



OBHS

Learning from home

Instructions for students

The guidance in this booklet will help you stay on track with your learning whilst you are at home. It is very important that you continue to access your lessons during this time so that you do not fall behind in your learning. It is very difficult to catch up in learning once you fall behind.

From Monday 11th January we will move to our 'live lesson' plan for remote learning using Microsoft Teams for the majority of your lessons.

Attending Online Lessons

- You should follow their normal school timetable each day.
- You will need to log in to the relevant Microsoft Teams class page (tile) at the start of the lesson. (8.45am, 11.05am, or 1.40pm) and click on the meeting link to enter the video lesson.
- You do not need to share your own video and can respond to questions using the chat function rather than verbally speaking if you would prefer to do this.

What if you aren't confident with Microsoft Teams?

You may find it helpful to practice accessing Microsoft Teams in advance of Monday. This guide [How-to-use-Microsoft-office-Teams-OBHS-mark-3.pdf](#) will help you.

What if I can't join the live lesson because I am sharing a device with someone else in my family?

You should catch up on the recorded lesson through Microsoft Teams at a time that is more appropriate for you and access any resources used in the lesson under the files tab on the Microsoft Teams class page. It is important that you email your completed work back to the teacher so that feedback can be provided.

What if I have no internet access at all? Please ask your parent or carer to contact the school on 01953 860233 or at office@obhs.co.uk or if you are able to, email your form tutor or head of year.

During the Online Lesson

- A register will be taken
- The teacher will introduce the lesson and encourage you to discuss and ask questions (either using the chat or raise hand functions in Teams, or by contributing verbally)
- You will then work independently on the tasks set by the teacher, but can access support through the chat function on Teams or email.
- You will return to the Teams classroom at an agreed time to consolidate the learning for this lesson. This allows the teacher to address any problems, and to give feedback.
- You may be asked to submit your work via email or through assignments on Teams.

Other questions or queries regarding remote learning

If you have specific questions about the remote learning in a subject, please contact the relevant teacher directly by email, our email system is simple and follows the pattern given in the example: John Smith's email address would be jsmith@obhs.co.uk . If you have more general questions please contact Mrs Wabe for KS4 questions and Mrs Picksley for KS3. If you have technical IT issues please contact the main office at office@obhs.co.uk who will direct your question.

Expectations

Students are asked to:

- Be contactable during the school day between 8.45am to 3.15pm.
- Communicate with your teachers. This includes asking questions, taking part in live lessons (wherever possible) and replying courteously to emails.
- Complete work to the deadline set by teachers and upload or send in completed work.
- Try your best. Not completing work or rushing to complete it is not acceptable and you will be asked to re-draft and re-submit it.
- You must not use a personal email address or any other online communication method to try and contact your teacher.

Be the best we can be