

## High Down Schools' Virtual Learning Environment (VLE) – Important Set Up Information PLEASE READ CAREFULLY

We are excited to extend our home learning offer using Microsoft Teams as our VLE. This will enable staff to have much more interaction with children on a whole class, group and individual level. We know both teachers and pupils have missed this.

Obviously, setting this up without children in school is challenging but we are eager to move forward with the system as soon as possible. We will therefore be rolling out our use from next week – but please do bear with us as we are not yet experts!

In order for the VLE to work for the benefit and safety of all, it is important that everyone uses the VLE according to our guidelines. These are at the end of this document – please read them carefully and get in touch if you have any questions about them ([office@highdownschools.org](mailto:office@highdownschools.org))

We are looking at introducing the following features:

<b>Phase 1:</b>	<ul style="list-style-type: none"> <li>• Establishing VLE</li> <li>• Staff training</li> <li>• Parent/ child set up</li> </ul>		
<b>Phase 2 (wellbeing focus)</b>	<b>Phase 3 (setting work focus/providing feedback)</b>	<b>Phase 4 (supporting learning)</b>	<b>Phase 5(supporting learning)</b>
<p><b>Class Chats:</b> facilitated by offsite team, online chats (text) for pupils to engage with one another</p> <p><b>Group Check-ins:</b> video meeting with small groups of children and offsite team</p> <p><b>'Daily Welcome':</b> daily live welcome to set up work for the day ahead</p>	<p><b>Assignments:</b> use assignments to set work and receive completed work back (set by year group, returned to teachers to provide feedback)</p> <p><b>1:1 Reading and interventions for some children</b> provide online 1:1 reading</p>	<p><b>Study Groups:</b> daily study/ problem solving groups in maths and English to support children to complete that day's learning</p>	<p><b>Daily Work Chat:</b> children can send any work-related questions into teachers for immediate answer</p> <p><b>Individual/ small group reading:</b> children still on book bands. As needed to assess if they should move up to next level.</p>

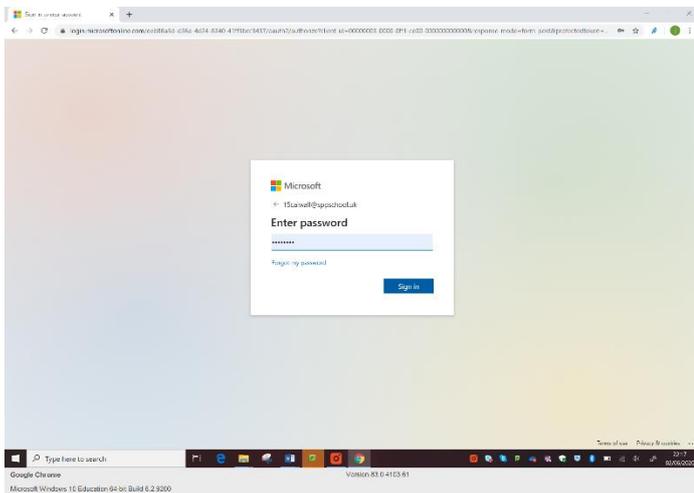
These phases will be staggered so as not to overwhelm pupils, families or staff but we hope that, as families and staff become more familiar with the system, we will all become more confident. We will support you with training as we move forward with each task.

### First Steps

#### 1. Logging in.

Today you will receive a username and password for your child. Please keep a note of these.

You can log onto Teams via Office 365 <https://www.microsoft.com/en-gb/microsoft-365/microsoft-teams/group-chat-software>



When you log into Office 365 you will see a selection of links. Please click on Teams.

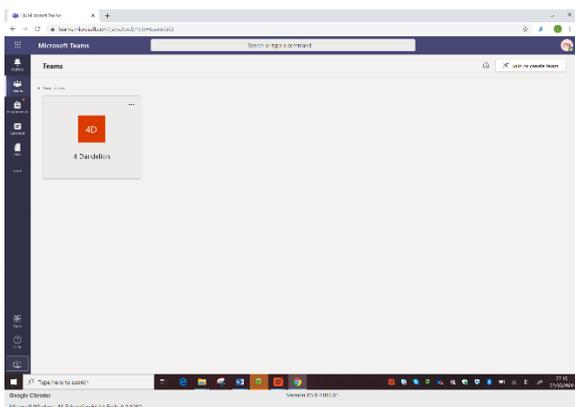
**OR**

By downloading the Teams app and logging in. The first time you login you will be asked to change your password. **Please supervise your child doing this to ensure they have a safe password and one that can be remembered.**



## 2. Accessing your class team

Once you have logged in, you will see that you are part of your class team – this includes all your class and your teacher/s.

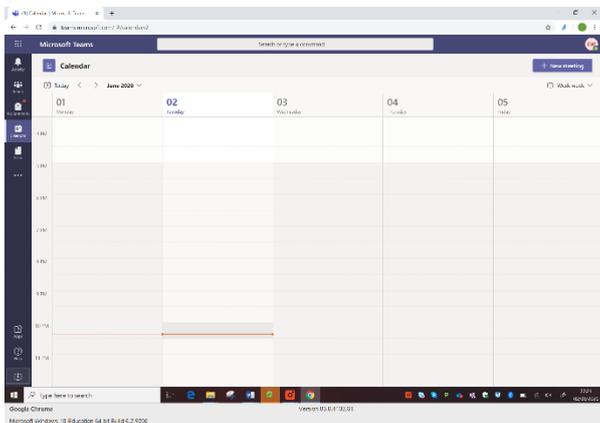


If you click on your class team, you will see there are channels on the side – these are like files. If you click on the one called Welcome, you will see a post from your teacher welcoming you to our new VLE. You can send them a message back to show you have got onto the system.

Pupils cannot post to each other. Teachers will enable posts to be sent to them by pupils at specific times of the day when we introduce 'Daily Work Chats'.

## 3. Accessing your calendar to join events

You can click on the calendar bar on the side of your screen. This shows all the events your teacher has planned for you.



When it is the day and time for the event to happen, you can click on the event and you can join it. This is how you can access the class chats, small group check-ins and daily welcomes that we will be introducing in the coming weeks.

**Next week (WB 22.6.20) we will be running the following events on Teams for year groups who are not in school (Y2 – Y5):**

What	How this will be set up
<p><b>Class Chat</b> Pastoral focus. Facilitated by Mr Hopkins/Mrs Atherton with a range of school staff, online chats (text) for pupils to engage with one another.</p>	<p>Mr Hopkins/Mrs Atherton will invite the class team by sending a message to them with the link to the class chat channel. (Letters will the details of date/time to follow)</p> <p>Mr Hopkins/Mrs Atherton will go to the channel at the set time and facilitate conversations.</p> <p>The ‘conversation’ function will be used within the call so that children can type messages to one another. Children will not need their microphones or cameras for this call.</p>

In the following week (w/b 29.6.20) we are aiming to run:

What	How this will be set up
<p><b>Class Chat</b> Pastoral focus. Facilitated by the offsite team</p>	<p>As above but will now be run by the offsite team</p>
<p><b>Daily Welcome</b> Learning focus. Daily welcome to brief children on work of the day and feedback if any issues from yesterday (through parental contacts etc).</p>	<p>Staff will invite the class team.</p> <p>Children can join via their calendar.</p> <p>Times will be shared with you</p>
<p><b>Small group check-in</b> Pastoral focus. Weekly check-ins with focus on wellbeing.</p>	<p>Staff will invite the children.</p> <p>Children can join via their calendar.</p>

**All sessions will be recorded for safeguarding reasons.**

The daily welcome will be recorded and will be available to the class so that if children miss this session they can still access at a later time.

## **Frequently asked questions for parents:**

### **If my child's year group returns to school, will they still be using teams?**

No – this is only for year groups who do not have the option to return to school. If your child's year group has returned to school, but you do not want to send them in, we do not have the capacity to support them via Teams.

### **If my child is attending Keyworker Provision can they access teams?**

Team meetings will be run by the offsite team. If your child is in school on the day that any team meetings occur then they will miss them. However if they are at home they can access the daily welcome and any class chats.

### **Will home learning still be shared on the school website?**

Yes, for the next few weeks as we all get more confident with Teams. We hope, in time, to set work on Teams but we are going to build up to this.

### **We only have one device in our family and multiple children – how will this work for us?**

We will stagger events such as daily welcomes so that children can share one device to access. We will also record some sessions so that children can catch up. These sessions will only be shared with members of the class team. Please do remember that Teams works really well on a range of devices including laptops, tablets, phones and smart TVs.

### **If my child cannot make their group chat, can they join another one?**

Unfortunately, we are not able to offer alternative sessions.

### **How will you ensure my child is safe online?**

Please read the guidelines to see how we will all act to support online safety. The LSP Safeguarding Policy has also been amended to reflect our use of teams (available on our website). We have also followed government guidelines in the settings on teams to ensure that children can only be accessed by staff and children cannot contact each other or other people either within or outside school. Teachers will remind children about online safety during all sessions.

### **If a child is not following the guidelines or does not do what the staff members asks them to, what will happen?**

Children will be expected to behave in the same manner that they would in our usual classrooms. If they post something inappropriate the teacher will remove this and speak to their parents/carers. If it is during a live meeting, the teacher will remove them from the session and speak to parents after the session ends. Behaviour will also be reported to a member of the Senior Leadership Team. If the behaviour continues they will be removed from the class team until we are confident they can behave in line with our guidelines.

**Do children have to take part?**

No but we would really like them to give it a try. We are very aware that, as lockdown has continued, many children are feeling isolated and demotivated. We hope that our initial pastoral focus will support children.

**Where is the data within Team stored?**

Storage is UK cloud based (*ring fenced secure tenancy within MS cloud*)

**Who owns the data?**

The Lighthouse School Partnership have procured an ESS license which provides a tenancy for each school - Within Office 365, data-ownership means that the school is the owner of the data; Microsoft is the custodian or the processor of your data

**Who has access to the data?**

Only the school/Trust and 2IT systems (our IT support firm) can access the tenancy.

**If I have a problem, who do I contact?**

Please contact staff via the year group emails but please do bear with us – we are not experts (yet!).