

Ashfield School



**REMOTE PROVISION
2021/2022**

Contents

Scenario 1: Whole year groups working from home (including school closure):	2
Pastoral Support.....	4
Children of critical workers and vulnerable children	5
Scenario 2: individual students self-isolating whilst school is “open”:	5
Students without access to technology (in the event of either scenario 1 or 2 occurring):.....	6
Support for students with SEND:	6
Scenario 1:	6
Scenario 2:	7
Logging in to Show My Homework – For Students	8
Show My Homework FAQ’s.....	9
Office 365 for Home.....	10
Accessing Office, email & files from Home	13
Accessibility.....	16
I want my device to read documents to me out loud.....	16
I want my device to type what I say.	17
Free Overlays	18



Remote Working Provision

Scenario 1: Whole year groups working from home (including school closure):

Whilst whole year groups are working from home Ashfield School will provide **live lessons, where possible, via Microsoft Teams.**

All classes have been set up on Microsoft Teams since the start of the academic year and we have provided ongoing **support for both staff and students** with the use of the technology.

Our aim is to deliver **part or full live lessons for all subjects**, with the exception of:

- PDE – for which there will be a weekly year appropriate activity set on Show My Homework. We will revisit content requiring adult input when students return to school.
- Core PE – for which there will be a HIIT Session video on Show My Homework set at the time of a student’s usual lesson, introduced live where possible by the class teacher.

These live lessons will start the **day after** all students have been asked to work from home (e.g. Year 11 asked to work from home on Monday, Teams lessons will commence on Tuesday).

Teams lessons will follow a **3 period day timetable over a 4 week cycle to ensure full curriculum coverage.** Lessons will start as per the below timeline and be 1hr 30mins long.

Start time	Week 1 lessons 1, 2 and 5
9.45	Session 1
12.05	Session 2
2.25	Session 3

Start time	Week 2 lessons 1, 2 and 5
9.45	Session 1
12.05	Session 2
2.25	Session 3

Start time	Week 1 lessons 3, 4 and 5
9.45	Session 1
12.05	Session 2
2.25	Session 3



Start time	Week 2 lessons 3, 4 and 5
9.45	Session 1
12.05	Session 2
2.25	Session 3

To access lessons students will need to be **logged into their office 365 account** (see guidance*) and from here they will be able to access their school email, accept the meeting invites for all lessons that week and then see their lessons on the Microsoft Teams calendar. If they double click on the meeting in the calendar and then press 'Join' a few minutes before the lesson starts they will be ready to go.

Please note, any **tutor time sessions will be communicated separately by Mr Carter**. These sessions will enable us to check in with students as appropriate. Students not accessing Tutor sessions will be contacted by pastoral teams.

Each week, there will be a **recorded assembly** from your child's Achievement Leader outlining expectations for learning that week. A link to the assembly will be emailed to both parents and students.

Whilst our staff will strive to provide the best support for our students, we recognise that not all students will be able to participate in live lessons as they happen. **All sessions will be recorded and saved in Teams (stored in the 'Chat') and will be available for students to access at a time convenient to them** (this video cannot be shared outside of the group).

Similarly, we must be understanding of staff who are unable to deliver live lessons due to unavoidable circumstances or illness. Where live lessons are not possible, work will be set by the class teacher on Show My Homework. This will also be the case if there are any technical issues during the live Teams lesson.

We have chosen to use Microsoft Teams as it is part of the school's Microsoft Office 365 package and is compliant with our safeguarding protocols. It has dedicated functions for educational settings.

- Student videos will automatically be turned off upon starting the session.
- Students will be able to use the audio function to take part in the lesson if they wish, as well as typing in the chat function.
- Teachers have the option to be visible to students but the focus will be on talking to students and explaining the work.
- Once students join a lesson they will enter the lobby and their teacher will let them in (please note this feature also allows staff to remove students if online behaviour is unacceptable)
- Students **MUST** access the Teams lesson via their school Office 365 account. If they use a personal email account they will show up as a Guest and will not be permitted entry to the lesson (this is for safeguarding purposes)

Microsoft Teams has great capacity for remote teaching and learning. It will run on all web-enabled digital devices, including desktop computers, laptops, and tablets. If needs must, it



will also work on any smartphone, although a small screen is more difficult to work with; the Microsoft Teams app is recommended if using a smart phone or tablet.

The parent and student code of conduct (see attachment*) for live lessons outlines essentials for online lessons, please ensure you read this with your child so that all expectations are clear from the start.

All remote learning information and updates will be emailed to both parents and students. An overview will also be placed on Show My Homework with all related guidance documents attached for reference.

Students can complete any work electronically or on paper whilst working from home.

Teachers will ask for specific pieces of work to be submitted to monitor progress and engagement whilst working remotely. How this work is submitted will be made clear in the lessons by the class teacher. Appropriate feedback will then be given depending on the work set and subject.

All contact between students and teachers should be via students' school email addresses.

If students unable to attend a live lesson are watching the video back later and have a question or need any **subject specific help then they can email their class teacher:**
firstname.lastname@ashfield.notts.sch.uk

If students have any difficulties in accessing the platform, they should watch the instructional video by Mr Flaxman on accessing and using office 365 from home by clicking this [LINK](#).

For any further IT issues you can phone the school 01623 455000 and speak to someone who will help resolve this.

Pastoral Support

For pastoral support you (or students) can email their tutors or year team:

Year 7: Year7_AL_AAL_PSO@ashfield.notts.sch.uk

Year 8: Year8_AL_AAL_PSO@ashfield.notts.sch.uk

Year 9: Year9_AL_AAL_PSO@ashfield.notts.sch.uk

Year 10: Year10_AL_AAL_PSO@ashfield.notts.sch.uk

Year 11: Year11_AL_AAL_PSO@ashfield.notts.sch.uk

Please be assured that the learning, safety and well-being of our students remains our top priority and that we are keeping our plans under constant review and in line with official guidance.



Children of critical workers and vulnerable children

Following DfE guidance the children of critical workers and those students identified as vulnerable may attend Key Worker School:

- Students will attend school from 8.55am until 3.20pm, with allocated breaks and lunches.
- Students will be based in Year bubbles around the school maintaining social distance.
- Lessons will be in sync with the rest of the year cohort so that there is a continuity of provision and learning.
- Students will have access to computers and attend lessons via teams joining their teacher and class.
- Additional learning opportunities will be supplied through tasks set on Show My Homework and other online platforms such as Dr Frost Maths and the lessons provided by Oak Academy.
- Support will be deployed to Year bubbles in school to support SEND students.
- Registers will be taken daily, and contact maintained with parents/carer regarding attendance.

Scenario 2: individual students self-isolating whilst school is “open”:

For self-isolating students in Years 7-10, students can access the “remote curriculum” with immediate effect. Students should go on to the school website and access the Student Portal using the icon at the top of the home page. From here students will be able to access all Faculty areas; there is a folder for each faculty area, and once opened students will find individual subjects broken down into year groups. These folders contain classwork for students to complete and send to their teachers.

Wherever possible and appropriate, students have access to materials that match the curriculum covered in school. However, we have needed to make some adaptations in some subjects.

There are a range of tasks to match what is being delivered in school. Many of the subject specific plans have links to lessons from the Oak National Academy – high quality government funded interactive video lessons specifically created for students self-isolating/working from home. These lessons contain a video to talk students through the content, an activity for them to complete and answers to allow them to see how they’ve done. Some have videos from exam boards or other educational groups. There are also Ashfield school produced lessons and PowerPoints that mirror the “remote curriculum” being delivered in school.

For students in Post 16 and Year 11, students will be set work by their class teacher, lesson by lesson, on Show My Homework or via email, in line with what is being taught in school.



These will often be the in-lesson resources with some additional supporting material e.g. a video to help fully explain the topic.

Whilst students are self-isolating at home, we recommend that they complete work on subjects in-line with their in-school timetable. Students should ensure they take breaks and lunch times, as they would in school, and move around when not engaging in remote learning so as to reduce screen time.

Please keep an eye on Show My Homework for any homework tasks that are set whilst students are self-isolating at home so that they can keep up to date.

Students can complete any work electronically or on paper. Keep students' teachers updated with work students have completed whilst at home by emailing them work or emailing a photo of any work completed on paper or any practical work at the end of each day. Appropriate feedback will be given depending on the tasks set.

All contact between students and teachers should be via students' school email addresses.

If students are unsure of the topic, where to start or need any subject specific help then they can email their class teacher: firstname.lastname@ashfield.notts.sch.uk

For any IT issues you can phone the school 01623 455000 and speak to someone who will help resolve this.

For pastoral support you (or students) can email their tutors or year team:

Year10_AL_AAL_PSO@ashfield.notts.sch.uk (swap the number for the appropriate year)

Students without access to technology (in the event of either scenario 1 or 2 occurring):

If your child does not have access to a suitable device please contact school and we will try to support with this. Please contact your child's year team and they will arrange a pick up slot for you to collect the allocated device.

For shorter periods of absence workbooks and revision guides are available to all who don't have access for all assessed subjects. Your child's PSO will arrange the delivery/collection of these if needed when contact is made regarding their absence.

Support for students with SEND:

Scenario 1:

- All SEND students attending Key Worker School will have a separate break out space
- SEN profile link will be highlighted to all staff on Key Worker School rota with extra info sent to relevant staff for individual students as appropriate.
- Students requiring additional support will have a 1:1 allocation
- Inclusion staff will differentiate work and will set work on SMHW rather than live lessons



- Microsoft Teams support - for students who are too anxious (SEND related) to access mainstream differentiated work packs will be sent out
- Safe and well checks will be completed weekly by key workers – with any issues with accessing learning passed on to Year teams.
- Students in our Alternative provision or some SEN students with ECHPs will be offered a 1:1 provision, taking place in school where appropriate.

Scenario 2:

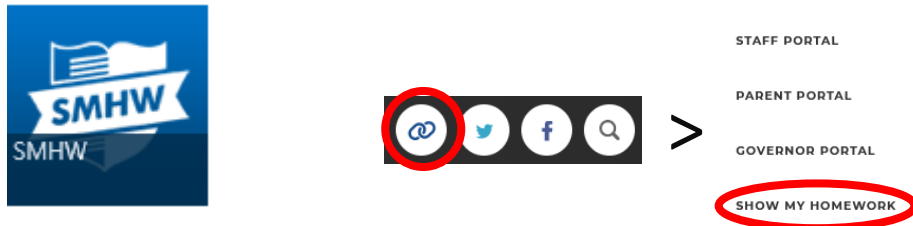
For students who are not able to work remotely due to the nature of their SEND, differentiated work packs have been collated by our inclusion department. Your child's PSO will contact the SENCOs when they are aware of your child's absence and your child's key worker will contact home to discuss the work to be completed. Each student will need different support and bespoke plans will be put in place to ensure your child can still access the curriculum whilst self-isolating/working from home. Students will receive calls from their key worker (via the phone or on Microsoft teams) to continue the support, where possible, as they would if they were in school.



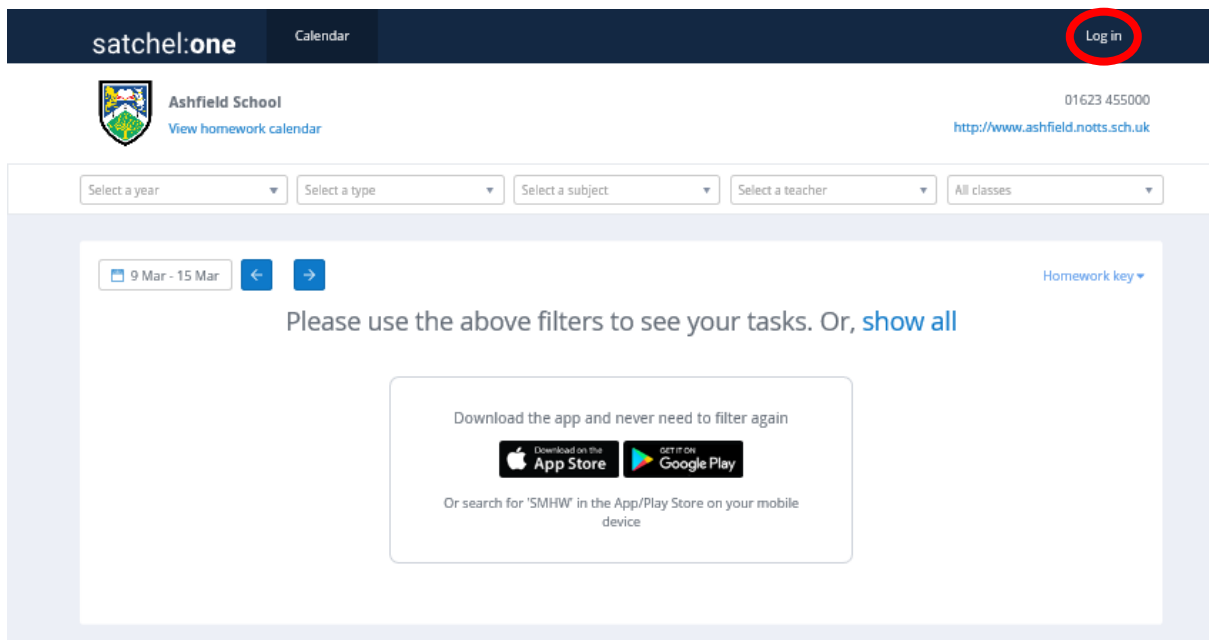
User Guides

Logging in to Show My Homework – For Students

Click on the link to SMHW found on either the Student Portal or in the Quick Links menu of the main school website.



Click on the “Log in” link in the top right corner of the page that appears.



Click on the “Student” button and enter “Ashfield School” in the “Search school” field if it is not already visible and then your usual school logon name in the “Enter email address or username” and school password in the “Enter password” fields.



The screenshot shows a login form with the following elements:

- Login** header with a [Forgot password?](#) link.
- Three role selection buttons: **Staff**, **Parent**, and **Student** (highlighted with a red circle).
- Two radio buttons: I already have an account and I don't have an account yet.
- Input fields for:
 - School name: Ashfield School
 - Username: NameUsBY18
 - Password: masked with dots and a visibility toggle icon.
- A blue **Log in** button (highlighted with a red circle).

Click on the “Log in” Button

[Show My Homework FAQ's](#)

Q: When attempting to log in I get the error “Incorrect details. Please try again or reset your password.”

A: Ensure that you enter the same username and password that you use to log into the computers in school.

Q: I have tried resetting my password on SMHW and it won't let me log in with the new password.

A: As your SMHW account is linked to your school computer account the password reset link on SMHW does not work. Use your school computer password instead.

Q: I have entered my email address in the “Enter email address or username” box and it won't let me log in.

A: SMHW has only been set up to recognise your school username. Enter the same username you use to log into the computers in school instead.

Q: I have an issue with my account that isn't covered above.

A: Contact the School's SMHW support email address smhwsupport@ashfield.notts.sch.uk

Q: How do I use the public calendar to view my homework?

A: The public calendar is no longer available. Please sign in with your account to view all homework tasks.



Office 365 for Home

Go to <https://office.com>



Sign in with:

<your school username>**@AshfieldSchool.OnMicrosoft.com**

Use your school password:



Sign in with your work or school account

stonthco11@ashfieldschool.onmicrosoft.com

•••

Keep me signed in

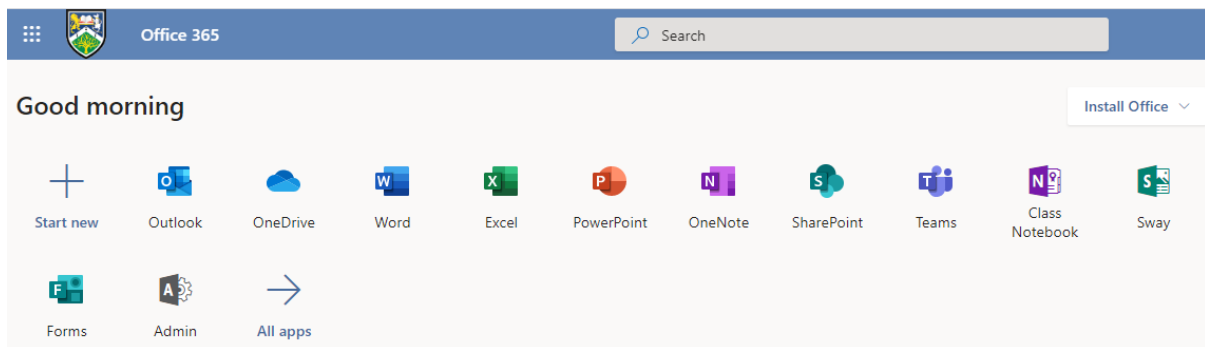
Sign in

[Can't access your account?](#)

This will take you to the download page.

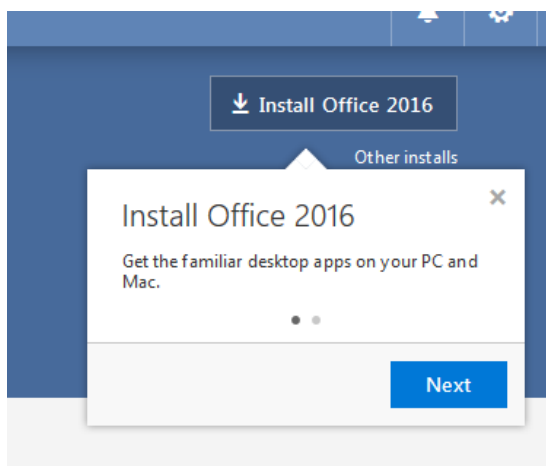


From here you can either use **Office Online** (using the buttons at the top of the page),

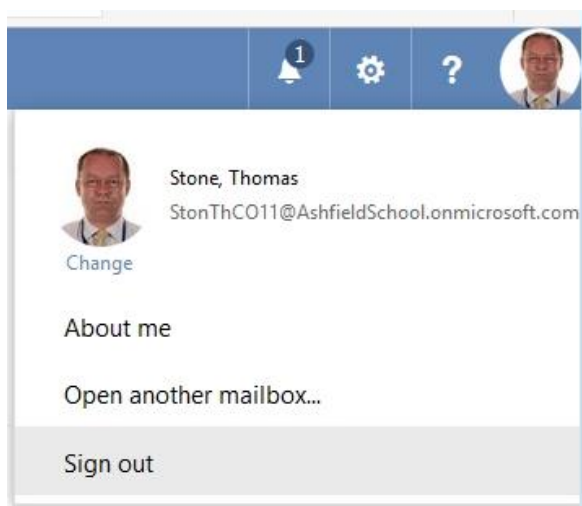


or click the '**Install Office**' button and the Office package will download and install to your home PC or Mac.

Please note! This will install the full version of Office, and although the download will continue in the background it will transfer a substantial amount of data (approx. 600-700Mb).



To log out, click the avatar, top right:



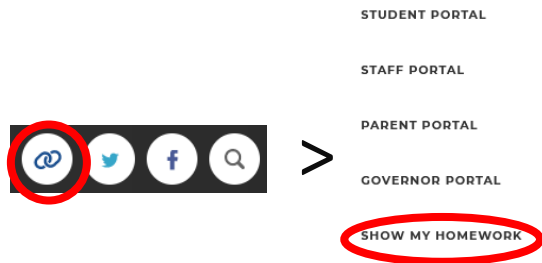
When you start one of the Office programs for the first time you will need to sign-in by re-entering the same details that you put in on the website above.

This installation is valid for as long as you are at Ashfield School. When your network account is disabled/ removed the installation will no longer be valid and you will be required to either uninstall or purchase it.



Accessing Office, email & files from Home

Go to the school website: www.ashfield.notts.sch.uk, and sign in to the Student Portal



Sign in with:

<your school username>**@AshfieldSchool.OnMicrosoft.com**

Use your school password:



Sign in

stapbrha18@AshfieldSchool.OnMicrosoft.com

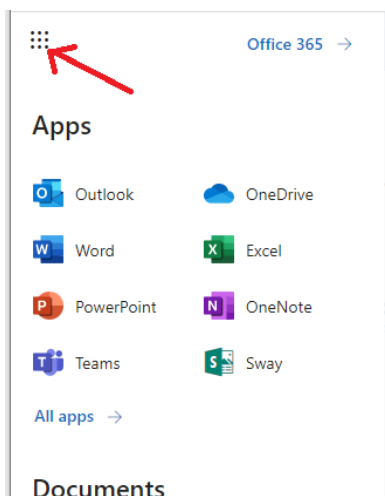
[Can't access your account?](#)

[Sign-in options](#)

Back

Next

From here, using the button on the top left you can access Office online:

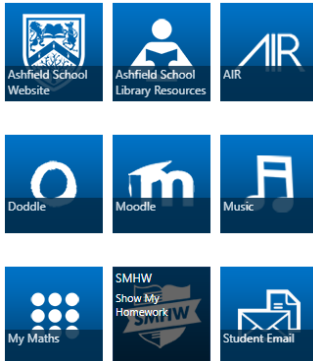


Work online using Word, Excel and PowerPoint, saving your files to your OneDrive area.



On the right you have access to the links allowing you to get to SMHW, e-mail, and other resources.

Useful Links



If you need to download files from your H drive, use the Home Access Plus

Network Access



Log in using your school username and password:

Home Access Plus+

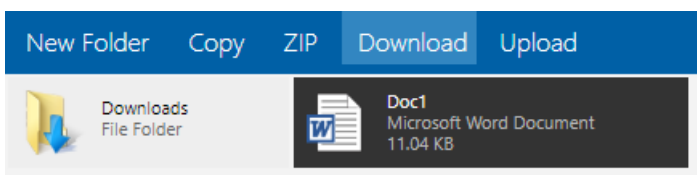
Access your School From Home

Username:

Password:

Login

Navigate to the files you want and click the Download button.



This will download it to your home computer. You can then edit it and save it back to your OneDrive or upload it back to the network (using the upload button)

It's much easier to copy files and folders to your OneDrive and work from there, use HAP+ to get any files you are missing!





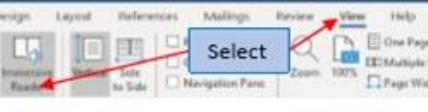
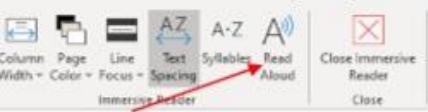







Accessibility

I want my device to read documents to me out loud.

Sometimes hearing what you have had to do or listening to your work read back to you is helpful. Here are some ways to make your devices read text to you.

Please note: If you are using a laptop that has been provided by the Government, you will not be able to download any apps so you will have to use the online features.



I have access to a computer with internet.	I have access to an iPhone or iPad and I want to use built in settings.	I have access to an Android tablet or Smartphone and I want to use built in settings.	I have access to a Smartphone or Tablet with internet access.
<p>Go to office.com and sign in using your school username and password.</p>  <p>When you see this screen you can either install the apps or use through the internet.</p>  <p>If you click this button the start speaking your speech will turn into text on the screen. You may need to give it a few seconds to catch up with you</p>  <p>In the [view] menu, click on [immersive reader]</p>  <p>[Read Aloud] will read the text for you.</p> <p>You can edit the other options to make the text easier to read.</p>	<p>You can change the settings on your device to allow you to select text and read it aloud. In [Settings] select [General] then [Accessibility] the turn on the [Speak Selection] toggle.</p>  <p>Now just select text and click [speak] and Siri will read to you.</p> 	<p>Open your device's Settings app .</p>  <p>Depending on your device select [Accessibility] or [Language input], then [Text-to-speech output].</p> <p>You can adjust options and choose whether you want Google or your device to do the reading.</p> <p>Now you can select text and in the extra options select read aloud.</p>  <p>What is Bite:</p> <p>BBC Bitesize is a free resource designed for revision and homework support</p> <p>Bitesize provides support for learners aged 5 to 16+ across a wide range of school subjects. It also supports children and young people's wellbeing and career choices. From April 20th Bitesize will be publishing daily lessons to help students across the UK with home schooling.</p> <p>Bitesize guides are written by teachers and</p>	<p>Apple App Store</p>  <p>Download NaturalReader You can add files to read and you can change the speed that it reads to you</p> <p>Android Play Store</p>  <p>@Voice Aloud Reader You can open files or copy and paste text to read.</p> <p>iPad or Android Tablets</p> <p>Download the Word App and sign in with your school email address.</p>  <p>Select [View] and then toggle [Immersive Reader] You can read text aloud and change lots of option</p>
<p>All the Microsoft Office Apps are included with your school login so they do not need purchasing. Natural Reader and @Voice Aloud Reader are free but do contain adverts and in-app purchases so check with an adult that it is ok to use them.</p>			











I want my device to type what I say.

If you aren't fast at typing or need to read and type at the same time it can help to just say what you want and let your device type it for you.

This can help if it takes you a long time to write things down or you find it easier to say what you mean. Give it a try and see if it helps.

Please note:
If you are using a laptop that has been provided by the Government, you will not be able to download any apps so you will have to use the online features.



I have access to a computer with internet.	I have access to a smartphone or tablet but I don't have access to the internet.	I have access to a tablet with the internet.	I have access to a smartphone and internet.
<p>Go to office.com and sign in using your school username and password.</p>  <p>When you see this screen you can either install the apps or use through the internet.</p>  <p>If you click this button then start speaking your speech will turn into text on the screen. You may need to give it a few seconds to catch up with you.</p>	<p>Select somewhere you want to type and select the dictation button. When you talk the words should appear in the screen.</p> <p>iPad/iPhone Dictation</p>  <p>Android Dictation</p> 	<p>Download the Word App and sign in with your school email address.</p>  <p>Near your keyboard is this </p> <p>Open your document in the Microsoft Word App and click where you want to type then select this button and speak.</p> <p>Select somewhere you want to type and select the dictation button. When you talk the words should appear in the screen.</p> <p>iPad/iPhone Android</p> 	<p>Download the Word App and sign in with your school email address.</p>  <p>Near your keyboard is this </p> <p>Open your document in the Microsoft Word App and click where you want to type then select this button and speak.</p> <p>Select somewhere you want to type and select the dictation button. When you talk the words should appear in the screen.</p> <p>iPad/iPhone Android</p> 



Free Overlays

This site is allowing free overlays for computers - a great help for those with dyslexia:

<https://www.aurelitec.com/colorveil/windows/>

