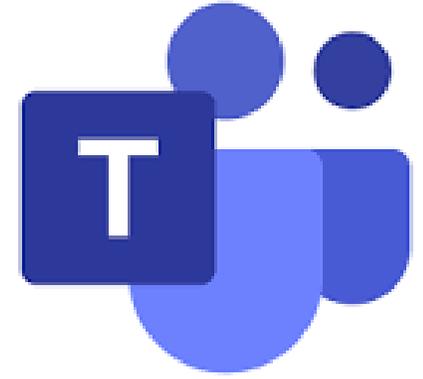# Face to Face home learning parent and pupil guide

Our code of conduct for online learning

This code of conduct outlines what we expect of pupils and parents/carers during remote learning.

Much of this echoes our expectations of pupils in lessons when in school and all of it is designed to help pupils gain the most benefit from online learning.

Parents/Carers must read and agree to this code of conduct.

Woodfield Academy will not be held responsible for any incidents that occur if the code of conduct has not been followed.

Our code of conduct for online learning

I will only use Teams as directed by the teacher and will only upload material that is related to my learning.

I understand that **my parent/carer** is responsible for my Teams email and login details.

I will not use my Teams login details to communicate with anyone other than my class teacher and ONLY when directed to do so by my teacher during live sessions.

I will not use my Teams email to create groups, initiate calls or initiate meetings and will end Teams sessions when the teacher tells me to do so.

During any live sessions, my parent/carer must be present in the room or in the next room with the door open so they can see and hear everything that is happening during the live session.

I will not take photos of my screen or record online interactions in any way

I will make sure that my communication in the online learning environment is always supportive of my learning and the learning and wellbeing of others.

If taking part in a live sessions I will make sure that...
- my environment is quiet and free from distractions
- I am appropriately dressed
- I remain attentive
- I communicate in a courteous way at all times to both teachers and fellow pupils
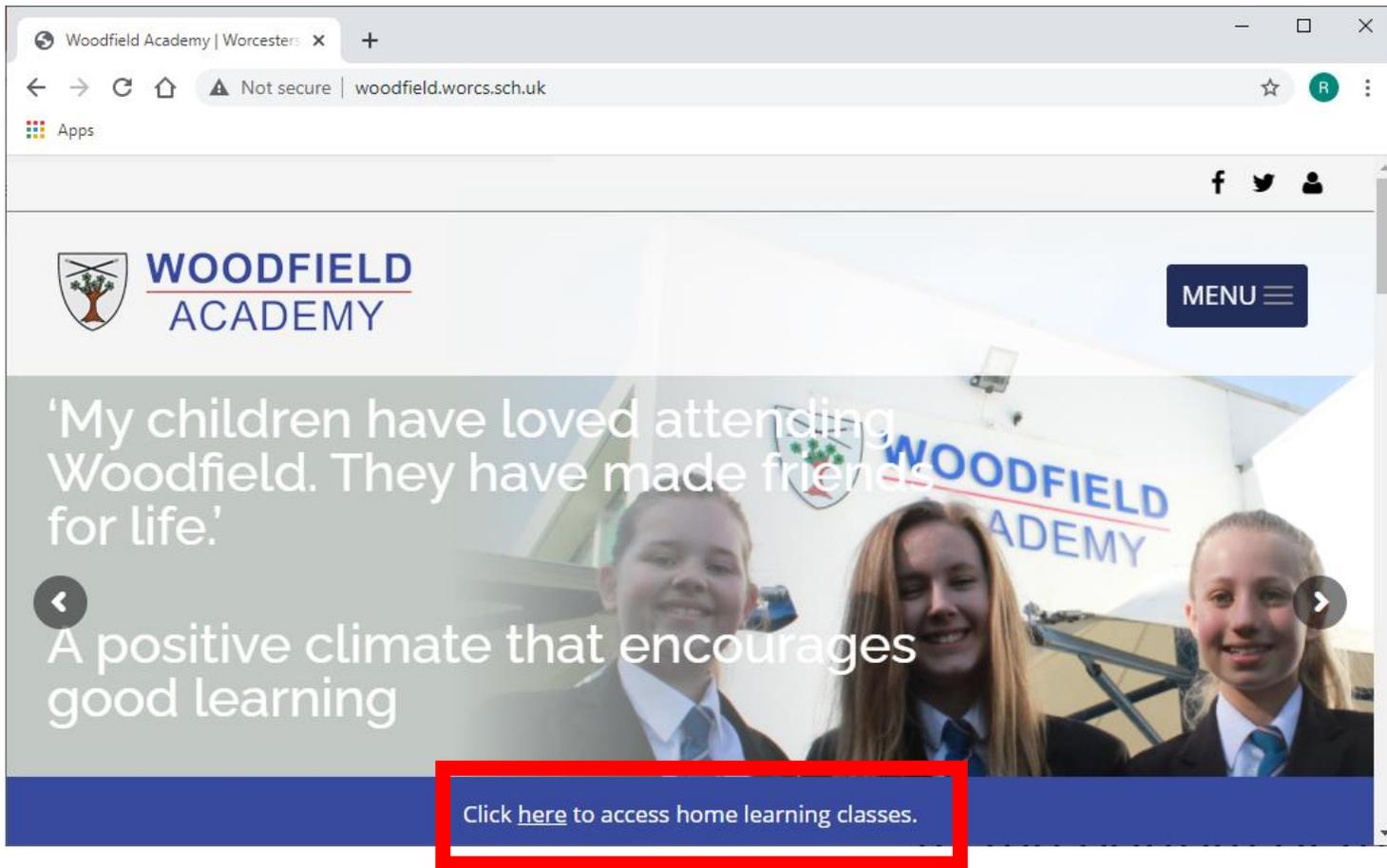
Open a web browser and navigate to the school website

www.woodfield.worcs.sch.uk

At the bottom of the page you will find a blue footer with a link that will take you to a Microsoft Teams login page.
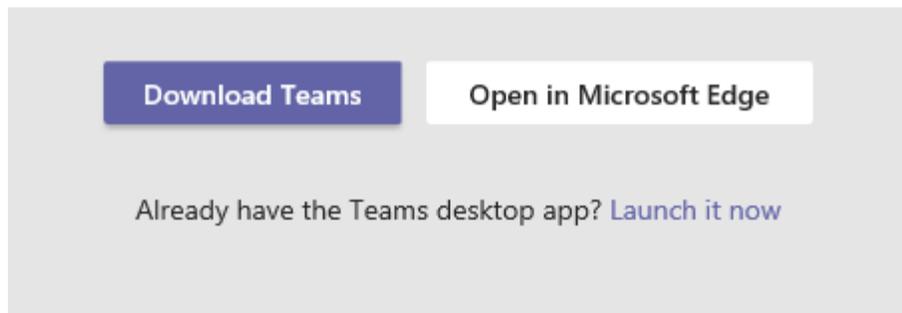
You may be then asked if you would like to download the teams app and install on your own computer or open it in a browser. Both options work equally well and will come down to user preference.

Children will need to input their school username and password to be able to login

They can find this in their planners.

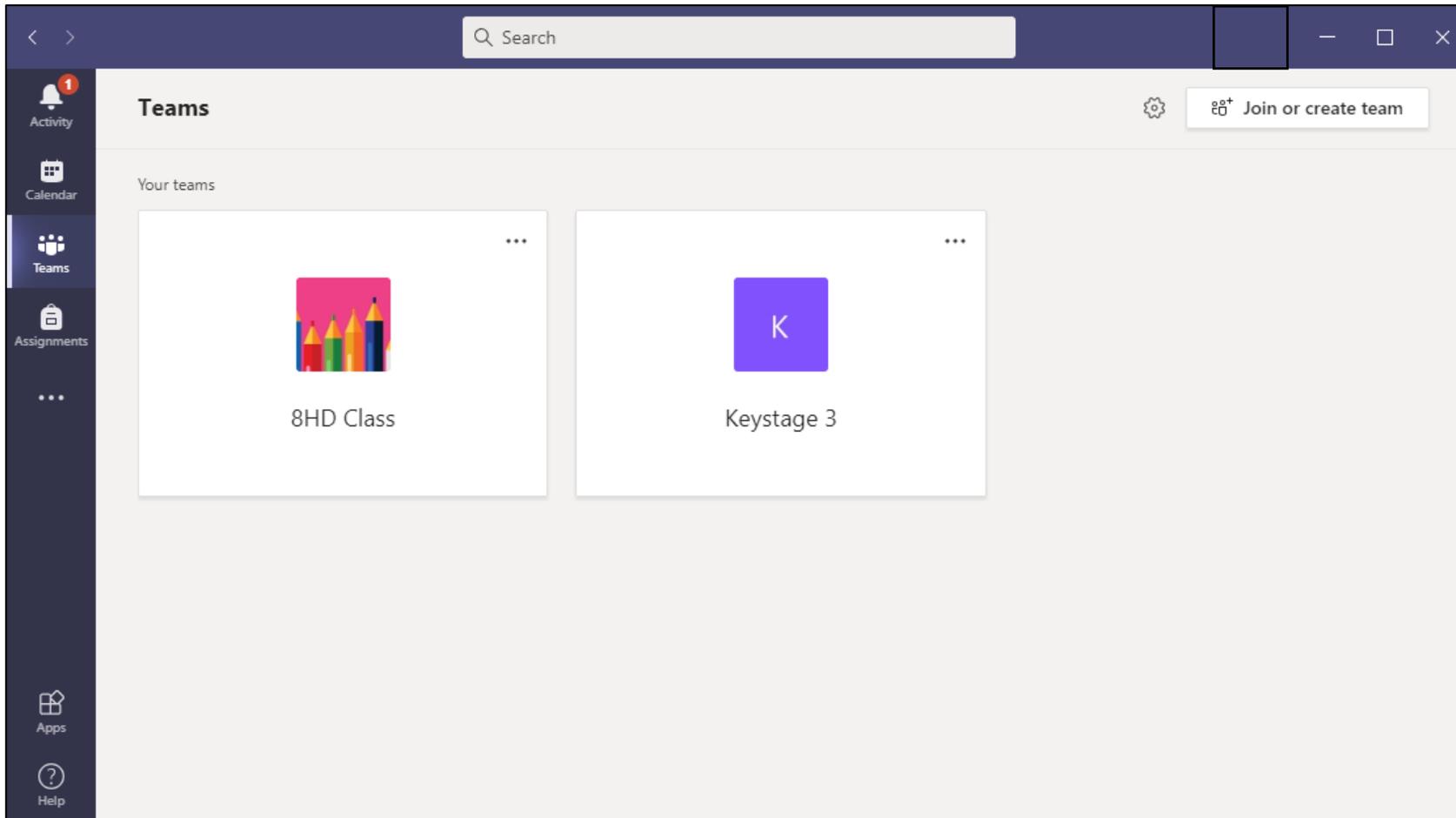If they cannot find their username or password the office has access to them and will be happy to help.
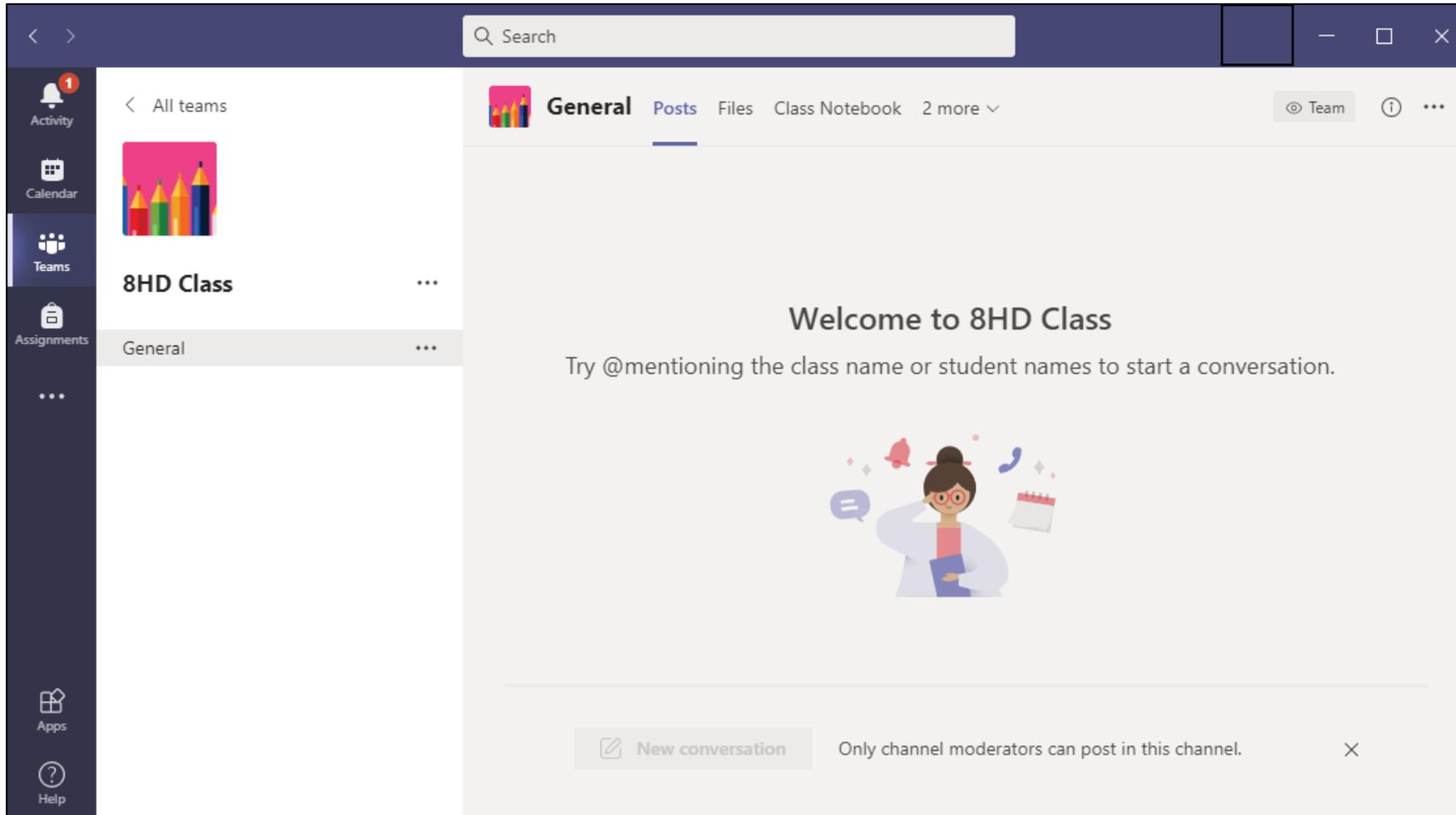
Children will need to input their school username and password to be able to login.

They can find this in their planners.

If they cannot find their username or password the office has access to them and will be happy to help.

Once logged in you will be able to see to Teams.

A Class Team and a Keystage Team. By clicking on either of these you will be able to join the group.

Each day teachers will join these groups and host lessons inside of the team.

For Wednesday, Thursday and Friday there will be a tutor time hosted to allow children to get used to the process of joining without the pressure of lessons.

From Monday, class teachers will host lessons inside of the team for children to take part in.
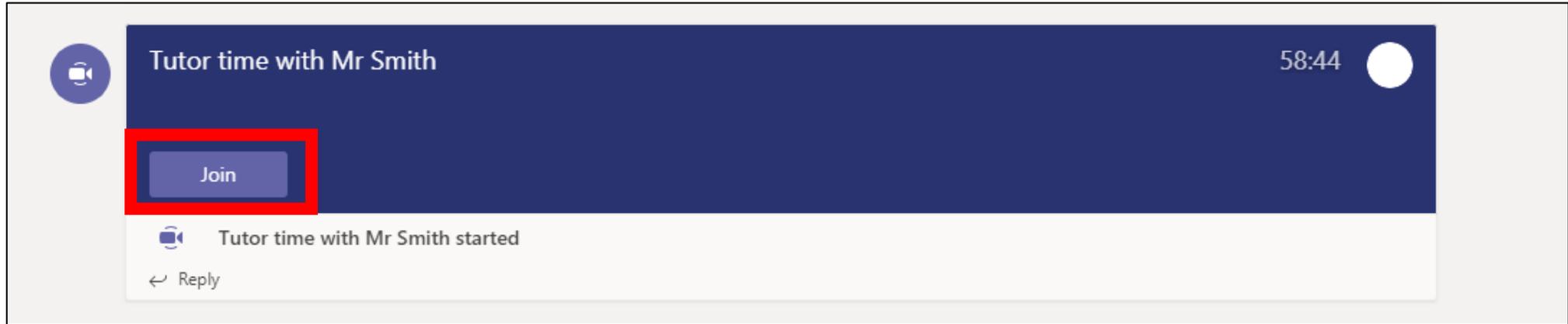
When a lesson or event is hosted, children will be able to join the live lessons from within the team by **clicking on the Join button**
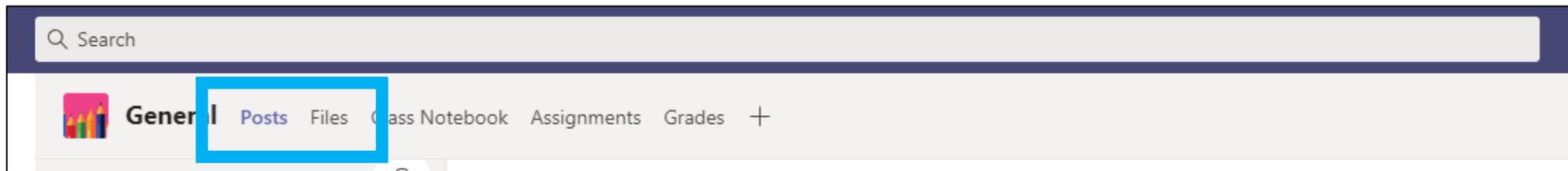
As time progresses and children get more confident with online lessons we will begin to use notebooks and assignments within Teams. For now pupils will need only to be able to **view posts and access files**

When joining a team children will probably be muted. They will be able to contribute to the lesson by **raising their hand**.

They will then get the opportunity **to unmute their microphone** to contribute to the lesson.

In some lessons children may be asked to contribute to a discussion in the chat, when this is activated use the **speech bubble button** to bring up chat

Teachers may ask a child to share a great piece of work with the others in the class. **This can be done by sharing the child's screen**. This option will be off until a teacher grants permission to share.

Pupils can leave the lesson at any time by clicking the Leave button. This will return them to the lobby where they can wait for the next lesson or event.