



10-point consistency in the use of Microsoft Teams for remote learning

During remote learning, the following consistent standards for setting work will be adhered to. This will ensure that parents and pupils all have a similarly positive experience.

1. All lessons are expected to have a synchronous and asynchronous element to them

synchronous learning	asynchronous learning
At the same time	Work at own speed
Live communication	Communication when convenient
Less flexible	Freedom and flexibility
Meet at prescheduled times	Work beyond scheduled times

2. Classwork in which a **pupil submission is required**, should be set as an assignment in Teams. If work does not require a specific submission, it can be posted in the ‘posts’ area.

3. **Classwork and homework must be set separately from each other**, using consistent labelling. This is because pupils may finish classwork and homework at different times and it allows work flow to be managed better.

CLASSWORK: LESSON x , TOPIC y, Date set HOMEWORK: LESSON x, TOPIC y, Date set

4. **Sufficient work should be set for the duration of the lesson**, considering the following:

- Some of the lesson will involve live teaching where pupils are not working independently
- Where independent tasks require completion, sufficient time is made available for this
- Work should provide a suitable level of challenge and extension

During remote learning lesson timings are adjusted to give pupils and staff a 5 min ‘stretch break’ between lessons. Please finish your lessons with a reminder of the stretch break. Pupils should also be reminded of the "20-20-20" rule to protect their sight. The advice is for pupils to look at something 20 feet away for 20 seconds, every 20 minutes they look at a screen.

PERIOD 1 9:00am-10:00am
PERIOD 2 10.20- 11.20am
PERIOD 3 11.25-12.25pm
OLA SPHERE 12:25 - 13:55
PERIOD 4 13:55-14:55pm
PERIOD 5 15:00-16:00pm

5. **Pupils should submit work back via Teams** (and not through a one drive shared doc/e-mail). **Specific feedback should be given to the pupil for task submitted** (the use of rubrics is recommended)

6. **Any live video call should be made through ZoomBot (Zoom within Teams) or Teams video.** For security, Zoom should not be used as standalone software outside of Teams. Pupils must have their video on (unless exempt)
7. **Staff can choose the most suitable level of live video time**, using a 'sliding scale', with the ratio of *synchronous: asynchronous* depending on:
 - the needs of the lesson
 - the level of direct teacher input required
 - the manageability of screen time for pupils.
8. **All staff are expected to use the Teams Data Insights** to monitor pupil engagement. The app enables staff to:
 - a. Observe engagement across multiple classes; Observe specific activity per class
 - b. Track student behaviour/individual habits; Track student online activity/inactivity
9. **Staff will use Classchart points for praising remote work**
10. **Staff will be prompted to update the Teams App regularly** for the latest tools.

To be reviewed: September 2023