

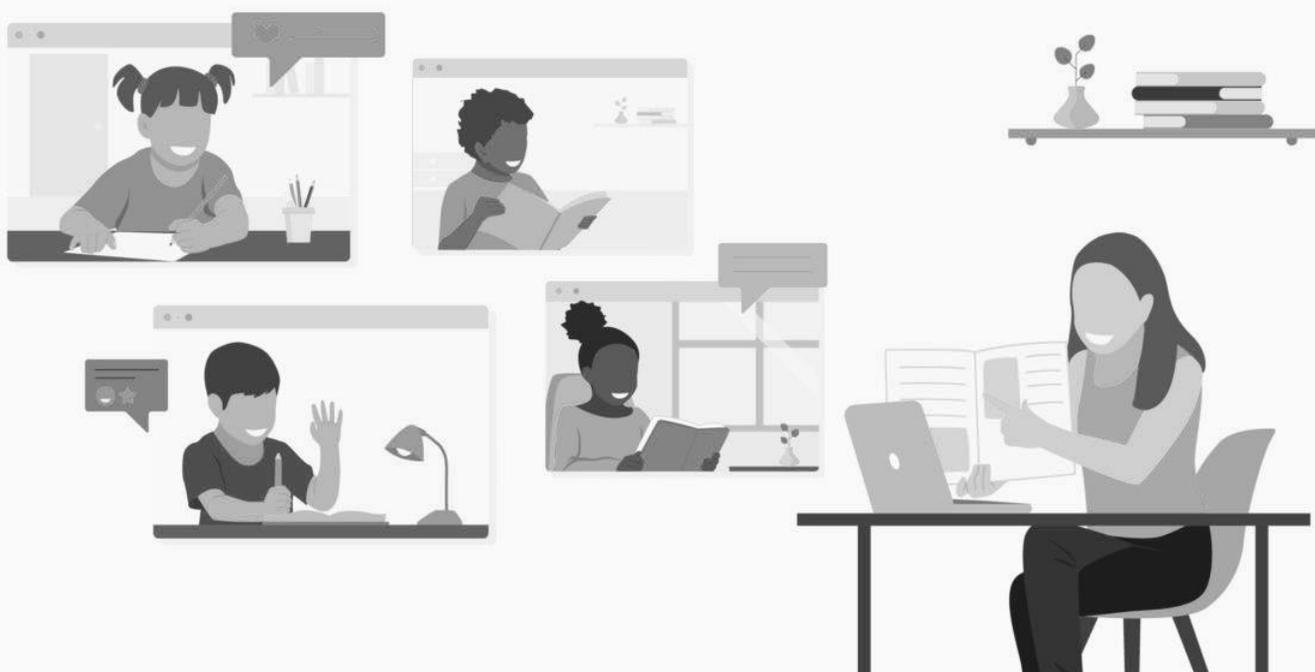


Remote Learning Guide: **STUDENTS**



Contents...

How will remote learning work?	2
Safeguarding and live lessons	3
What does a remote lesson look like?	4
How do I access work on Firefly?	5
How will I access online lessons?	6
How do I access recordings of lessons?	7



How will remote learning work?

The Academy timetable will remain the same. You will work through the same lessons as if you were in school; three lessons per day.

Teachers will provide resources and set tasks through the Remote Learning page on **Firefly**. Each lesson, as well as these tasks, teacher input will be provided, either through a pre-recorded video or on **Microsoft Teams**.

This means that some lessons may start with input from the teacher and then you will complete tasks on Firefly. Or it may be that you start the lesson by completing set work and then there is the opportunity for Question and Answer or discussion sessions with the teacher later in the lesson.

It will be clear from your class page on Firefly when your Microsoft Teams session will be.



What if I can't attend the Microsoft Teams online session?

If you are unable to attend the Teams session, you **MUST** email your teacher **BEFORE** the lesson to let them know. As soon as you are able, you should access and watch the recording of the online lesson – it will be in the class channel on Teams.

Safeguarding and Remote Lessons



All lessons will be recorded for safeguarding purposes. We expect high standards of behaviour and effort, both in terms of completing Firefly learning and participating in the live Microsoft Teams sessions. Your parents or carers will have digitally signed an agreement regarding expectations of student practice in Online Sessions. Failure to adhere to these expectations will result in a referral to your Student Progress Leader and may lead to further consequences.

During remote lessons:

- Students should be in a private place with as few interruptions as possible.
- Students and staff should dress appropriately.
- Only turn on your microphone when asked to by the teacher leading the session.
- Only turn on your camera if instructed to by your teacher.
- Language and behaviour must be appropriate, including that of any family members in the background.
- Actively engage within the lesson and ask questions when needed.
- Staff and students must not remain in the virtual classroom 1 to 1 at the end of the lesson.



What if I have a query or concern following an online lesson?

Raise the question or concern with a member of staff – this could be the teacher, your form tutor or your SPL.

Remote Learning and Lessons: Chellaston Academy's Magnificent Seven

Whilst remote learning will differ in some ways from learning in school, the same key elements should be present in lessons to support you in making progress.



Present work clearly and neatly

Work in your exercise book or folder should be well presented to support later learning and revision.



Engage in learning from the start of lessons

Take part in online sessions where you can and ensure that tasks are submitted for feedback.



Connect knowledge, skills and learning

Microsoft Teams sessions and contact with teachers will help to connect your learning together.



Activate new knowledge and skills

Through the tasks that are set on Firefly or through teacher explanation on Teams, you will be supported in learning new ideas and concepts.



Demonstrate that you can apply learning

Lessons will also provide the opportunity for you to demonstrate and apply your learning.



Reflect on learning

There will be points during the lesson where you are expected to reflect on what you have learnt after you have completed a piece of work.



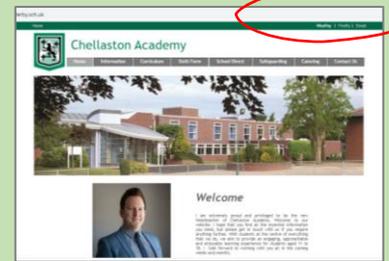
Communicate highly effectively

Make the most of Teams sessions to discuss and ask questions. Produce high quality written work.

How do I access work on Firefly?

Step 1

Go to the Chellaston Academy website and click on the link to Firefly.



Step 2

Login, using your school email address and your password. If you are unsure of these, please contact your SPL.

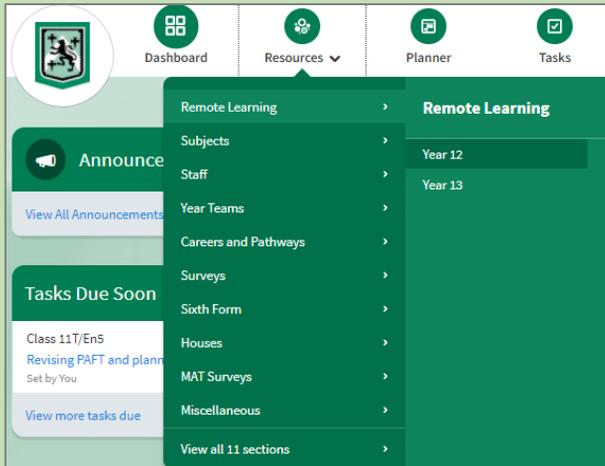


Step 3

Go to the resources section, click the drop down menu and select 'Remote Learning.'

Step 4

Select the appropriate Year group page and then the subject you wish to study. There will be an area for each class, that will be kept up to date by your class teacher.



What can I expect in the class area?

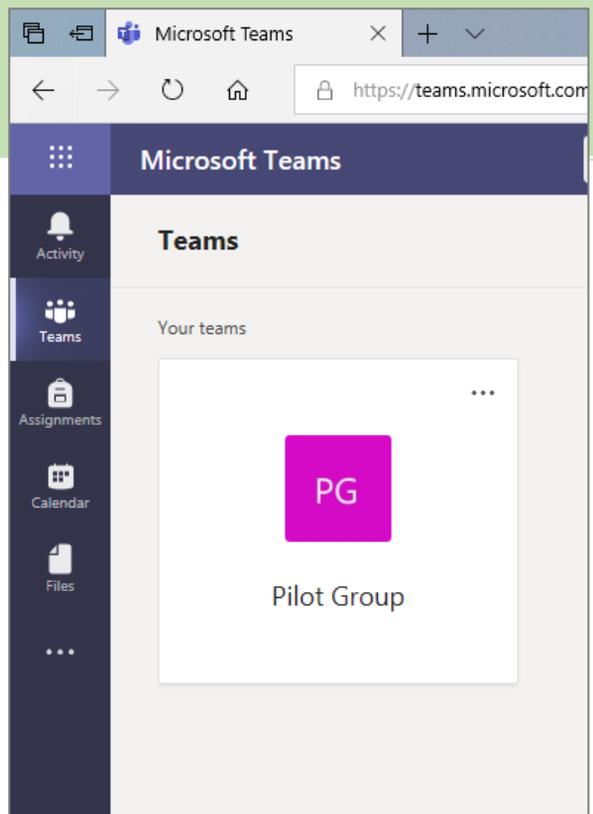
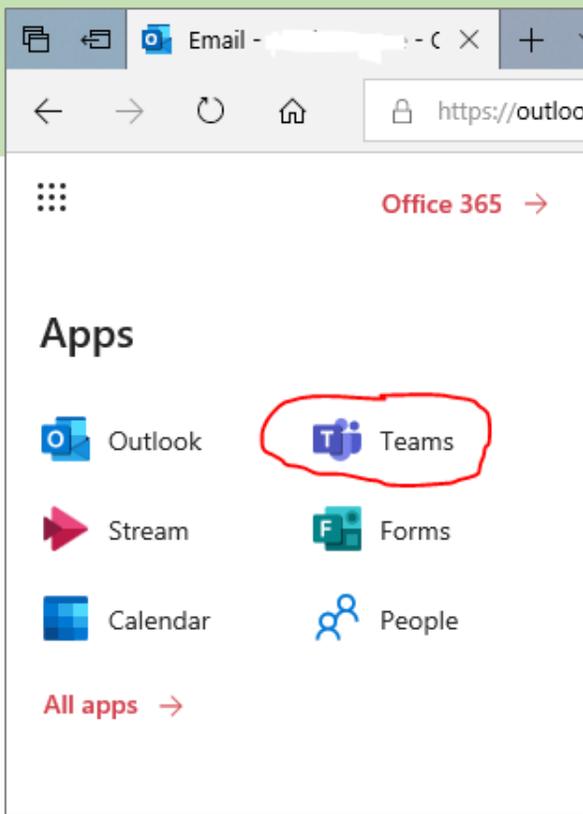
Your teacher will add PowerPoint presentations, worksheets, links to online resources, quizzes, assessments... This lesson material will be made available to support you in your learning – this should be completed alongside any Microsoft Teams sessions that you attend.

Learning on Microsoft Teams sessions

Your teacher will provide 30 minutes of input in each lesson. This will either be via Teams, or in some instances via a pre-recorded video. Below you will find a step-by-step guide to accessing lessons on Microsoft Teams.

Step 1

Sign in to your email, click the Apps tile in the top left corner and select Teams. This will take you into the Teams program in your web browser.



Step 2

Open a new web browser tab and sign into Firefly. Navigate through the route Resources – Remote Learning – Year Group – Subject, until you find your class page. On the class page, when staff are hosting a lesson on Teams, you will find a link to join the live lesson. Click the link.

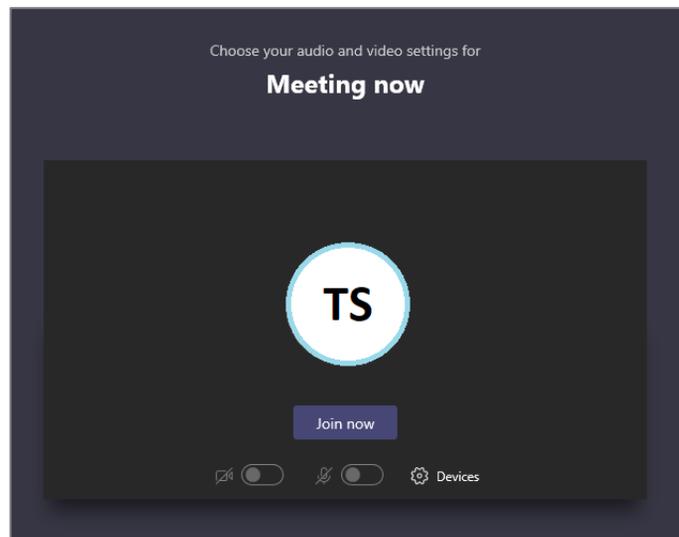
Test Lesson

[Join your Test Firefly 3 lesson in Microsoft Teams](#)

No recommendations [Recommend this page](#)

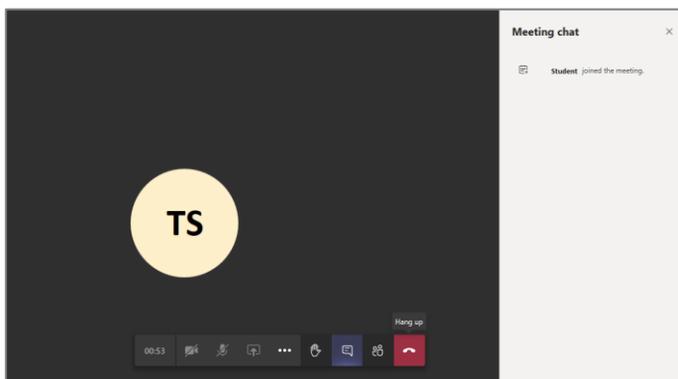
Step 3 You will then see the Teams meeting join window. It should have your initials in the centre (or your profile picture if you've set one).

If it is asking you to enter your name, then that means you have not yet signed into Teams. If this is the case, there should be a small 'sign in' option at the bottom of the screen and you will need to click that first. Your teacher will not be able to admit you to the lesson if you are not signed in first.



Step 4 Once in the meeting, you can toggle your microphone on or off as needed and also use the conversation and raise hand buttons to take part in the lesson if needed.

Once the lesson has ended, click the hang up button and close the Teams window.



How do I access videos of lessons?

If you miss a lesson, then the video will be accessible on the Firefly page for your class later that day. Should you have problems viewing it, please email your teacher.