions will be applied and my parent(s) will be contacted.

### **Who should I contact?**

For issues regarding access to MS Teams and logging on to your school account, contact [pupilitsupport@thomasmills.suffolk.sch.uk](mailto:pupilitsupport@thomasmills.suffolk.sch.uk) For issues regarding a specific subject, contact your subject teacher. For all other issues contact your Form Tutor.