

Educational Provision – Home Learning



To support your child in their blended learning this guide will take you step by step through the process, covering the type of work they will receive, help to log on and guidance for accessing the remote platforms.

In any year group, there may be students needing to shield/isolate at home. If your child is shielding/isolating, their class teacher is aware and will ensure that lesson resources are placed onto Firefly for your child to access.

We ask that students follow the structure of their normal timetable.

Classwork and homework will be set on Firefly/ MS Teams and, if necessary, via email.

Students will also need to access MS Teams/Zoom for 'live' and pre-recorded sessions.

What are the expectations for students' engagement with remote education?

Students are required to:

- engage with their subjects according to their normal timetable
- take part in all live sessions where possible
- complete their online learning to the best of their ability and upload or send completed work to their teachers
- ask for help from their teachers if they are experiencing difficulty with the work
- conduct themselves in an appropriate manner during live sessions following the school behaviour policy and acceptable use agreement at all times

How can parents and carers provide support at home?

Where possible please ensure that children:

- follow set routines at home to support their education
- are ready to start their lessons for 9.15 am each day
- log onto Firefly and the school email system to access their work and the links for any live lessons
- ensure that they have a set space where they can do their work and one where they can take their breaks
- avoid having devices such as phones nearby when they are working
- stick to their school timetable as much as they can – including breaks
- ask for help if they are having difficulty

What will the class work be like?

We are offering a blended approach to remote learning which may take the form of:

- watching and participating in a 'live' lesson on MS Teams / Zoom
- watching a recorded lesson or video including Oak Academy, Youtube resources or a pre-recorded lesson from our own subject specialists
- reading, making notes, summarising information
- a Power Point to work through
- an assignment or activity to complete

- tasks to complete in a pre-made workbook
- exam or past-paper questions to complete
- a quiz or interactive game on Mathswatch, Seneca Learning or other learning platforms
- researching a new topic

In some subjects, the student will be asked to submit the work to the teacher via Firefly/MSTeams/email or keep it safely until they return to school. The work should take approximately the same length of time as the lesson(s).

How will your child's learning be checked and how are parents informed if there are concerns?

- Student's engagement will be monitored regularly by class teachers and the pastoral team
- A register will be taken by teachers for live sessions and Firefly task engagement will be monitored to ensure tasks are completed

Should there be any concerns with your child's engagement with their work, a member of staff will contact you by phone or email.

How will student's work and progress be assessed?

- Students will receive regular feedback. This may take the form of whole class and or individual feedback. Feedback will tell students what they are doing well and give them points for improvement
- Within live sessions, immediate feedback will be given to students orally through questioning
- The majority of work will be self-assessed by students with answers being provided by teachers
- Where possible teachers will aim to reply to student emails relating to work set on their working days and during school hours Monday to Friday
- Teachers may deliver a session through Microsoft Teams and set work to be completed through the remainder of the lesson. This work may be handed in electronically using the assignments function in Teams or teachers may ask students to email it to them

What additional support is provided for students with particular needs?

SEND learner needs are known and accommodated predominantly by the class teacher offering a quality first approach to their remote learning offer. This for example takes the form of targeted questioning, signposting additional or differentiated resources, emailing individuals and small groups with further support.

In addition, the Inclusive Support department works in a bespoke manner with SEND pupils and their parents, as appropriate to need. This takes on a variety of forms including:

- regular and purposeful communications with pupils and/or parents
- organisation and dissemination of differentiated work in collaboration with the relevant class teacher/Heads of Department
- differentiating and supporting students/parents with the organisation of completing tasks
- signposting to further relevant resources including Oak Academy
- sending printed resources and non-white versions of worksheets home
- providing literacy enhancing resources e.g. Lexia
- Teaching Assistant attendance on teacher led MS Teams live messaging

- organisation and direction of additional outside agencies to support individuals
- referrals and signposting to further agencies and health care professionals including CAMHS

Parents are advised to contact their child's key workers for support as required or directly to baileyj@maghullhigh.com

What if my child does not have any paper or pens at home?

Students will be provided with a pack of equipment if sent home during the school day with a jotter and stationery to continue their learning. Please contact school@maghullhighschool.com if there are resources that are still required that you are unable to provide.

What if my child cannot remember their email address or password?

Students can access both Firefly and MS Teams using their normal school log in details which is their surname followed by the first letter of their Christian name, full stop followed by their year of entry to school e.g. millsj.20@maghullhigh.com

If a student cannot remember their log in details, they should email ITSupport@maghullhigh.com

Students should check their email daily for added instructions or live learning invitations from staff.

What if my child cannot access MS Teams?

MS Teams is accessed through Microsoft Office using your child's school email address and password. The school website and Firefly has the link to MS Teams and instructions.

If you cannot get onto MS Teams, please call the school office on 0151 527 3955 / 0844 477 3438 and an IT technician will get back to you. Alternatively, you can email ITSupport@maghullhigh.com

What if we have no internet access at home?

Please inform the school by calling 0151 527 3955 / 0844 477 3438, a member of the school pastoral team or senior leadership team will then contact you to give support.

What if we don't have a printer at home?

Don't worry, the vast majority of the work is online or in an editable format so that your child can work on the document, save it and send it to their teacher without the need to print. Other activities can be done on paper and kept safely until your child returns to school.

If there is a specific activity that you cannot do without a printer, please email the teacher directly for support or call the school so that work can be collected.

What if my child gets stuck or has a question for the teacher?

Your child can email their subject teacher for help at any time. They can also post a question directly to the MS Teams subject page when the live messaging is activated by the teacher.

How do I access Microsoft Teams and Firefly?

The school website homepage contains a **Home Access** tab to access Office 365, Firefly and contains the user access guides.



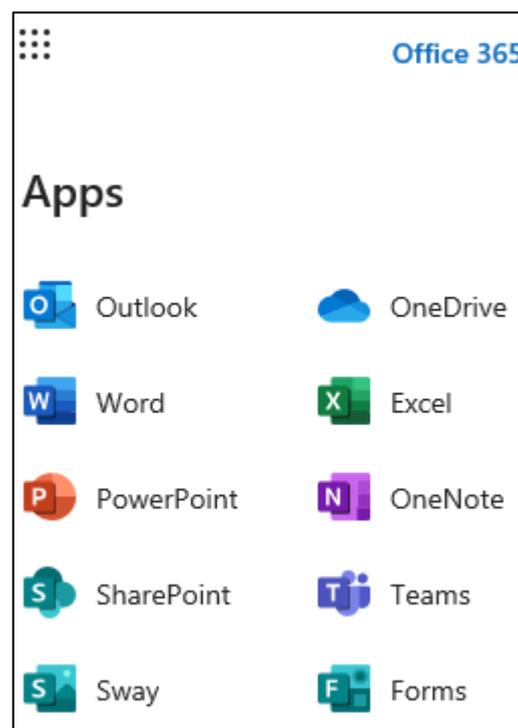
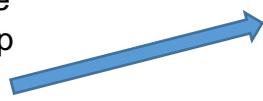
How do I log on to Firefly (VLE)?



Open up your school email. There are 2 ways of logging into Firefly. Go to school website, www.maghullhigh.com and click on the Home Access button. Also you can type into a browser <https://maghullhigh.fireflycloud.net>. You will need to click on Office 365 box on the right hand side of the window. Firefly will now load and take you to the homepage. Students click onto the **Resources** tab to access work in their subjects. The **Tasks** tab is used for homework only.

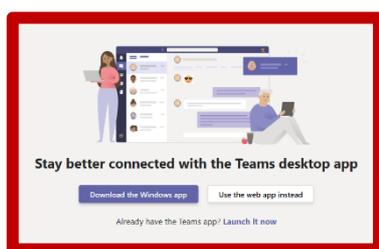
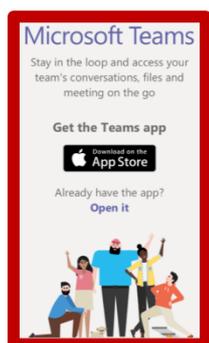
How do I log on to MSTeams? Through Office 365 or Firefly

Click the 9 dots in **Office 365** to view the Teams tab and join using the Teams app or the web app. Please note the app creates easier accessibility.



Stay better connected with the Teams desktop app

Get the Teams app Use the web app instead



Or join through **Firefly** by clicking the MSTeams button on the Firefly homepage (please note you must log into Office 365 for this to load automatically).

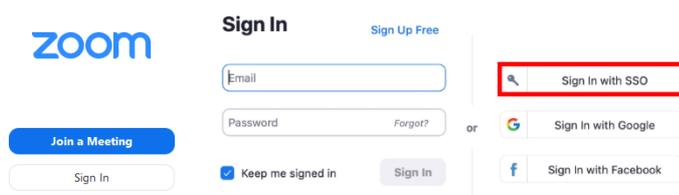


1. Open your internet browser (e.g. Google Chrome) and type www.office.com

2. Sign-in to Microsoft Office using your school email address and password. If you cannot remember your password follow the guidance on the previous page
3. From the Microsoft Office homepage, you will be able to select the Teams icon.
4. Your child will have a different 'Team' for each class they belong to. Click onto a Team to look inside it. This is where the student will be able to live message their teacher or join video calls for live lessons when their class group is activated by the teacher.

How do I access Zoom for live learning?

Type Zoom into your internet browser and sign up by adding your child's school email address and password. Students will receive invitations via their school email to join live learning.



How can I access using other devices?

Download the following mobile apps for easy access to live sessions, class work set through MS Teams and your personal files:

- OneDrive <https://www.microsoft.com/en-gb/microsoft-365/onedrive/mobile>
- MS Teams <https://www.microsoft.com/en-gb/microsoft-365/microsoft-teams/download-app>
- Zoom <https://zoom.us/download>

How can I access using my X Box or Play Station?

X Box:

1. Plug a keyboard into the X box USB slot
2. Go into my games and apps
3. Find Microsoft Edge and select
4. Type in <http://www.maghullhigh.com/RemoteServices/index.html>
5. You can then access you remote learning information on the school website.
6. To move around the site, use the X Box control or plug in a mouse

Play Station:

1. Identify the Play Station internet browser icon (it is WWW with dots around it)
2. Press the PS4 logo on the controller
3. Go to the library and find options for games and applications
4. Go in to applications and you will find the internet browser
5. Type <http://www.maghullhigh.com/RemoteServices/index.html>
6. You can then access you remote learning information on the school website.

How can I improve my computer skills to help with remote learning?

Please access the Remote Learning Support page on Firefly via the Resources tab. This will be updated regularly and currently contains pages on using school email and MS Teams, including a student guide to using the assignment function.

