At the British Council School, we are prepared for **virtual learning** and have a **comprehensive plan** in place to allow for our children to continue to learn while they are away from school.

We honour **our commitment** to deliver a **complete curriculum**, with a wide range of learning opportunities and will be taking advantage of the latest **collaborative learning technology**.
How it will work

We will operate a blended approach: some work will be completed online, using some of our interactive platforms, while other activities will be offline using text books or other materials.

Teachers will track and monitor to see how pupils are engaging with their work and will provide feedback and guidance.
How it will work

Children will need their textbooks at home and access to a computer with internet access (following our online safety procedures).

Teachers will upload the instructions and day’s tasks as documents, links or videos in their class folders.
Daily organization

- Teachers will lead live sessions twice a day with the class via video link.
  - 09:05 and 15:45 (KS2) or 11:15 and 14:55 (KS1) with an additional group session.

- The teachers will also lead a live chat via posts, to answer any questions about the day’s activities and to feedback to their classes.

- School classes continue. It is an expectation that all students continue and complete their tasks.
How to access

• Students will log in to Microsoft Office Teams using their FROG ID followed by @britishcouncilschool.org and their FROG password.

• Children will have access to a Class Notebook on Microsoft Office Teams, where information about all activities will be stored.

• Individual classes will also have their own space to submit work and receive feedback from teachers.
Blended Learning

How to access Teams:

Open your usual web browser and go to **office.com**
User: **FROG ID@britishcouncilschool.org** and their FROG password.
You might see this notification:

Select ‘Use the web app instead’ to open Teams in your internet browser.
Blended Learning

Click on Teams and you will see the groups you belong to

Find the class page
Where to find Posts:

When you enter the team, you will see the Posts. This is a stream which shows every time a teacher or student posts a new activity or comment.

Students can send a comment or question about the work here for the teacher to read.

The teacher will close posts for offline activities.
Blended Learning

**Where to find Class Notebook:**

Click on the **Class Notebook** tab to find the work the teacher has set for the class.

Click the arrow on the left to be able to see the **Class Notebook** content.

When the notebook is open, students will need to click on the **Content Library** tab.

The teacher will add work to these tabs with clear instructions about what they want students to do.
How to: Join a Meeting (live stream)

Teachers will lead a live lesson—called a Meeting—every day at **09:05** and **15:45** (KS2) and **11:15** and **14:55** (KS1).

Students should try to be online at both meetings.

Students click **Join** to enter the meeting.

Students must agree to have their microphone muted and camera off during these sessions, unless they are asked to turn on the microphone by the teacher.

At the end of the call, you need to press the red telephone button to leave the meeting.
How to use: Immersive Reader

In the Class Notebook, you have the option to listen to the text being read out loud.

Click the **View** tab on any page and then click **Immersive Reader**.

Click on the green play button to start listening.

Anywhere you see the **Immersive Reader** icon in Teams, you will be able to click and hear the text.
**Where to find Assignments:**
If the teacher sets an *Assignment*, this will appear in the *Posts* stream.

Selecting the *Assignments* tab will show all of the assignments set by the teacher. You can see the due date (deadline) and points awarded.

Clicking on an assignment will show more detail and any documents you need to open and/or edit.

Click the **Turn In** button when the work is ready to be sent to the teacher.
• Our expectations for presentation and participation will be as normal
• Students write the date at the start of each day and underline the subject title before each piece of work.
• Students must look after the Remote Learning exercise book and bring it back when they return to school.
• Every child will be registered
• All children must continue to follow the code of conduct in relation to forums and group chats
• Teachers will give regular feedback to the children and parents
### Blended learning commitment

Teachers and students each have a commitment to ensure quality learning takes place while we work remotely.

<table>
<thead>
<tr>
<th>Students will:</th>
<th>Teachers will:</th>
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<tbody>
<tr>
<td>• Log in to Office 365 Teams every day for register at 09:05, and 15:45 (KS2) or 11:15 and 14:55 (KS1)</td>
<td>• Prepare videos, activities and content for their class</td>
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<tr>
<td>• Work online and in books</td>
<td>• Feedback regularly to students</td>
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<tr>
<td>• Make regular, appropriate comments in their class Teams page</td>
<td>• Contact parents as necessary for children who are not engaging with online learning</td>
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<tr>
<td>• Respond to any marking or feedback from the teacher</td>
<td>• Answer student queries and offer support</td>
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<tr>
<td>• Continue to follow the code of conduct in regards to online safety</td>
<td>• Meet with teaching colleagues to plan for the following week</td>
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<td></td>
<td>• Monitor online communications from students</td>
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Frequently Asked Questions

What if my child forgets their log in?
The children have been given a label with their log in details. Check that the email address is typed correctly @britishcouncilschool.org and check there are no spaces.

What time should my child get up?
Keep to a routine. All students are expected to attend the live session where possible.

What do I do if my child doesn’t want to do the work?
The activities set online follow the curriculum planning your child would receive if they were in school. It is expected that they engage in the activities as they would in school. Please support your child in organising their time well.

What do I do if my child says he/ she doesn’t understand?
Teachers will explain tasks. Read the tasks aloud and attempt the activities or leave for later. Ask the teacher any questions about the activities in the Posts stream or the student’s individual notebook in their class Team. Teachers will respond as quickly as possible to answer any questions.
Frequently Asked Questions

What if my child misses a LIVE STREAM session?

We recommend the children attend the **LIVE** streams each day. If your child misses one they can complete the offline activities.

What if the Internet doesn’t work?

The children can complete the offline activities.

How do I know if my child is doing well?

Teachers will give feedback on the work the students are doing. You may book a Parent meeting with your child’s Teachers.

What if I only have 1 computer and 3 children?

We recommend you try to alternate usage with activities which do not require Internet access.

How will my child be assessed?

Teachers will be continually monitoring participation and progress with the assigned activities.
How can I speak with teachers?

We recommend students ask their teachers directly through the Posts in the class page.

Parent meetings can be booked through the app.

Requests for meetings with Middle Leader or senior leaders must be requested by email through administration.

Requests for advice from School Counsellors must be requested by email through administration.
What happens next?

We will be in contact with parents frequently to keep you informed of any developments.

We are excited about this remote learning opportunity and have no doubt that our students will not only develop and apply their technological skills with ease, they will enhance their autonomy and study habits. From this opportunity of remote learning the children will gain in confidence and develop the skills and entrepreneurship necessary for the future.