



**Coleridge Community College**  
The best in everyone™  
Part of United Learning

# Virtual Learning on Teams

# Coleridge Community College

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# Introduction

This guide sets out all the information students will need to continue their learning if they cannot physically attend school.

Where students are joining lessons virtually from home, they should login to either their school email address or Teams. The log in and password for Teams are the student's school email address and associated password.

Coleridge Community College school email addresses follow the same format:

YearC-firstletteroffirstnameandsurname@ColeridgeCC.org.uk

eg: Joe Bloggs in Year 7 would write 21C (as that's the year they started Year 7) then put a dash (-) then type the first letter of their first name (J) and then type their surname (Bloggs) followed by @ColeridgeCC.org.uk. So, the email address would be: 21c-

JBloggs@ColeridgeCC.org.uk

These are the years for students in other year groups:

Year 8 is 20C-

Year 9 is 19C-

Year 10 is 18C-

Year 11 is 17C-


If you cannot login to your emails or if you don't know how to log in, please email your queries to: [ICT-Covid-Response@coleridgecc.org.uk](mailto:ICT-Covid-Response@coleridgecc.org.uk)

Students should follow their normal timetable during the day and follow the instructions in this guide to join their usual lessons where they will be guided by staff on the tasks they will complete for that lesson.

# Microsoft Teams

Go to [Office.com](https://office.com) and sign into your school account, using your school email address and password.

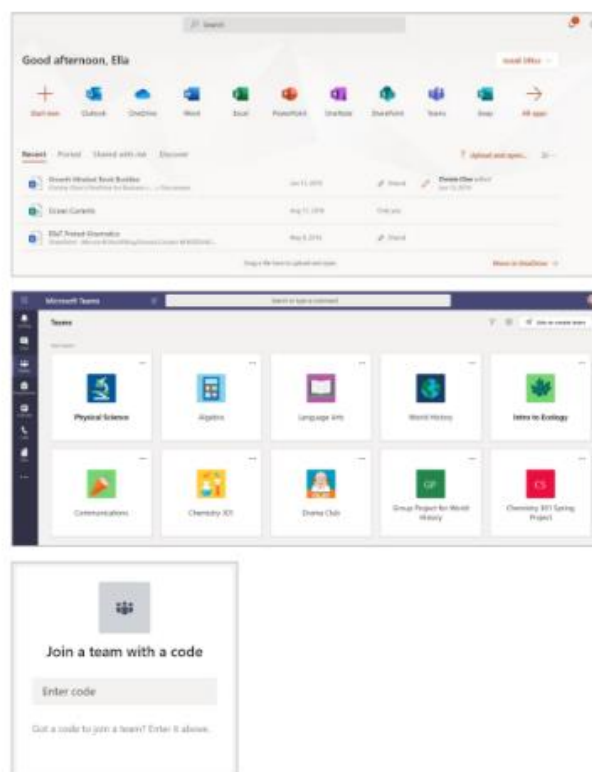
## Sign in to Teams

1. Go to [Office.com](https://office.com) and sign in with your school email and password.
2. From your [Office.com](https://office.com) homepage, click on the **Teams** app to open it right in your browser.
3. Select  **Teams** to see which class teams you're in. If your teacher has already set up the class team and added you, you'll see one of more (depending on how many classes you have) class team tiles.

**Note:** Don't see any class team tiles? Your teacher may have invited you to join your class team with:

- A join code (from the Teams page, select **Join or create team** and enter the code)
- A link (check your email!)

When you see your class tiles, click on one to start connecting with your teacher and classmates!

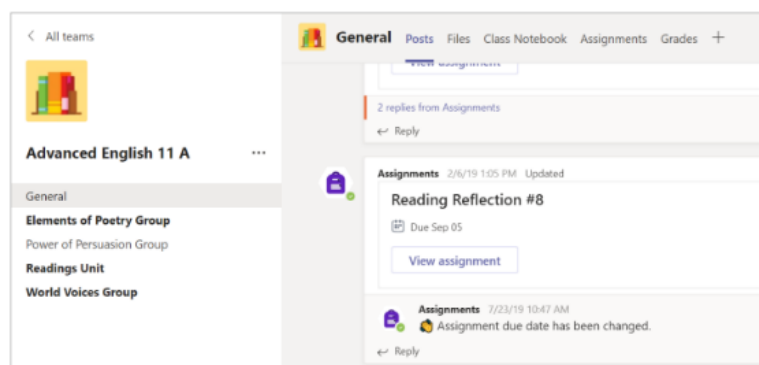


Microsoft Teams for Education | Quick Start Guide for Students

## Channels

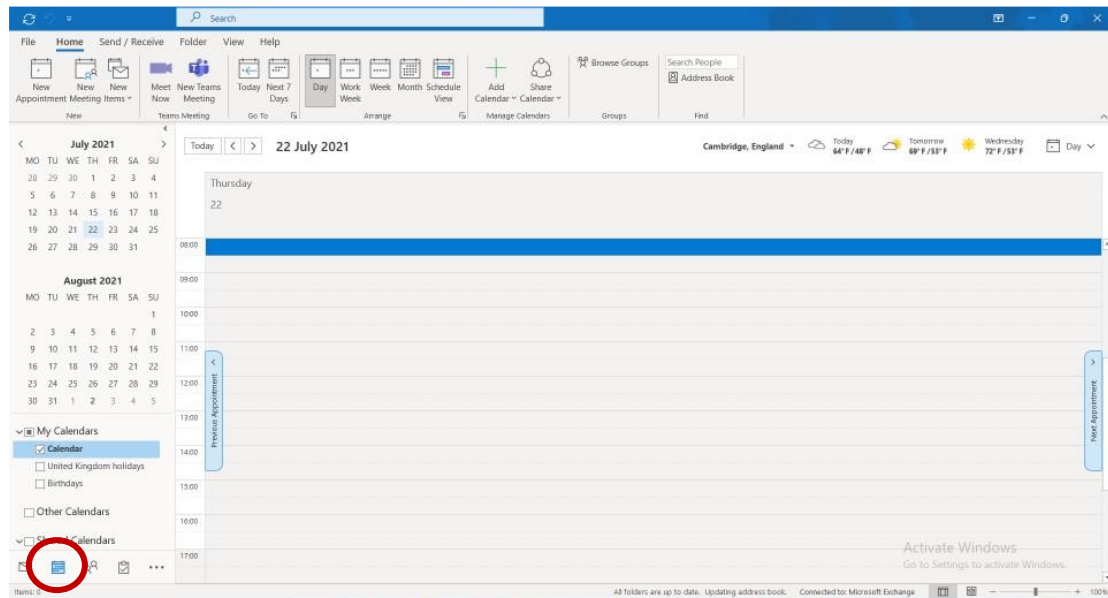
Every class team has a main discussion area, the **General** channel. Under **General**, your teacher may create more channels to organize topics, projects, and more.

- All channels include a **Posts** and a **Files** tab.
- The **Posts** tab is where you, your classmates, and your teacher can all start and reply to conversations.
- Look for shared documents in the **Files** tab.
- Along with **Posts** and **Files** tabs, the **General** channel has **Assignments**, **Class Notebook**, and **Grades** tabs.

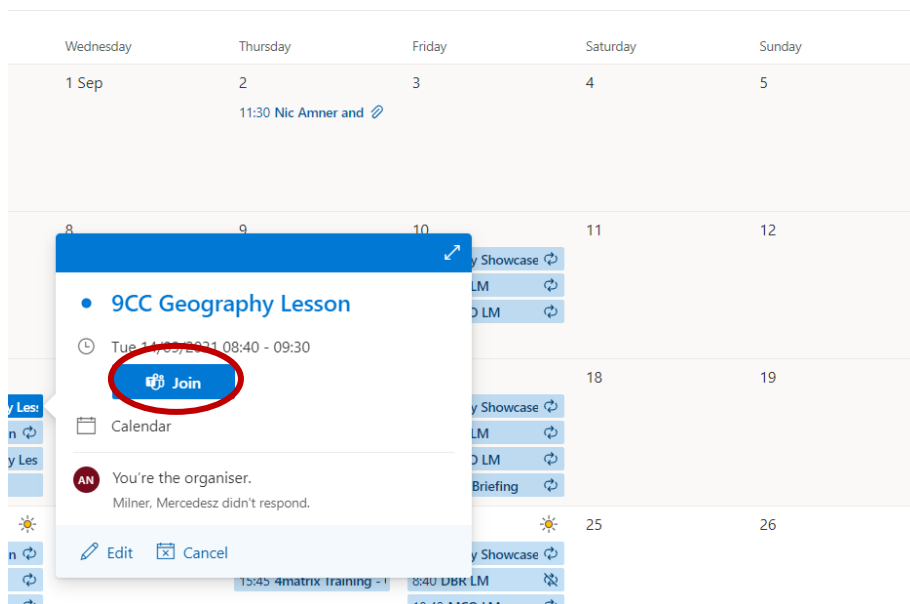


## Instructions to access live lessons from home

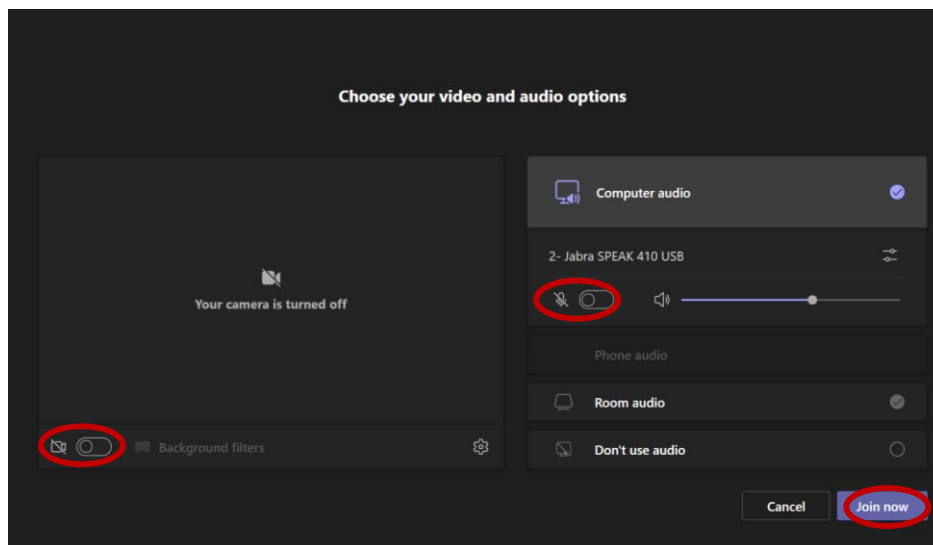
1. When your lesson is starting, make sure you are on your outlook account (emails) and click on the calendar icon at the bottom



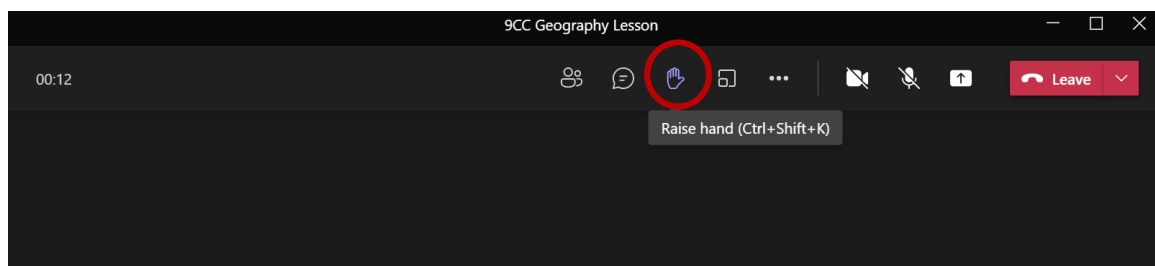
2. Click on the lesson in your calendar and then click on 'Join'



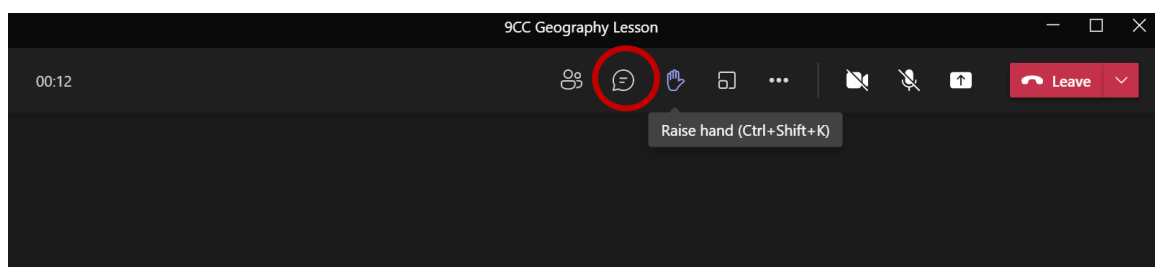
3. Check that your camera is on and your microphone is off, then click on 'join now'



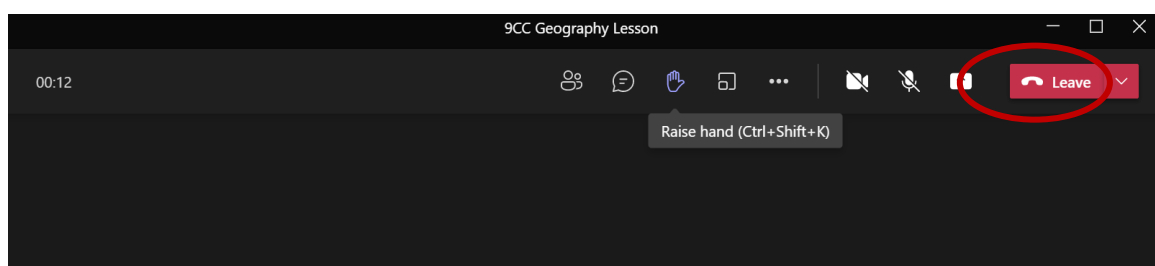
4. If you have a question, use the 'raise hand' button



5. If you need to type a response or question, click on the 'conversation' button



6. At the end of the lesson click the 'Leave' button.



## Issues with connectivity

There may occasionally be issues with your internet connection at home, or your teacher's internet connection that may lead to you, or them, dropping out of the Teams Meeting.

**If you are disconnected from the lesson**, try to rejoin when you can.

If you cannot rejoin, you may be able to access either the curriculum website or Oak National Academy and continue with your work using these platforms. Details on how to login to these platforms on page 8.

**If your teacher is disconnected from the lesson**, you should wait for one minute to see if they rejoin the lesson.

If your teacher has not returned after this minute, you should follow step 6 above to leave the Teams lesson and then work independently. You can access either the curriculum website or Oak National Academy and continue with your work using these platforms. Details on how to login to these platforms on page 8.

## Staff Absence

Should your classroom teacher be absent from school due to illness, they will not be able to deliver your lesson. You may not know this until you have attempted to join the lesson. If after 5 minutes of waiting in the lobby, you have not been admitted into the virtual classroom, you should then access either the curriculum website or Oak National Academy to continue with your learning.

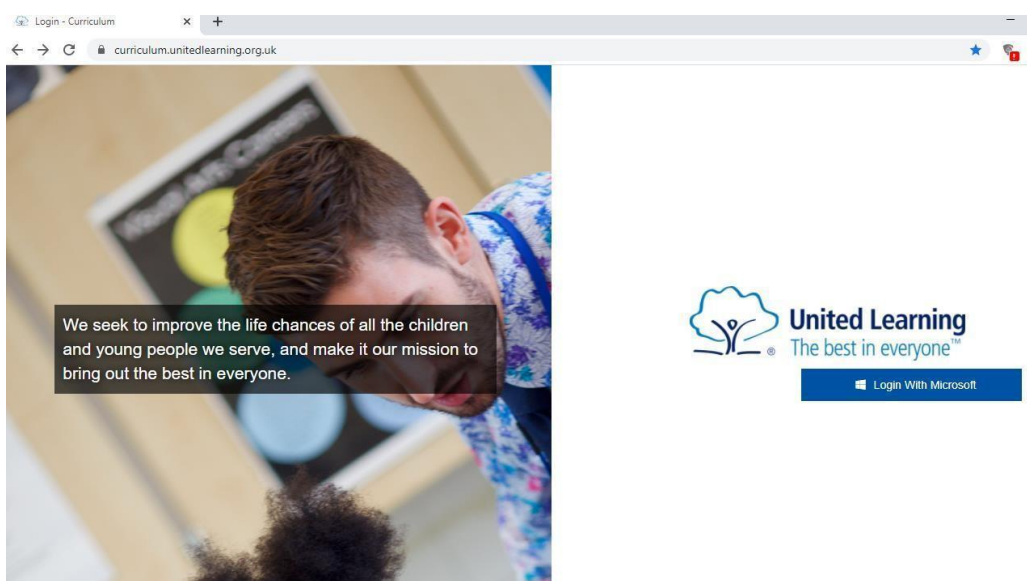


United Learning have created a website to help you access materials from home, or if you want to revise topics already covered.

The website contains video lessons for many of your subjects.

## How to access the Pupil Facing Curriculum

Go to: <https://curriculum.unitedlearning.org.uk/> Login with your normal school email address and password.



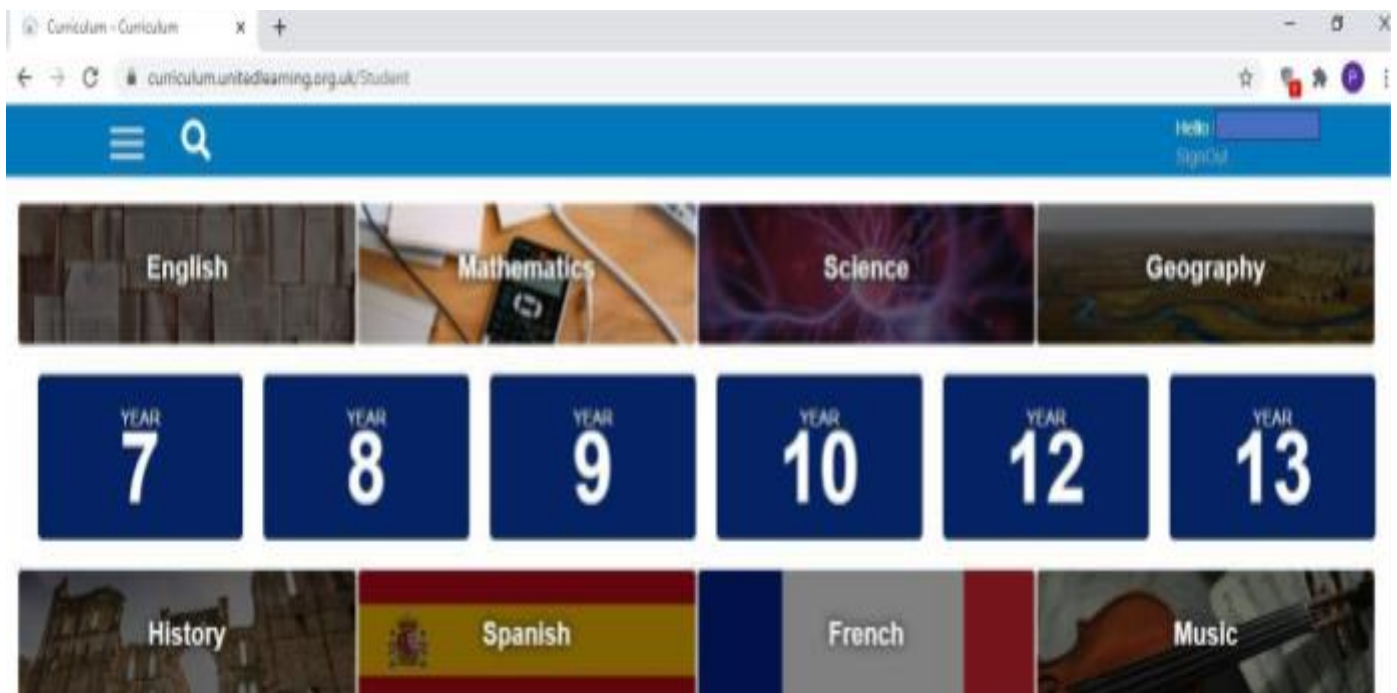
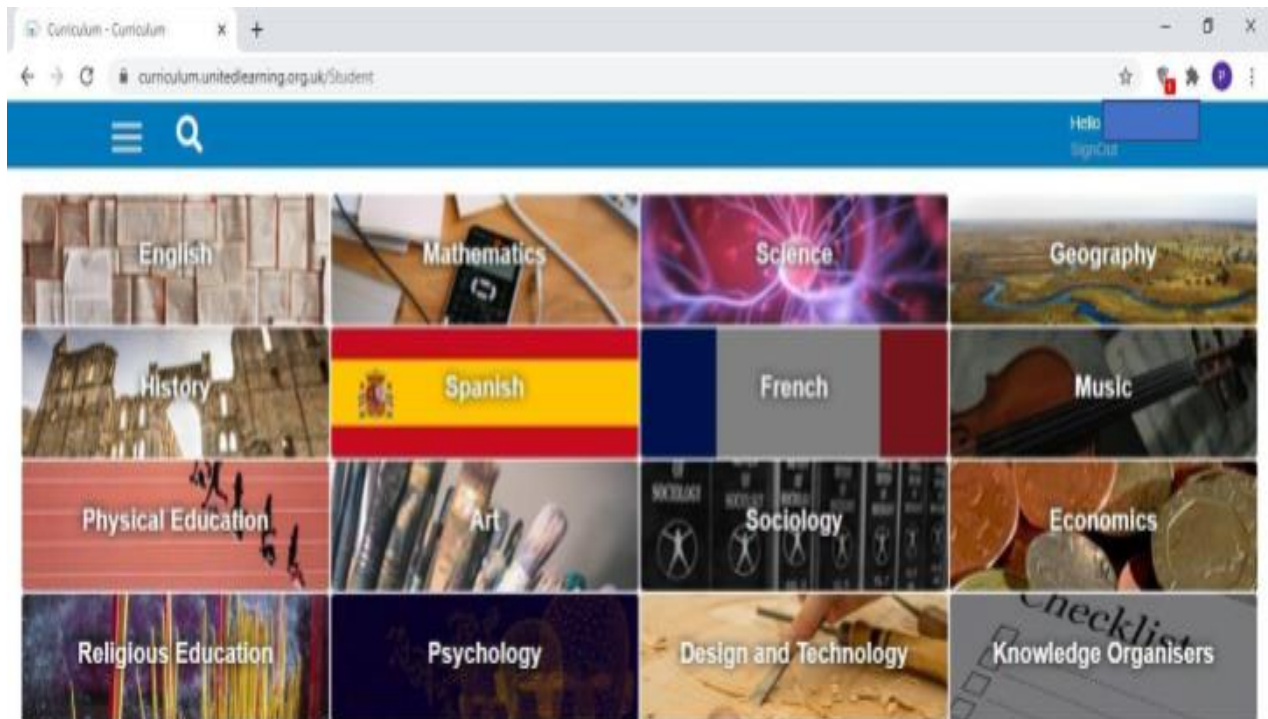
## Oak National Academy

The exceptions to this are for lessons in art, geography, DT and music. For your lessons in art and geography you should access the lessons through Oak National Academy, not the Pupil Facing Curriculum. Visit: <https://classroom.thenational.school/> (see p17 for further information).



# Pupil Facing Curriculum

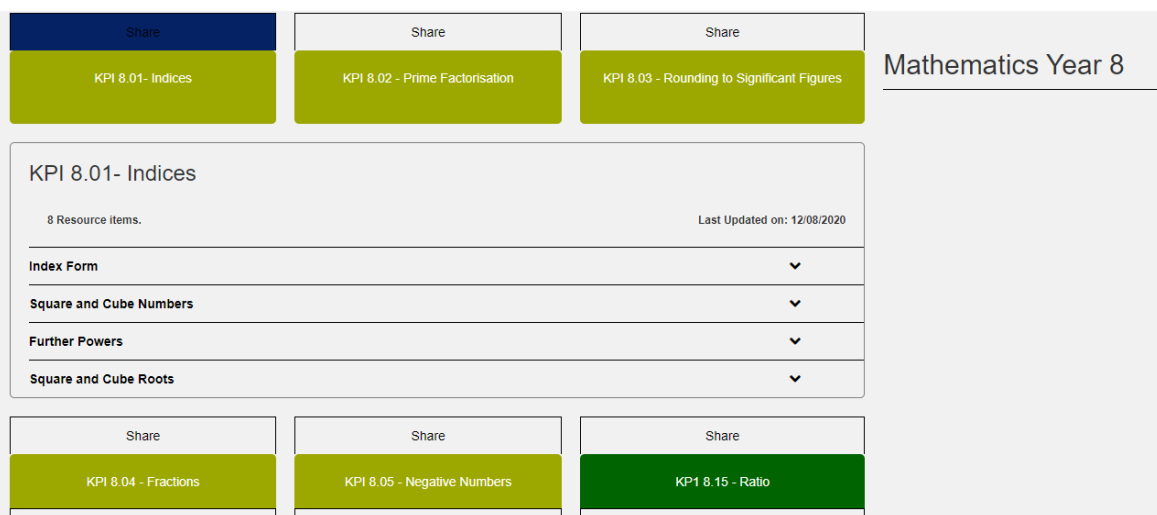
Once you have logged in you will see the above screen. Click on the subject you would like to access. You will then see a screen to select your year group.



Choose which unit you want to access. The units you are studying can be found on the [Coleridge school website](https://www.coleridgeschool.org.uk), or through any instructions set by your teacher in Google Classroom.



The list of all available lessons is displayed.



Select the lesson (make sure your sound is on!!)



# Oak National Academy

For your lessons in Geography and art visit: <https://classroom.thenational.school/>

The screenshot shows the Oak National Academy Online Classroom interface. It includes a navigation bar with 'Teacher Hub', 'Spoken', 'Subjects', and 'Schedule'. The main content area has a 'Find lessons' section with 'Subjects', 'Schedule', and 'Search' buttons. Below this is a 'Choose Key Stage for subjects' section with buttons for 'Early Years Foundation Stage', 'Key Stage 1', 'Key Stage 2', 'Key Stage 3', and 'Key Stage 4'. At the bottom is a 'Subjects' grid with icons for Art, Citizenship, Computing, English, French, Geography, German, and History. Arrows point from the numbered instructions to the corresponding elements in the interface.

1. Click on Find Lesson

2. Click on your Key Stage

3. Click on Art or Geography only then select your lesson.

Choose which unit you want to access. The units you are studying can be found on the [Coleridge school website](https://www.coleridge-school.co.uk/), or through any instructions given by your teacher.

## Other things to check and use

### Hegarty Maths (KS4)

Website: [www.hegartymaths.com](http://www.hegartymaths.com) Login: Your name and date of birth

### Sparx Maths (KS3)

Website: [www.sparx.co.uk/](http://www.sparx.co.uk/)

### SENECA

Website: <https://senecalearning.com/en-GB/>



# Support

Students can also access support, relating to safeguarding, mental health, bereavement, identity, anger, social issues, anxiety or if you just want to talk through what help is available, students (and their parents/carers) can email [Welfare@ColeridgeCC.org.uk](mailto:Welfare@ColeridgeCC.org.uk) and we will be able to offer you advice.

These links may also be of use and support:

<https://youngminds.org.uk/>

<https://www.kooth.com/>

<https://centre33.org.uk/>

<https://www.thekitetrust.org.uk/>

<https://www.romseymill.org/>

<http://chums.uk.com/>

# Behaviour Expectations for Students

When actively engaged in Microsoft Teams Live lessons, the following code of conduct applies:

## **Before the lesson starts:**

- Set up your device in a quiet environment and have all your equipment ready for the lesson.
- You will only be allowed to join the live lesson, if you are using your school email account.
- Be prepared to log on to your Teams live lesson a couple of minutes earlier than the start of your class to avoid any last-minute delays and/or to address any potential technical issues (You will not be able to access the classroom until your teacher is present, please just wait patiently).
- Please mute your microphone.
- Minimise distractions as much as possible by ensuring that your mobile phone is turned off or is in another room, where it will not divide your attention. If you have siblings or pets, try to ensure that they do not cause any disruption to you or your class.

## **What your teacher expects from you during the lesson:**

- Your microphone should be off for the duration of the lesson unless the teacher asks you to turn it on e.g.: “Could Student X turn their microphone on and tell me what you think regarding Y?” before you will then be asked to turn the mic off.
- You must not use the Chat function unless directed to do so by the teacher. The teacher may use the function to check for understanding. Students using these functions without the teacher’s permission will be issued a warning.
- Teachers will award House Points and positive rewards in line with the school’s behavior policy.
- Please remember that you are accountable for what you say on your microphone or in writing (just like at school). Making inappropriate, offensive or unkind comments, including through emoji’s and/or images, will not be tolerated. Recordings of live lessons can be retrieved after the lesson. Any inappropriate behaviour will be dealt with in line with the school’s behaviour policy.
- The recording of still images, filmed images or audio of staff or other pupils without permission, and the distribution of such images, is strictly forbidden and will be treated as a serious breach of the school’s behaviour policy.
- Disruption free learning - It is expected that students will engage in lessons in a manner as similar to regular classroom learning as possible. This includes not lying in bed; making sure no music is on in the room; mobile phones are not to be used during the lesson, nor are other functions on computers; students should have all their equipment ready before the lesson.
- Behaviour when working as part of an online lesson should be as expected in normal classroom learning.

- Students who fail to adhere to the above guidance or who do not meet the school's high behaviour expectations in live lessons will be issued with a warning and, if necessary, a second warning (their move). The teacher will explain why the warning has been issued and record it.
- If a student receives a remove they will be removed from the live lesson. Students who are removed from lessons should never attempt to re-enter a live lesson. The Pastoral team/Leadership Team will be informed of any removals, and parents will be contacted immediately.
- Students that are removed from live lessons will be treated in the same way as if they were removed from a normal lesson.