



# OLD BUCKENHAM HALL

A leading co-educational preparatory school for children aged 3 - 13 years



## Remote Teaching

### Update for Summer Term 2020

## Introduction & Technical

The purpose of this guide is to provide you with details of changes which will be put in place for the Summer Term, following feedback from parents and evaluation of our initial provision.

The teaching continues to be based around Microsoft Teams. This will work either in a web browser (Google Chrome is recommended on PC and most certainly on a Mac), or as a downloadable app for Windows, Mac, iOS and Android. Many people prefer to use the app which is available at the

<https://products.office.com/en-gb/microsoft-teams/download-app>

In addition, but not essential, is the OneNote app for Windows 10 (usually installed by default), Mac, iOS and Android. This provides easy access to the class notebook (please see later). In addition, Microsoft Word is desirable, especially for older pupils. Some work may require an up-to-date web browser.

Several people reported issues with Teams running on a Mac using the built in Safari browser. Using the latest version of Google Chrome, or the downloadable app should fix this.

### iPad / iPhone / Android

The Teams app for iPad / iPhone works well, as it should on Android although we have not tested this. If you are using one of these devices, we would recommend also installing the OneNote app (useful for viewing the Class Notebook – see later) and also the Microsoft Stream app which will make it easier to view some pre-recorded video content.

## Support

At any point, should you have any questions or problems please email Graeme Harris, our Technician, or Chris Bunting.

[graeme.harris@obh.co.uk](mailto:graeme.harris@obh.co.uk)

[chris.bunting@obh.co.uk](mailto:chris.bunting@obh.co.uk)

This term, we are introducing live content including video. Initially, there will be a form meeting each morning from 0830 to 0850, but it is possible that, at a later date, there may be house meetings - or meetings for an entire year group.

During the day, teachers will be available as before during the normal lesson slots (please see the following timetable section). However, a significant proportion of these slots will involve 'live' teaching involving audio and video.

Our aim is to be as flexible as possible, and we understand that it is not always possible for pupils to adhere to the OBH timetable. Details of the work for the day will be available from 8am. Teams from Yr 3 upwards will have a calendar which will give brief details of where to find the work – normally this will be set as an 'Assignment' – certainly from the Middle School upwards. 'Live' lessons will be recorded by the teacher so that children who miss a particular session are able to see what has occurred. The calendar should ensure that all children know exactly what is happening on any particular day.

## Timetable (Yrs 3-8)

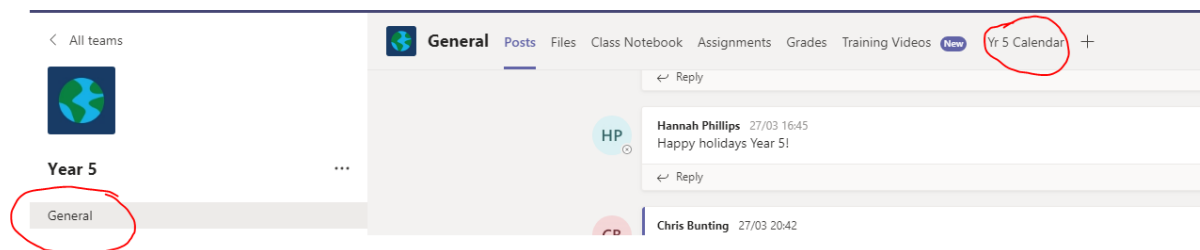
We will follow a slightly simplified timetable for when teachers are available in the lesson channels

0830 – 0850	<b>Form Time (please use the Form Team for this)</b>
0900 – 0930	<b>Lesson 1 (On Monday mornings this will be a PSHE session in the Form Team)</b>
0930 – 1000	<b>Lesson 2</b>
1000 – 1030	<b>Lesson 3</b>
1030 – 1100	<b>Lesson 4</b>
1100 – 1130	Break
1130 – 1200	<b>Lesson 5</b>
1200 – 1230	<b>Lesson 6</b>
1230 – 1400	Lunch
1400 – 1430	<b>First afternoon lesson</b>
1430 – 1500	<b>Second afternoon lesson</b>

Family logistics may prevent children from being online at the time of the lesson. Activities can always be completed at any time and children can still post questions and comments in the subject channels – these will be responded to by the teacher.

## The Year Group Calendars (Yrs 3-8)

This where to find brief details of today's activities and where to find them. Use the link at the top of the page when in the 'General' channel.



You will then see brief details of the events for the day. This will include what the topic is and where you can find the work. This will normally be under 'Assignments'.

**Yr 5 Calendar**  
Chris Bunting

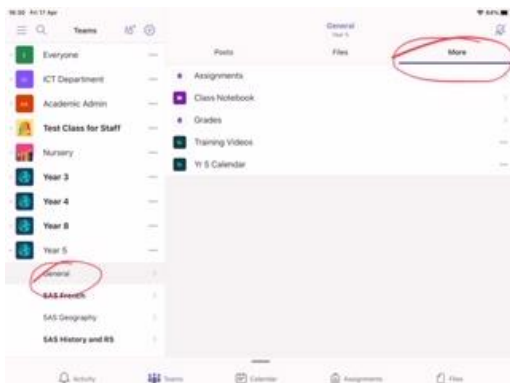
This is where you can find what needs to be done on a particular day. Use this rather than the link on the left-hand side of the Teams page.

Upcoming Past Sync calendar

Wed, 22 Apr 2020 08:30 – 08:50 Year 5	Form Time Live
Wed, 22 Apr 2020 10:00 – 11:00 Year 5	Yr 5 Watson Science - Bones & Muscles Live Mr Bunting will be live in the science channel at the start of the lesson. Work will be set in the class notebook and full details will b...

## To access the calendar on an iPad

Go to the 'General' channel in your team then select 'More' top right. You will then be able to select the calendar.

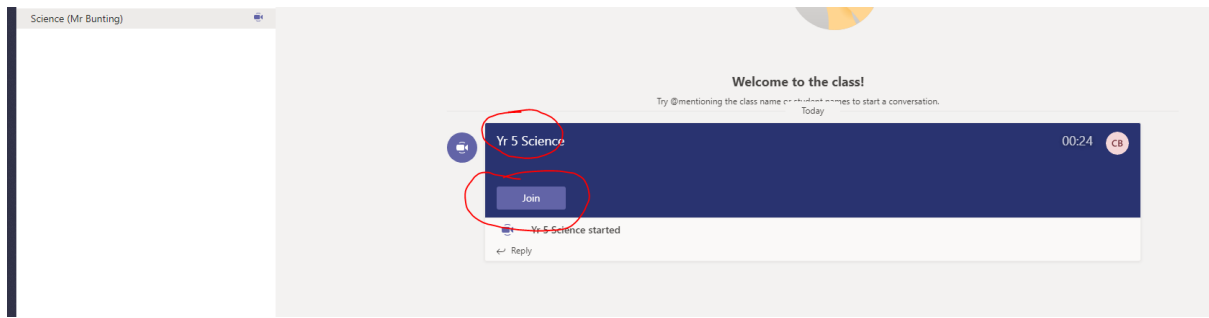


NB – Please use the Year Group calendar rather than any other calendar links you may see in Teams!

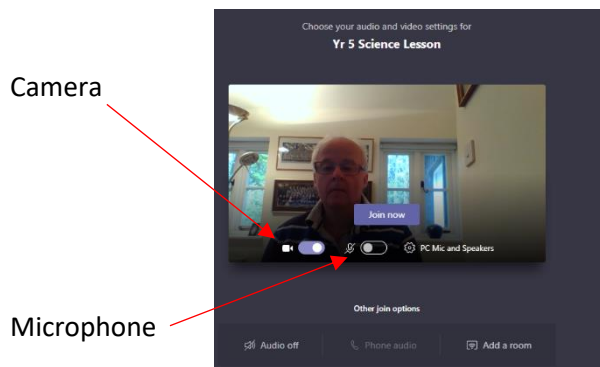
## To join a live session.

Live sessions will be held in the usual subject channels, with the only exceptions being Form Time and PSHE, which will be in the 'Form' Team rather than the Year Group Team.

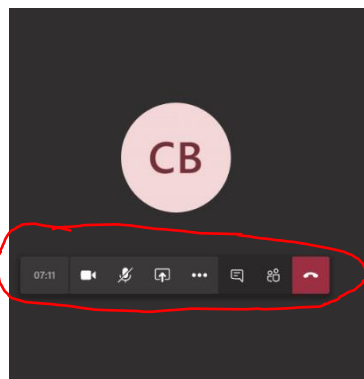
So, if for a Yr 5 pupil on Wednesday 22<sup>nd</sup> April, a live science lesson is scheduled for Mr Bunting's set at 10am, the pupil would go to the science channel at that time. It might be that the 'meeting' has been started – in which case simply check that the meeting title is correct and then click on 'join'. Otherwise, simply wait until the meeting notice appears.



Click on 'Join' – you will see a screen like the one on the left. If pupils would rather join without being seen, simply turn off the camera using the control. It's a good idea to join meetings with the microphone already muted to avoid excessive background noise

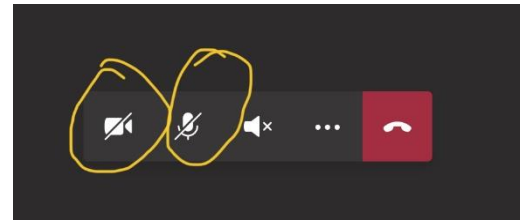
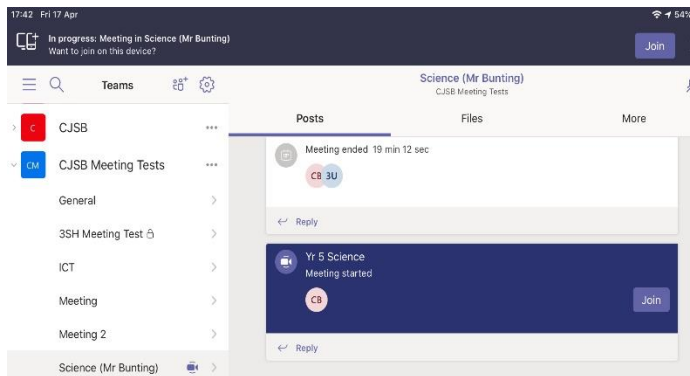


Then click on 'Join now'. You should be able to see and hear the presenter. If you click the left mouse button on the meeting screen you will see a toolbar like the one below. This will allow you to turn the camera and microphone on and off. Do remember to turn on the microphone only when you want to speak! When you have finished, leave the session by clicking on the red button. If you leave a session early by accident, just rejoin the meeting!



NB In Teams at present, a maximum of four people will actually show on a screen during a meeting and the software automatically adjusts to show the person who is speaking. By the end of this month, Microsoft have said that nine people will show on the screen, with more promised for the future.

On an iPad - very similar

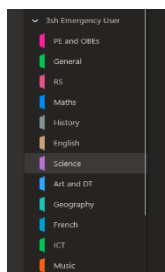
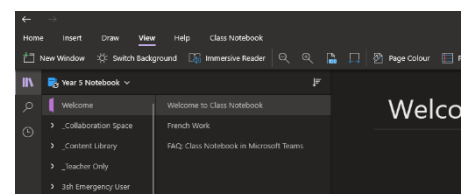
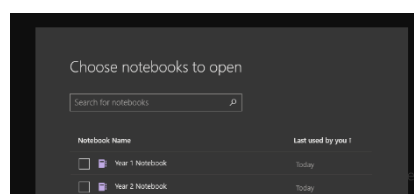
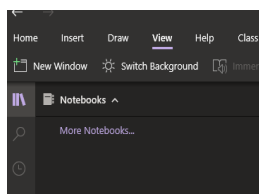


The camera and microphone controls can be seen clearly. Once you have joined the meeting, tap the screen to make them show up.

## The Class Notebook

This feature is used from Yr 2 upwards and provides a way of keeping a pupil's work organised and in one place. The notebook is, of course, accessible in Teams but it is based on Microsoft OneNote and can easily be opened in the OneNote app on PC, Mac, iOS and Android. It is not essential to do this but it does work well and provide extra tools to work with.

Firstly, depending on your device, you may need to install the latest OneNote app. On Windows 10 computers it is normally installed by default. It is available in the App Store for Mac and iOS and on Google Play for Android. If you use a Mac or PC it is possible that you may already have OneNote 2016 installed, but the latest app is easier to use. When installing it, the pupil's Office 365 credentials may be needed. Once installed, simply click on 'More Notebooks' and you should see your class notebook which can be selected and opened. In this case I have logged in as '3SH Emergency User. If I click on the arrow next to my name, the different subjects become visible.



Once the class notebook has been opened in OneNote, it will immediately appear whenever the app is opened (unless you deliberately close the notebook.)

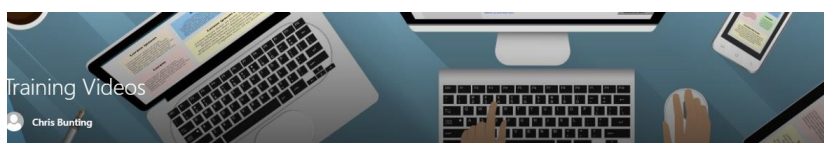
Features such as the Immersive Reader and Dictation are available. I have tested the OneNote app extensively on an iPad and it works well.

## Finally...

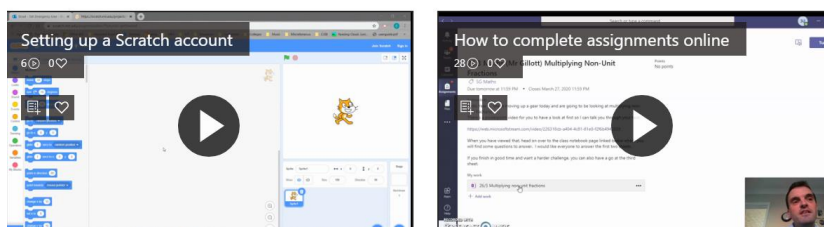
We will continue to use other sites, such as MyMaths and e-Chalk, and may include other features over the next few weeks. Clear instructions will always be given.

Training videos for pupils will be available in the Whole School Team – if you click on ‘General’ you will see the link towards the top of the page. These will be added to over the next few days.

It is possible that Zoom will be used for some online sessions – instructions as to how to access this will be posted on the Whole School Team.



Here you can find a selection of training videos to help you with your work.



A photo gallery has also been started on the Whole School Team and we aim to add further sections to the teams to showcase pupils’ work etc.

Mr Auld has produced a guide to online conduct for children in Years 3-8 which is included in the email and will be visible in all the Teams. Pupils’ use of the online teaching is subject to our Acceptable Use Policy, which has been updated for online teaching and is also visible in all the Teams. In line with our e-Safety Policy, a link to the CEOP Safety Centre will be visible from each team.

An appendix to the school’s Safeguarding Policy, which deals with the current situation, is available on the school website.

<https://www.obh.co.uk/about-us/school-policies/>