

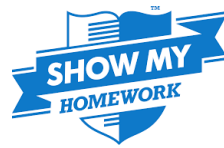


## **St John Payne Catholic School**

### **Online Learning Provision**

#### **Blended Learning**

SJP has moved towards provision that will allow for several eventualities. Staff have been trained in use of Microsoft Teams via office 365. This will allow for recorded and live lessons in the event of partial or full closure. Partial closure would see Year groups preparing for public examinations prioritised for attendance. We would also give consideration to Year 7 students, who having missed the conclusion to their primary schooling and experienced only very limited transition support are particularly likely to require the stability of regular attendance. Children of key workers and vulnerable students will of course remain a priority. We have systems in place that would allow for a combination of blended learning, ensuring that students remain engaged in their learning, and that they are well supported to progress.



As well as continuing to develop our capacity to deliver live and recorded lessons, we have introduced Microsoft Teams, ShowMyHomework and EduLink. These allow students to access work from home. Every teacher has a Teams group for all their classes, allowing them to set whole class or individual assignments. In addition, ShowMyHomework allows staff to monitor the completion of work, and parents can check it has been handed in. The requests for this facility that have been received for some time increased during partial closure. Catherine Squires delivered training to all teachers during INSET on 03/09/20. Students have also received training, and we will issue a parental guide. This will be connected to EduLink through a 'Link' feature.



EduLink allows staff to access parental contact information from home. The need for staff to access SIMS is thus removed and therefore staff could work from home via a web browser or mobile application. Staff, students and parents will have access to this platform and therefore communication will be improved. This combined with Microsoft One-drive will allow staff to access work files from home.

EduLink also allows staff to award achievement points which will automatically be communicated via the platform to students and staff. There is also a communication tool for staff including HOY, HOD and SLT to use to communicate instantly with groups of students. Staff received training on 02/03/20 led by Mr Farrugia and Chris DeVries. A parent and staff manual has been produced.

	<b>Students isolating</b>	<b>Partial Closure</b>	<b>Full closure</b>
	<p>Work set on SMHW. Teachers can attach PowerPoint slides, worksheets, videos and various other resources to allow students to work in this situation. Work can also be differentiated.</p> <p>Students to be directed to Oak Academy</p> <p><a href="https://classroom.thenational.academy/">https://classroom.thenational.academy/</a></p>	<p>We would prioritise Year 7, 10,11,12 and 13 if this was to happen in terms of coming into school for physical lessons.</p> <p>We would identify key groups. All SEN students to attend.</p> <p>Staff to deliver live lessons for classes that were off. (Follow their normal timetable.)</p>	<p>Very unlikely. However, staff would be expected to run a normal timetable, with pre-recorded and live lessons.</p> <p>All homework set on SMHW so staff and parents can monitor progress.</p>

## 2 year programme

<b>Term</b>	<b>Date</b>	<b>Details</b>
1- Autumn	Sep- December 2020	<p>Staff are equipped to lead live lessons if the school was to go into partial or full closure. Microsoft teams would be the platform that staff would use to pre-record content and share this with their class. Furthermore, live lessons could also run in various formats to meet the needs of different subject offerings. This would be linked to SMHW so parents could track and monitor their child's completion and progress of work if they so require.</p> <p>Furthermore, staff to meet in faculties to plan into SOW how best to deliver and enhance the provision in place in terms of recorded content. This can be done onsite or virtually.</p>
2- Spring	Jan- March 2021	<p>Twilight dedicated to pre-record lessons that identify student misconceptions. This is to enhance the online library across the school.</p> <p>Each department will have a 'bank' of recorded lessons for each key stage or a clear signpost of recorded material and resources.</p>
3- Summer	April- July 2021	<p>Groups set up via Show My Homework and Microsoft teams that allow students to click on each subject to access pre-recorded lessons.</p> <p>Focus to be on examination technique. Each department to record a 'Study Skills' lesson on how to structure answers and skills needed.</p>
2021-22	<b>Date</b>	<b>Details</b>
1- Autumn	Sep- December 2021	<p>Twilight dedicated to pre-record lessons that target different groups within each key stage. This can be set up via SMHW. This could include various learning styles with Video, Visual and Numonics as a basis.</p> <p>PPG and High attainers set up on SIMS. This would allow students to be added to SMHW and then target via differentiated learning tasks.</p> <p>Each department will have a 'bank' of recorded lessons for each key stage.</p>

2- Spring	Jan- March 2022	Continuation of TERM 1
3- Summer	April- July 2022	Focus to be on examination technique. Each department to record a 'Study Skills' lesson on how to structure answers and skills needed.  This will have a focus on each Key Stage.



09/09/20

Dear Parents & Carers,

### Show My Homework and EduLinkOne launch

We are excited to be launching Show My Homework and a parental information and communication system EduLinkOne this academic year. We will be using these systems to provide you with essential information about your child/ren and their lives at St John Payne Catholic School.

### Show My Homework

Show My Homework from Satchel one is an online tool to help you keep track of your child's homework. Show My Homework will allow you to see the details of the tasks your child has been set, all their deadlines and their submission status and grades. We have decided to bring on this system to improve the way we communicate with parents and give you greater visibility into the homework we set.

- 24/7 access
- View quality and quantity of homework
- Translation into over 50 languages
- Apps available for iPhone, iPad, iPod Touch and Android devices
- Receive automated notifications before homework is due

We hope that this service will provide parents with a deeper insight into the homework your child receives. More importantly, we hope that it will improve your child's organisation, time-management and help them to keep on top of their workload.

Show My Homework will be launched to students during PSHE this Friday with the parents' launch following shortly after. You will be provided with login details to your personal account which is linked to your child's homework calendar where you will be able to see your child's To-do List and any homework that is overdue. These logins will be sent out **two weeks** after launching but in the meantime, you are still able to view all homework.

To view all homework set without login details please visit <https://stjohnpayne.satchelone.com>. Please note you will need to use the filter options at the top of the page to find your child's homework. To keep up to date on the move please download the Satchel one app once you receive your login details, you will then be sent push notifications to let you know what homework is due.

## **EduLinkOne**

EduLinkOne is a purpose built parental communication tool in the form of an iOS and Android App – with support from a website for those unable to access the apps.

For security, this new system requires an individual parent login username and password. If you have more than one child at the school, you will only require one account and all children will be visible through this.

To access this new tool you will need to either:

- 1) Search for EduLinkOne (Overnetdata) from the Apple App Store or Google Play Store and install the App to a mobile device – you can have it on multiple devices if you wish.
- 2) If you do not have a device suitable for the app, you can access the same great features through the website at <https://edulinkone.com>

We will let you know of new features by email or via twitter by following @StJohnPayne

You will receive an email with joining instructions shortly from EduLinkOne. For your security, we recommend changing your password to something more familiar, yet secure on first login. This can be achieved by selecting the cog icon in the top left of the app next to your name and choosing “change password”.

We do hope you find these new systems useful and easy to use. If you require further support please email IT Services on [servicedesk@sjp.essex.sch.uk](mailto:servicedesk@sjp.essex.sch.uk).

Yours Sincerely,

Mr A. Farrugia & Miss C.Squires

*\*Please see student and staff guides below.*



**St John Payne Catholic School**  
**A student guide to Microsoft Teams**

**June 2020**



Dear Students

A number of your teachers may have begun providing recorded instructions and live lessons for students in **Years 10 & 12** in the first instance, and we will develop this offer in the coming weeks. Whilst we are hopeful September will allow the full return of all students, recorded and live lessons will become a more regular experience **for all students** if remote learning is still required to some degree. We will deliver these via Microsoft Teams.

You can access all lessons via **Microsoft Teams**. All staff and students have an account set up on Office 365 which can be accessed via [www.office.com](http://www.office.com) using the school email and a username and your usual school password. Free online tutorials for use of all Microsoft 365 applications, including Teams, can be found at [www.support.office.com](http://www.support.office.com)

*Please click on the below link for further guidance.*

<https://support.microsoft.com/en-gb/office/distance-learning-with-office-365-guidance-for-parents-and-guardians-89d514f9-bf5e-4374-a731-a75d38ddd588?ui=en-us&rs=en-gb&ad=gb>

When meeting online, we require the same high standards of behaviour as are expected at school. The following lists key expectations:

- **All lessons will be recorded** to ensure that if any student is not able to attend the lesson, they can access the lesson at another time (Microsoft Teams calls these **'meetings'**).
- **Screen sharing is permitted at teacher's discretion**, but please be mindful of any documents or programs open in the background that could inadvertently be seen by others. These should be closed prior to you sharing your screen.
- **Taking photos** or screenshots of Teams meetings is **not permitted** on any occasion.
- The expectations with regards to language, gestures and behaviour are the same as in a classroom. Students who fail to adhere to these expectations will be given one warning; any further unsatisfactory behaviour will result in being removed from the lesson.
- Pupils should use school-allocated email addresses, not personal ones, and use usernames and passwords which must not be shared with others.

To access the Microsoft Teams meeting your teacher has arranged, you will need to use the link received via email. Look out for an email from your teacher with a time and date that says, **'Join Microsoft Teams Meeting'**.

At the time of the meeting simply click the text (Join Microsoft Teams Meeting) this will take you to a webpage on your browser, click **'Join on the web instead'**.

You will arrive on the meeting page where you need to click **'Join now'** to be connected to the meeting with your teacher. You may prefer to switch off the video stream by toggling the camera icon, but make sure you have the mic on (located next to the camera icon) or your teacher will not be able to hear you.

We hope you gain from your virtual experience and please be mindful that staff are receiving on-going training to further enhance their skillset regarding Microsoft Teams.

### **Step-by-step guide to teaching via Microsoft Teams**



**Section 1:** *Pre-recording a lesson*

**Section 2:** *Scheduling a meeting on Microsoft Teams*

**Section 3:** *Leading a Microsoft Teams meeting as a presenter*

**Section 4:** *Setting up a Team*

**Section 5:** *Setting up a Channel*

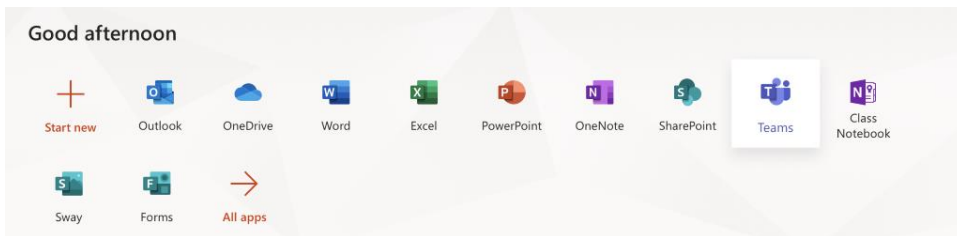
**Section 6:** *Microsoft Teams CPD*

**Please see an example of the training guide below:**

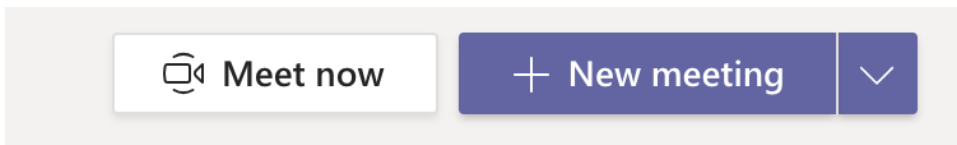
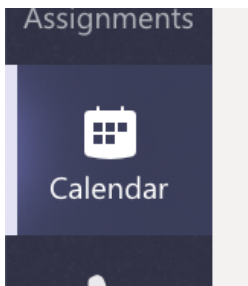
**Section 1:** *Pre-recording a lesson*

- **Open your Office 365 account in your internet browser (Chrome, Firefox), logging in with your school email address and usual password. Or through RM Unify.**
  
- **Select the Teams app.**

***Alternatively- download the Teams application on your laptop or mobile phone as once signed in, you do not need to sign in via office 365.***

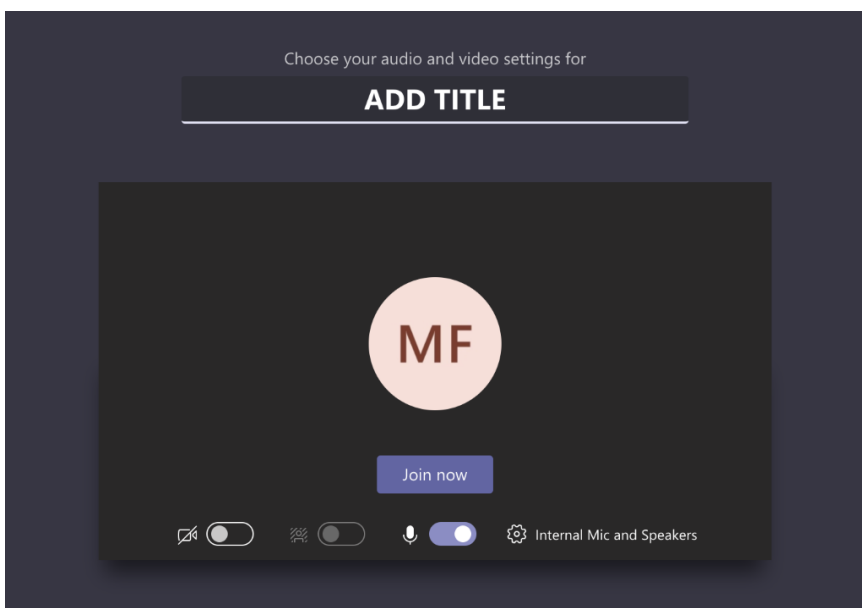


Once you have opened the application, click on the 'Calendar' icon located on the left-hand side of your screen.

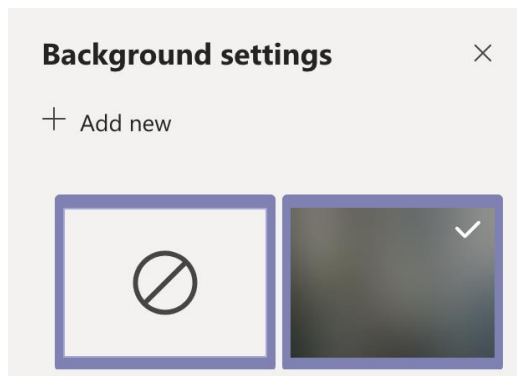


You will then see the 'Meet now' icon located in the top right-hand corner of your screen. Please click this icon.

You are now ready to start recording your lesson. Please enter a title, turn your webcam on/off and click your microphone on. You are then ready to click 'Join now'. I would suggest having all files needed for your lesson already loaded as this will save time when you are recording your lesson.

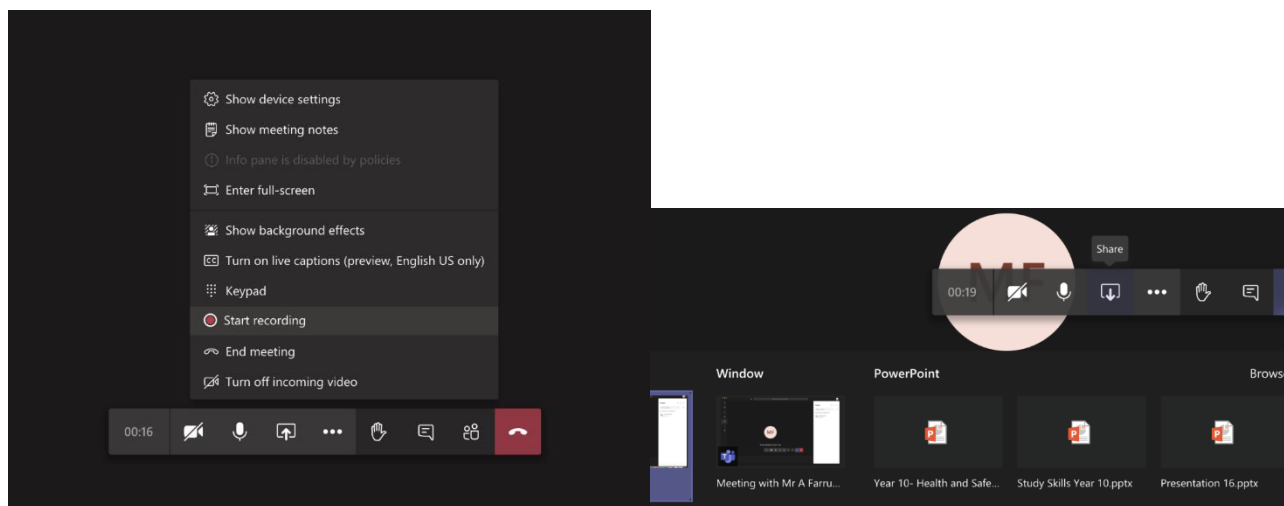


Please also use the 'Background' settings to blur your background.



This can be switched on by clicking the middle button before starting a meeting. (Highlighted in yellow above.)

Once you are ready to start recording your lesson, click on the three-dot symbol and click 'Start recording'. If you would like to show the class your screen, please click on the 'Share' icon which has an arrow pointing upwards. However, please be mindful to close any sensitive documents before doing this so as to avoid the risk of students seeing them.



Once you have finished your lesson, you can either click 'Stop recording' or hit the 'Hang up' button. Your video will now have saved automatically into Microsoft Stream. To access your video, please click on the 'Chat' icon and then find the video you wish to share with your students.

If you then click on the three-dots, and then click 'Get link' you will be able to copy the link into an email or paste this link into the class teams group you have set up. *To see how to set up a teams group, please see the instructions below in section 4.*