

Remote Learning Guide for parents, carers and students

*The purpose of this document is to support parents, carers and students to understand the expectations of how we intend to ensure all children at **Heartlands Academy** engage with learning at home.*



Heartlands staff will:

- Deliver the curriculum via live lessons to all students.
- Ensure students receive clear explanations.
- Support growth in confidence with new material through scaffolding
- Plan lessons with E-ACT curriculum framework, using the I DO, WE DO- YOU DO steps.
- Apply new technology and skills.
- Enable students to receive feedback.
- Offer opportunities for questioning, independent leaning, eliciting and reflective discussion.
- Plan more individualised lessons and tasks for SEND students where need to make sure that they can access the lesson fully.

Heartlands students will:

- Log onto TEAMS every morning at 8:30 to attend Personal Development sessions, and then join their lessons as per their usual timetable.
- Take part in live lessons and interact in learning conversations.
- Complete work set by teachers and submit this work to be marked.
- Follow the remote learning code of conduct
- Respond to feedback by teachers.
- Answer any emails and welfare phone calls made.

Parents and carers will:

- Ensure that their child logs onto TEAMS very morning at 8:30.
- Ensure that their child is engaging in the learning that has been set.
- Respond to emails and calls from Heartlands staff in order to support their child.
- Let the Academy know if their child can't access TEAMS or has not got a laptop.

Virtual Learning Timetable 2020—2021: KS3

Year 7

| | Period 1 | Period 2 | Period 3 | Period 4 | Period 5 |
|-----------|---|---|---|--|--|
| Monday | X - Maths Y - PE | X - Science Y - PE | X - PE Y - English | X - PE Y - DT | X - English Y - Set 1 Computing Y - Set 2 Geography Y - Set 3 History |
| Tuesday | X - DT Y - Maths | X - Set 1 History X - Set 2 History X - Set 3 Drama Y - Set 1 French Y - Set 2 Geography Y - Set 3 Geography | X - Set 1 Art X - Set 2 French X - Set 3 Computing Y - Set 1 Geography Y - Set 2 History Y - Set 3 History | X - Set 1 Computing X - Set 2 Music X - Set 3 History Y - Set 1 History Y - Set 2 History Y - Set 3 Drama | X - English Y - Maths |
| Wednesday | X - Science Y - Set 1 History Y - Set 2 Art Y - Set 3 Computing | X - Set 1 History X - Set 2 History X - Set 3 Music Y - Science | X - Maths Y - Science | X - English Y - Maths | X - Maths Y - English |
| Thursday | X - Set 1 Geography X - Set 2 Computing X - Set 3 History Y - Set 1 Drama Y - Set 2 Music Y - Set 3 French | X - Set 1 Music X - Set 2 Geography X - Set 3 RE Y - Set 1 RE Y - Set 2 French Y - Set 3 Art | X - Science Y - Science | X - Set 1 Drama X - Set 2 Art X - Set 3 Geography Y - Set 1 Geography Y - Set 2 Computing Y - Set 3 RE | X - English Y - English |
| Friday | X - Set 1 Geography X - Set 2 Drama X - Set 3 Art Y - Science | X - Science Y - Set 1 Music Y - Set 2 Drama Y - Set 3 Geography | X - Set 1 French X - Set 2 Re X - Set 3 French Y - Set 1 Art Y - Set 2 RE Y - Music 3 | X - Set 1 RE X - Set 2 Geography X - Set 3 Geography Y - Maths | X - Maths Y - Science |



Year 8

| | Period 1 | Period 2 | Period 3 | Period 4 | Period 5 |
|------------------|--|--|---|---|---|
| Monday | X - Set 1 French X - Set 2 Drama X - Set 3 Art X - Set 4 Computing Y - Set 1 RE Y - Set 2 French Y - Geography 3 | X - English Y - Set 1 Music Y - Set 2 History Y - Set 3 Drama | X - Set 1 Computing X - Set 2 Geography X - Set 3 RE X - Set 4 Art Y - Set 1 History Y - Set 2 Drama Y - Set 3 French | X - Science Y - Set 1 Geography Y - Set 2 RE Y - Set 3 Music | X - Science Y - Set 1 Geography Y - Set 2 RE Y - Set 3 Music |
| Tuesday | X - PE Y - Set 1 French Y - Set 2 Geography Y - Set 3 Computing | X - PE Y - Maths | X - English Y - PE | X - Science Y - PE | X - Set 1 French X - Set 2 History X - Set 3 Music X - Set 4 Geography Y - Set 1 Art Y - Set 2 Computing Y - Set 3 RE |
| Wednesday | X - Maths Y - Science | X - Science Y - English | X - Set 1 Geography X - Set 2 French X - Set 3 Computing X - Set 4 Music Y - Science | X - Set 1 Geography X - Set 2 RE X - Set 3 French X - Set 4 Geography Y - English | X - DT Y - Set 1 Drama Y - Set 2 Art Y - Set 3 History |
| Thursday | X - Science Y - Maths | X - Maths Y - Science | X - Set 1 Drama X - Set 2 Computing X - Set 3 Geography X - Set 4 History Y - English | X - English Y - Maths | X - Set 1 History X - Set 2 French X - Set 3 Drama X - Set 4 RE Y - Set 1 French Y - Set 2 Music Y - Set 3 Geography |
| Friday | X - Maths Y - Maths | X - English Y - Science | X - Maths Y - English | X - Set 1 Art X - Set 2 Music X - Set 3 Geography X - Set 4 French Y - Set 1 Computing Y - Set 2 Geography Y - Set 3 French | X - Set 1 RE X - Set 2 Art X - Set 3 French X - Set 4 Drama Y - DT |



Year 9

| | Period 1 | Period 2 | Period 3 | Period 4 | Period 5 |
|------------------|---|--|---|--|--|
| Monday | X - English Y - Science | X - Science Y - Maths | X - Maths Y - Science | X - English Y - Maths | X - Set 1 Drama X - Set 2 Art X - Set 3 RE X - Set 4 Computing Y - DT |
| Tuesday | X - Maths Y - Science | X - Science Y - English | X - Maths Y - English | X - Science Y - Maths | X - Set 1 Art X - Set 2 Drama X - Set 3 History X - Set 4 French Y - Set 1 French Y - Set 2 RE Y - Set 3 Computing |
| Wednesday | X - PE Y - English | X - PE Y - Maths | X - English Y - PE | X - Science Y - PE | X - Set 1 Music X - Set 2 French X - Set 3 Art X - Set 4 Drama Y - Set 1 Geography Y - Set 2 Computing Y - Set 3 Geography |
| Thursday | X - Set 1 French X - Set 2 Geography X - Set 3 Drama X - Set 4 Art Y - Set 1 Art Y - Set 2 French Y - Set 3 Music | X - Set 1 Computing X - Set 2 History X - Set 3 French X - Set 4 History Y - Set 1 History Y - Set 2 Music Y - Set 3 History | X - Set 1 Re X - Set 2 French X - Set 3 French X - Set 4 RE Y - Set 1 Music Y - Set 2 French Y - Set 3 History | X - Set 1 French X - Set 2 Music X - Set 3 History X - Set 4 French Y - Set 5 History Y - Set 6 History Y - Set 7 French | X - Set 1 History X - Set 2 RE X - Set 3 Geography X - Set 4 History Y - Set 1 Computing Y - Set 2 Art Y - Set 3 Art |
| Friday | X - English Y - Science | X - Maths Y - English | X - Set 1 History X - Set 2 Computing X - Set 3 Music X - Set 4 Geography Y - Set 1 Drama Y - Set 2 Geography Y - Set 3 History | X - Set 1 DT Y - Set 5 RE Y - Set 6 Drama Y - Set 7 RE | X - Set 1 Geography X - Set 2 History X - Set 3 Computing X - Set 4 Music Y - Set 1 French Y - Set 2 History Y - Set 3 Drama |

Virtual Learning Timetable 2020—2021: KS4

Year 10

| | Period 1 | Period 2 | Period 3 | Period 4 | Period 5 |
|-----------|--|--|--------------------------|--------------------------|----------------------------|
| Monday | Option A | Option A | X - English Y - Maths | X - Maths Y - English | X - English Y - Science |
| Tuesday | Option Core Science English Maths | Option Core Science English Maths | X - Science Y - Maths | X - Maths Y - English | X - English Y - Science |
| Wednesday | Option C | Option C | X - English Y - Maths | X - Maths Y - Science | X - Science Y - English |
| Thursday | X - PE Y - English | X - PE Y - Maths | X - English Y - PE | X - Science Y - PE | X - Maths Y - Science |
| Friday | Option B | Option B | X - Science Y - Maths | X - Maths Y - Science | X - Science Y - English |



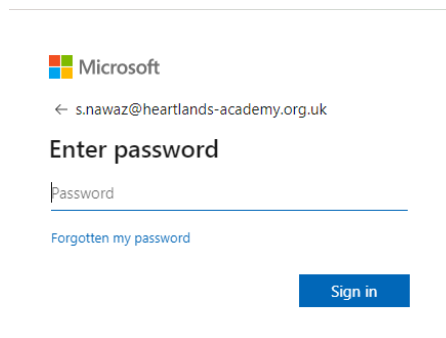
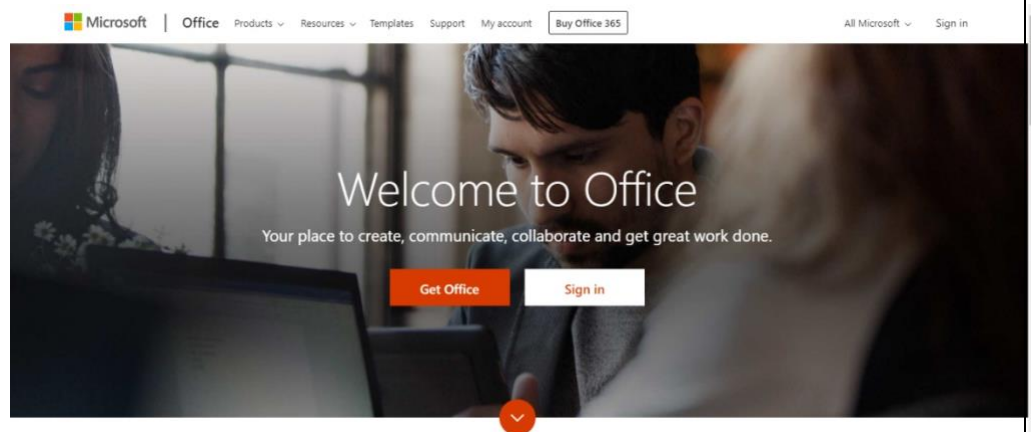
Year 11

| | Period 1 | Period 2 | Period 3 | Period 4 | Period 5 |
|------------------|----------------------------|--|---|--|--------------------------|
| Monday | X - Maths Y - English | X - Maths Y - English | Option Core Science English Maths | Option Core Science English Maths | X - Maths Y - Science |
| Tuesday | X - English Y - Science | X - Science Y - English | Option A | Option A | X - Science Y - Maths |
| Wednesday | X - Maths Y - English | X - English Y - Maths | Option B | Option B | X - Maths Y - Science |
| Thursday | X - English Y - Science | X - Science Y - English | Option C | Option C | X - Science Y - Maths |
| Friday | X - PE Y - English | X - PE X - Sport Studies Y - Maths X Ma2 - MCF X Ma3 - AKS | X - Science Y - PE Y - Sports Studies Y Ma2 - MCF Y Ma3 - AKS | X - English Y - PE Y - Sports Studies Y Ma2 -MCF Y Ma3 - AKS | X - Maths Y - Science |

How to Use Microsoft Teams

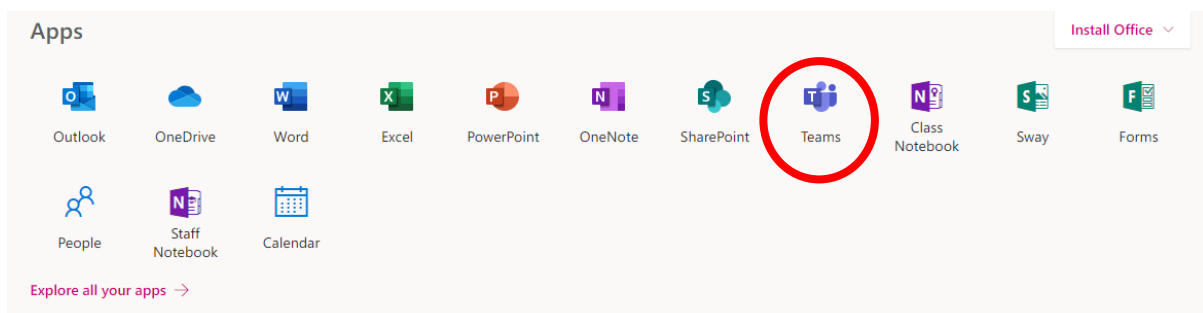
Teams - How to Login

On any web browser, e.g. Google Chrome, Internet Explorer, Safari etc, go to www.office.com



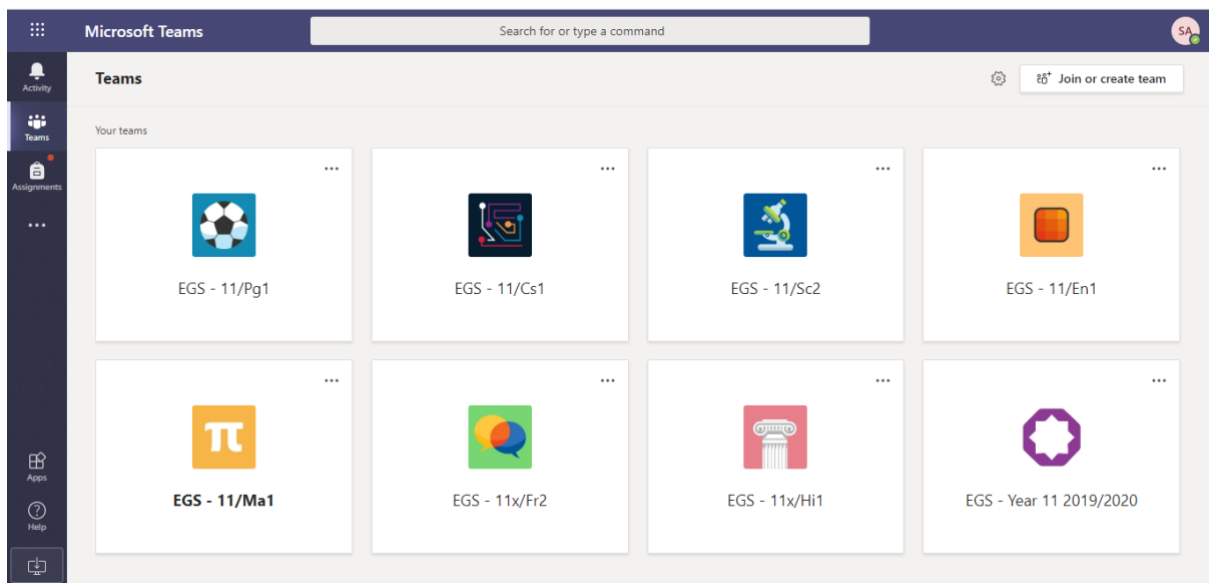
Click sign in and sign in with your full school email address.

Click on the Teams icon

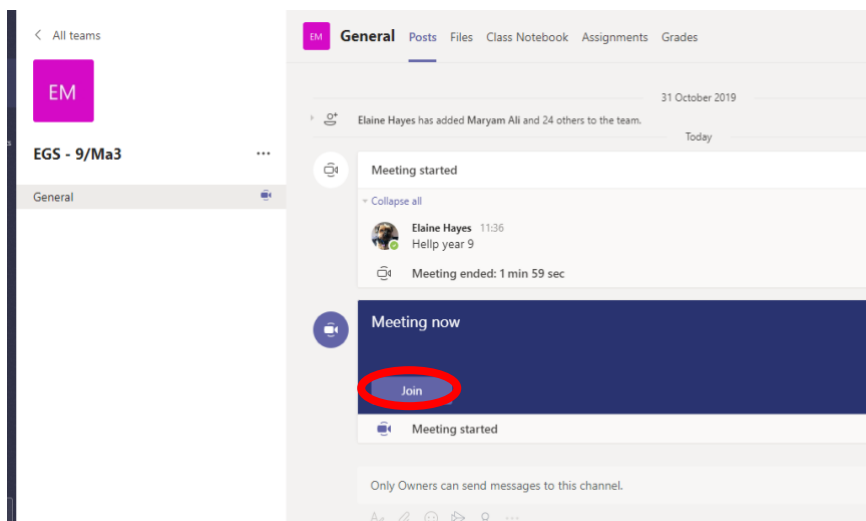


You should now see all the Teams if your teachers have already set them up for you, or you may have different codes to join your classes.

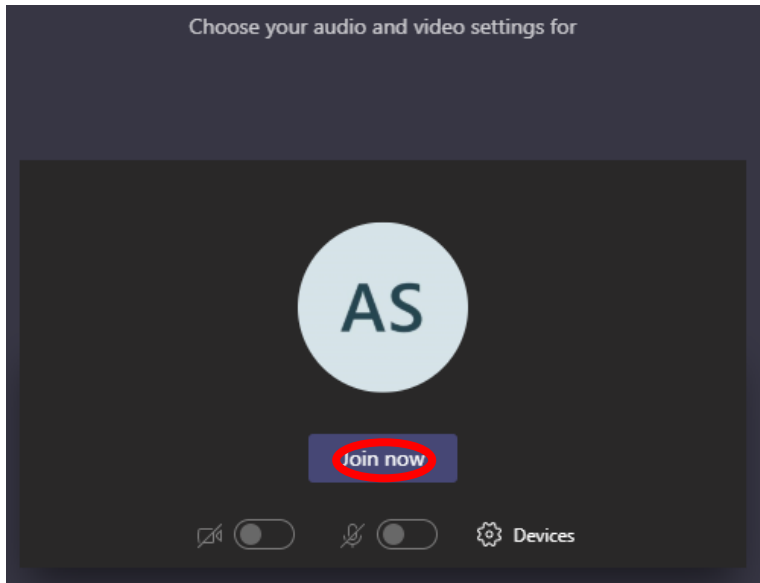
Log into Teams, in this example the student already has some of their teams.



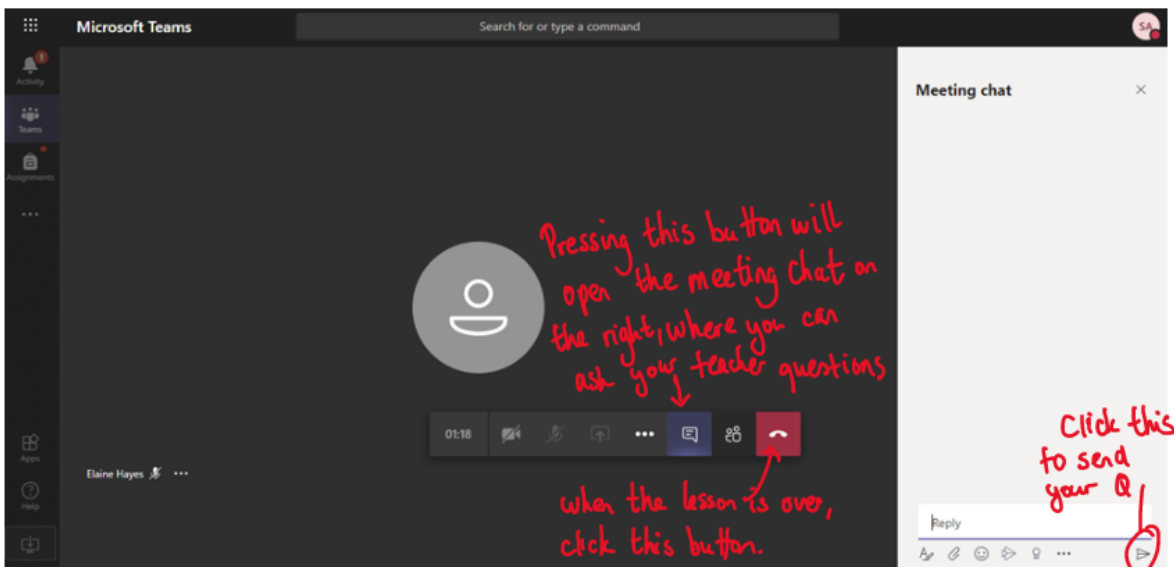
Teams - Joining a Virtual Classroom - Student



If your teacher has started a virtual classroom, you will see a blue notification in your Team. Your teacher will have told you what time your lesson starts, and you can join at any time by clicking the join button circled in red.

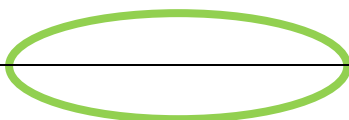


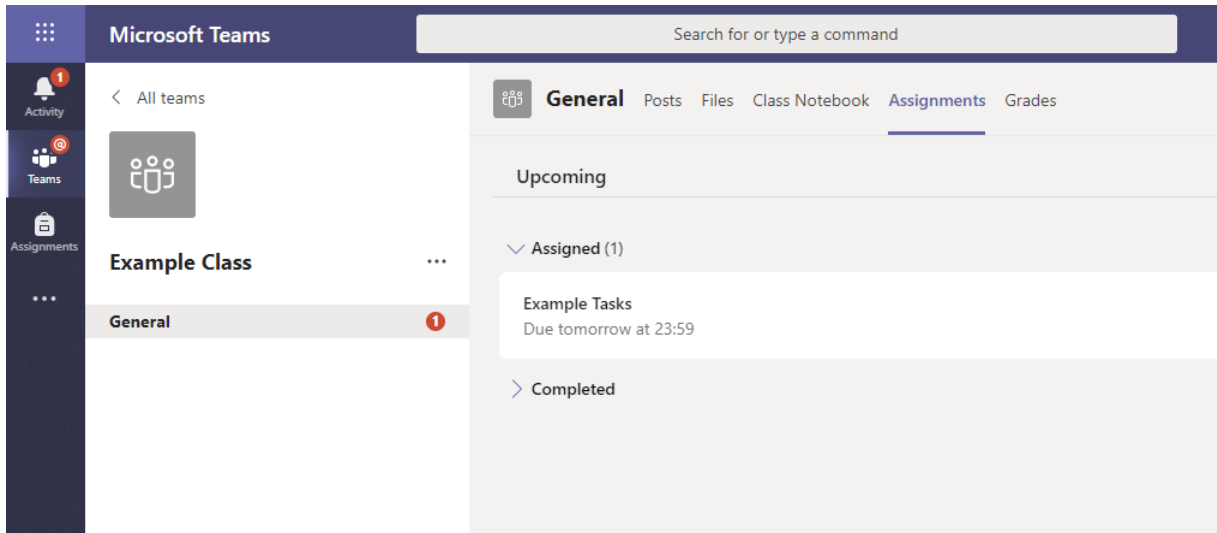
The red circle below is the camera function. Make sure that it is off. Your teacher may have told you to keep your microphone on or off - in this meeting, the teacher has asked all students to keep their microphone off unless they are asking a question. You can ask a question of your teacher using the chat function. All questions are kept in the Team after the lesson is over.



Teams - Uploading an assignment

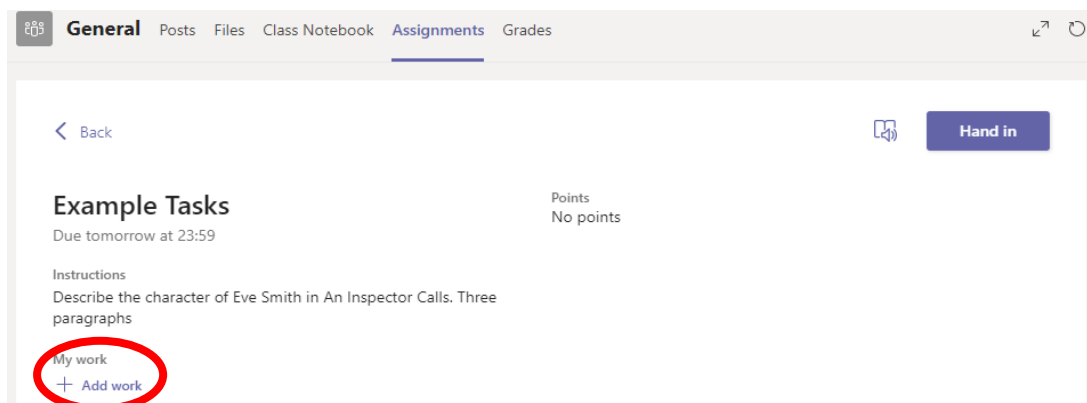
Your teacher can set assignment for you to complete. You can access this in two different ways. You can click the assignments button in the left-hand menu to see all the different assignments set by your teacher, or you can click into your class and click on the assignments button circled in yellow.





Click on the assignment to access the task.

To add your work, click on the add work. You can add a document that you have already been working on, or create a new one that you can do your work on. Your teacher will have given you some instructions on how to submit your work.





Make sure that you have your work attached. Click the hand in button. Your teacher can now look at your work and give you feedback if required.

1. Make sure your work is attached

2. Click the hand in button to submit your work to your teacher

This piece of work has been looked at by this student's teacher and been given some feedback circled in red. You can click on the file to open it and act on the feedback given to you by your teacher, before handing it in again.

great work - please see the highlighted parts that need to be rewritten

teacher, before handing it in again.

This piece of work has been looked at by this student's teacher and been given some feedback circled in red. You can click on the file to open it and act on the feedback given to you by your



If you need support or assistance please contact the academy on 0121 464 3931 or via email: heartlands.enquiry@e-act.org.uk