Friday, 12th February 2021

Year 10 Live Lessons w/c 22nd February

As already discussed in the Remote Learning update that was sent out earlier this week, you will be offered some live lessons during the first week back after half term. These will begin on Monday, 22nd February 2021. There will be one live lesson a day, over the week, with a total of five live lessons. All of these lessons take place at the same time, on different days. The timetable for the live lessons is below:

To access these live lessons, you will need to use Microsoft Teams. You will be able to access Microsoft Teams from 9:00am on Monday, 22nd February 2021.

<table>
<thead>
<tr>
<th>Period 4</th>
<th>Monday 22nd</th>
<th>Tuesday 23rd</th>
<th>Wednesday 24th</th>
<th>Thursday 25th</th>
<th>Friday 26th</th>
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</thead>
<tbody>
<tr>
<td>12.40-1.30</td>
<td>English</td>
<td>Science</td>
<td>Maths</td>
<td>Geography</td>
<td>History</td>
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<tr>
<td>12.40-1.10 live</td>
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<td>1.10-1.30 Q&amp;A</td>
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You will have received a letter and/or email with your personal log in details. Please change this password once you have logged in to something memorable.

Instructions for accessing Microsoft Teams
At the end of this letter there are written instructions about how to access Microsoft Teams. There is also a video available on the school website which explains this.

Code of conduct with Live Lessons
You must abide by the following rules when using the chat function:
- Only questions about the learning to be asked
- Do not respond to questions asked by other students
- Do not use the emoji’s or like buttons
- Behave as you would in a school classroom setting
• Interact with your teachers respectfully and appropriately
• Always use appropriate language

Any disregard for these rules or behaviours that do not comply, will be dealt with using the school’s behaviour policy.

**Google classroom and submitting work**

You will find the live lessons most useful if you have some paper and a pen available to make notes as the live lesson is happening. This will help you to complete any submission tasks via Google Classroom later in the week. Live lessons consist of live teaching based on key topics from your weeks’ remote learning in that subject area. The tasks within your remote learning on google classroom still need to be completed. The teaching within the live lesson will have helped you in being able to complete these tasks.

For those subjects being offered towards the end of the week, it would be most appropriate for you to complete your Google Classroom activities as normal as they are set and then to add anything additional following the live lesson prior to submitting these to your teachers. You can also submit your Google Classroom tasks prior to the live lesson if you feel confident in doing so.

Please log in to Microsoft Teams at your earliest convenience after 9:00am on Monday 22nd February 2021. This will allow you to resolve any issues before the first live lesson begins at 12:40pm.

If you have any issues with logging in or any concerns, please email the following address: remote.learning@ellisguilfordschool.org.uk

Kind regards,

Mrs G Johnson
Assistant Associate Principal
Senior Remote Learning Lead
Instructions for accessing Microsoft Teams

You will need to enter the following web address into your web browser: http://365.cetcloud.org.uk

This will take you directly to the CET login screen. You need to log in here using your username and password.

From here, you will get to the Office 365 home page where you will see various functions such as Email, OneDrive, Teams etc. From here, you need to select Teams.

If you are asked, always chose to open Teams in the web browser.

Once you have logged into Teams, select the Teams tab so see all the teams that you have been added to.

You will notice that there is one team titled ‘EGS-20-Year 10’.

On the right-hand side, underneath this title, there are a list of ‘channels’ for each of the subject areas that will be offering live lessons in the first instance, e.g. English. When you click on these you will notice that there is a conversation stream and then tabs above for Posts, Files and Notes.
Five minutes before the live lesson is due to begin, you will need to join the scheduled meeting. You will see the invitation for the scheduled meeting in the conversation stream for that particular subject. Click this invitation. On the next screen, click the blue ‘Join’ button.

When you are in the live lesson, your camera and microphone will automatically be set to be switched off – this is due to safeguarding and cannot be changed. This will mean that within live lessons, if you have any questions, you will need to use the chat function.