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

Remote Teaching

## Update for Lent Term 2021

Introduction & Technical

The purpose of this guide is to update you with our provision for the Lent Term, following feedback from parents and evaluation of our provision during previous terms.

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:

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

We recommend that you use the Teams App, especially on a Mac as several people reported issues with Teams using the built in Safari browser. If you do not wish to use the App, try using the latest version of Google Chrome to fix this.

To access Teams, pupils will need to use their OBH Office 365 accounts. Go to www.office.com and log in using the pupil email address and password. Once in Office 365, click on the app launcher (9 dots at top left) and it is then possible to select Outlook (for email), Teams and a variety of other apps.
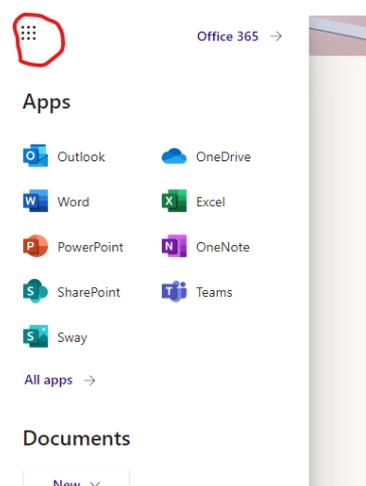
In addition, but not essential, is the OneNote app for Windows 10 (usually installed by default), Mac, iOS and Android. This provides easy access to the class notebook (please see later). In addition, Microsoft Word is desirable, especially for older pupils. Some work may require an up-to-date web browser.

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   chris.bunting@obh.co.uk

Whenever possible, all lessons will be 'live', as will a form meeting each day from 0820 to 0845. On occasions there will be assemblies / house meetings at the start of the day but the Form Teachers will always let pupils know. 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 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. Pupils have been shown how to access their assignments. '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)

Whilst in lockdown, the lesson times are as follows – we are following the normal school timetable as closely as possible:

0820 – 0840   **Form Time followed by a five-minute break**

0845 – 0920   **Lesson 1 (On Monday mornings this will be a PSHE session in the Form channel normally followed by a Zoom Assembly at 0900)**

0920 – 0955   **Lesson 2**

0955 – 1030   **Lesson 3**

1030 – 1105   **Lesson 4**

1105 – 1135   Break

1135 – 1210   **Lesson 5**

1210 – 1245   **Lesson 6**

1245 – 1400   Lunch

*1400 – 1435   L**esson 7**

*1435 – 1510   **Lesson 8**

*NB: We have reorganised the timetable so that all Yrs 3 – 8 are having afternoon lessons at 1400 and 1435. This means that the academic part of the day is finished at 1510. This has necessitated a few lessons being moved from their usual slots; Form Teachers will ensure that all pupils know what is happening on any particular day.

*NB: On Wednesday afternoons, Yrs 3 & 4 have two lessons from 1400 – 1510. Year 5 upwards would have been having games/matches and will not have online lessons.

Some Games activities will be shortly be available at 1510 on some afternoons for those wishing to join. Details will follow.

On Saturday mornings when the school would normally be in session, Yrs 5 – 8 have six lessons, finishing at 1245. These Saturdays are 9th January, 23rd January and 6th February. Yrs 3 and 4 are not in school on Saturday mornings

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.

Timetable (Pre-Prep and Nursery)

Pre-Prep and Nursery follow their own timetable and Mrs Webster and the Class Teachers send a guide to all parents, including login details.

The section on how to join a live session is relevant to the Pre-Prep and Nursery, but Team Calendars and Class Notebooks are not normally used.

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.
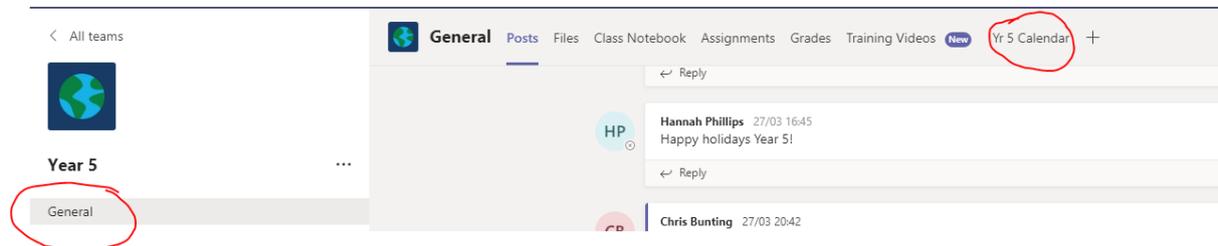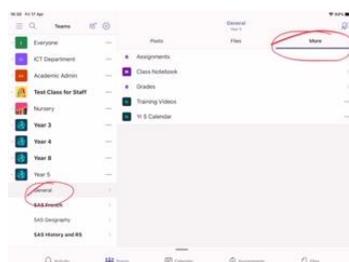

You will then see brief details of the events for the day. This will include what the topic is and where you can find the work. This will normally be under 'Assignments'.
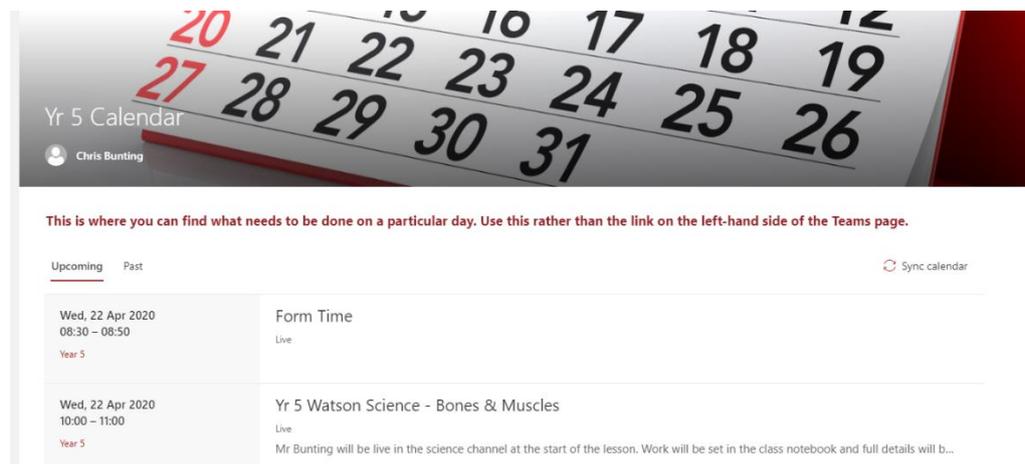
To access the calendar on an iPad

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 – guide for pupils.

Most live sessions will be held in the relevant channel of the Team for the year group. For Yr 5 upwards, the English, Maths, Science and French sets have their own Teams.

So, if for a Yr 6 pupil, a live science lesson is scheduled for Mr Bunting's set at 1135, the pupil would go to the relevant Team 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. We always advise pupils to join with the camera switched on, but it can be turned off the using the control. For sound, use 'Computer audio'. It's a good idea to join meetings with the microphone already muted to avoid excessive background noise
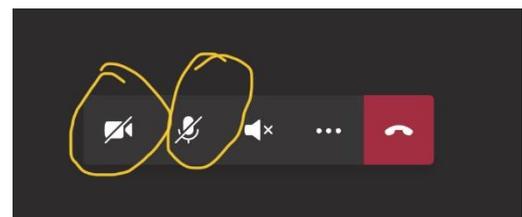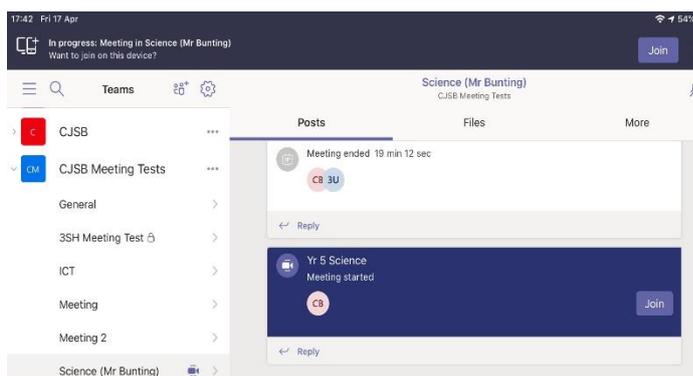
Camera

Microphone
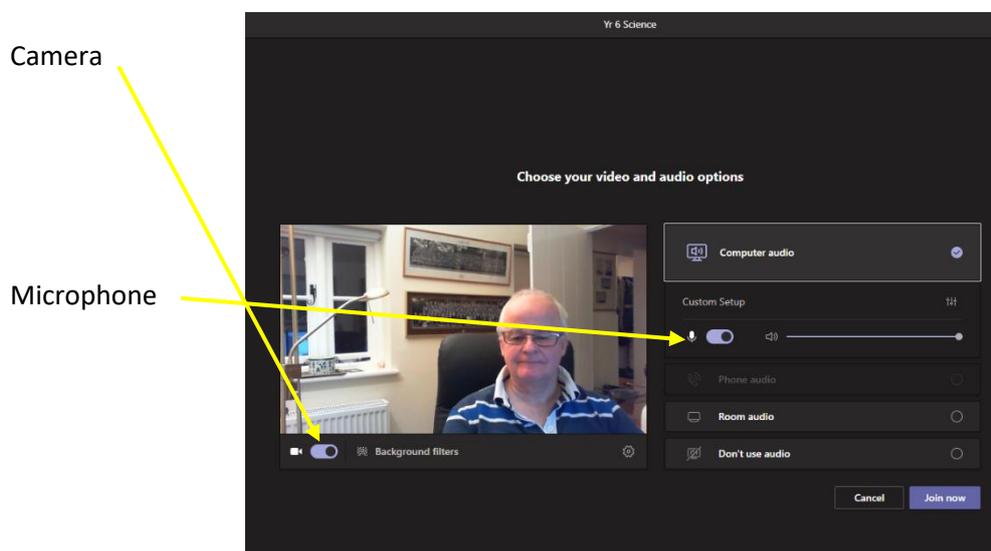
Then click on 'Join now'. You might have to wait to be admitted to the meeting, depending on how the teacher has set it up. You should be able to see and hear the presenter. If you click the left mouse button on the meeting screen you will see a toolbar like the one below. This will allow you to turn 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!

Meeting Chat

Hand up
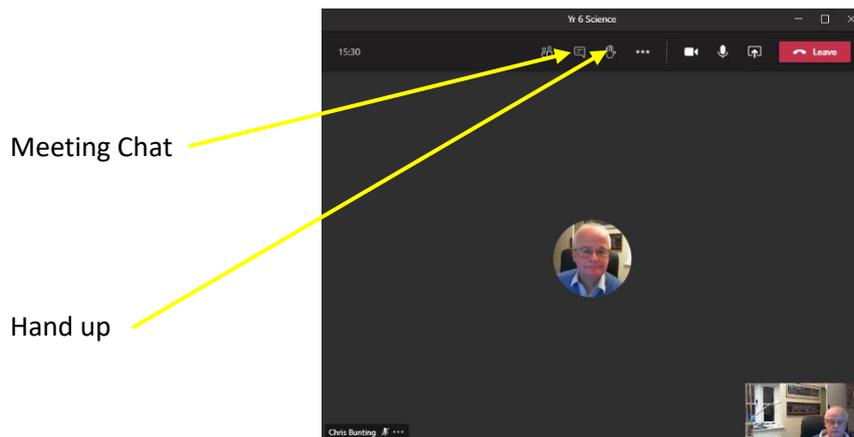
Using the windows app, Teams shows a maximum of 49 people on a screen during a meeting and the software automatically adjusts to show the person who is speaking. Clicking on the three dots … will enable 'large gallery view' or 'together mode' if desired. It is also possible to 'put your hand up' and to access the Team Chat. Pupils should only use the latter for sensible comments! There are also controls for turning camera / microphone on and off.

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 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 go to the relevant Team, click in 'General' on the left and then go to 'Class Notebook' and open it. Go to 'Open in Browser' and select 'Open in Desktop App'
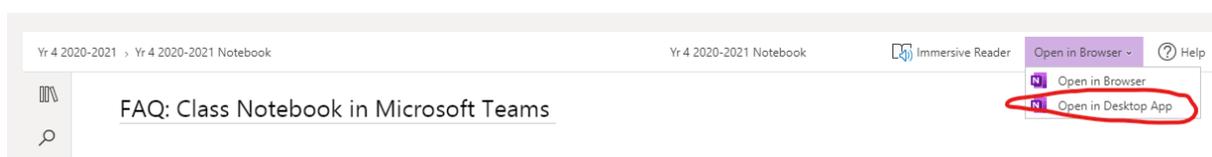
Once a class notebook has been opened in OneNote, it will immediately appear whenever the app is opened (unless you deliberately close the notebook.)

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 use other sites, such as MyMaths and e-Chalk, in lessons. 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.
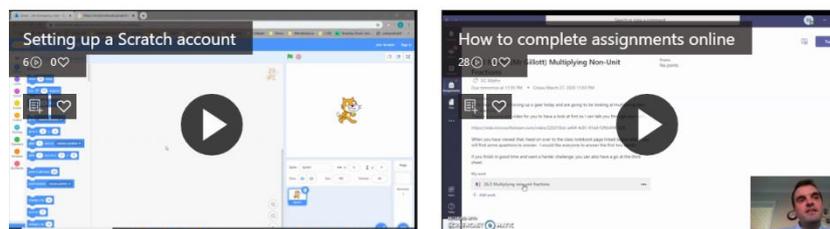
Mr Auld has produced a guide to online conduct for children in Years 3-8 which will be visible in all the Teams. Pupils' use of the online teaching is subject to our Acceptable Use Policy, which has been updated for online teaching and is also visible in all the Teams. In line with our e-Safety Policy, 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/