



Darrick Wood School

A student guide for teaching and learning at home, including homework and assignments

How do I know there is a live lesson, and how do I join it?

You'll receive an email invitation to an online class meeting from your teacher or other staff member. To accept it, just click the green check-mark in the invitation.

There are several ways you can join your online class when it starts.

If you have Teams open, once your teacher begins the meeting, you'll see a pop-up notification at the bottom right corner of your screen announcing the start of the meeting. Select Join to join the meeting.

You can also go to your Teams calendar. All of your online meetings (live lessons) are listed there. To join a meeting, double-click the meeting, and then select Join in the upper right corner.

Right-click the meeting in your calendar and select Join online.

Depending on how the meeting has been set up, you might need to wait to be admitted to the online class. If so, you'll see a message letting you know that you're currently in the meeting lobby. Your teacher will admit you shortly.

What is expected of me during live lessons, and what should I be aware of?

Here are some expectations, alongside the usual school rules that apply, that will help your online class proceed smoothly. All usual school rules apply to Live Lessons, just as they would with in-school lessons.

When you join the meeting, make sure you turn your video camera and microphone off. To do this, click the microphone and video camera sliders so they are both set to off, at all times.

Your teacher will set up the meeting so everyone is muted and cameras are off at all times. You must not change this.

The lesson will be recorded, and any communication or actions taken online will be recorded in addition.

Use the meeting chat to ask questions. Your teacher will likely expect you to 'virtually' raise your hand, but a common way is to click the Chat icon in the meeting, then type Hand up or Raising hand. Then wait for the teacher to ask you to type in your question.

During this time, students are expected to adhere to the school's usual behaviour code. This includes being professional, typing/writing/speaking politely and respecting other members of the school community.

Since Teams sits within the school's IT system, it can be monitored in the same way that students' activities within the school building are monitored.

Students' use of Teams during periods of school closure is governed by the school's usual E-safety and Acceptable Use policy, details of which are available on the school website.

Students may contact their teachers through the school email system and also through MS Teams. It will

not be manageable for students to have contact with every teacher every day, but teachers will be in regular contact with students to ensure that they are completing work, receiving feedback and being given access to any necessary resources.

It is students' responsibility to complete the work or communicate to their teachers why it is not completed. Teachers will report any students who do not complete work to subject leaders and/or form tutors.

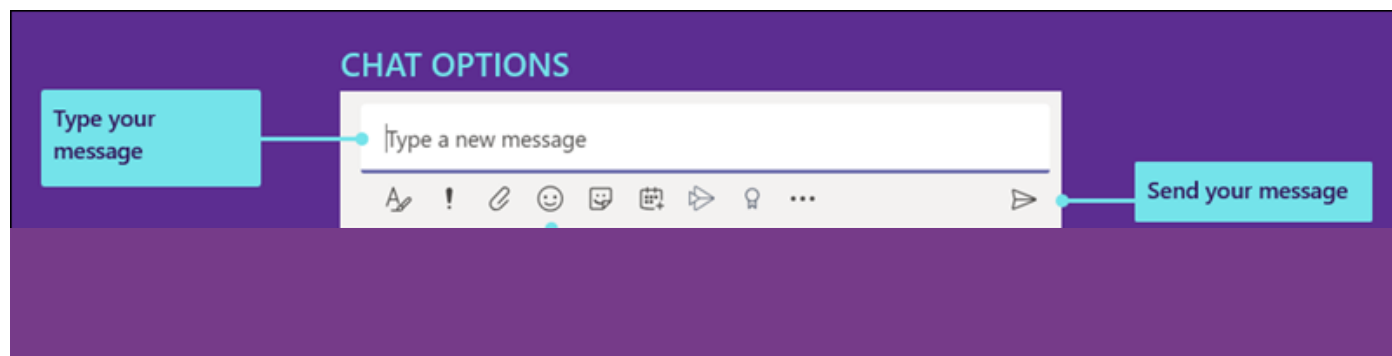
How do I participate in an online class?

When you join your online class, you'll see several controls that will help you interact and participate with your teacher and other students (when allowed).

To use the online class chat, click the Chat icon.

You can type your message in the chat box, insert text or emoji, and send your message. Be sure to follow the DWS and teacher's rules for what types of messages are appropriate for your online class.

You can use the chat feature during your online class.



How will I access my learning from home?

Check [Teams](#) every school day and you should find your teachers have set you a live lesson to attend (available in the Teams Calendar), some home learning and assignments to complete. You can also complete your home learning / assignments on [Teams](#), and upload it to your Teams for your teachers to see.

Why is this important? It is important you have a routine. Checking what work there is to do every day will help you plan your time and your learning.

Do I have to complete the work?

Yes, you must try your very best to complete all work and assignments by the deadlines set. Teachers will monitor the work you do and will expect it in on time.

Why is this important? Because it's important to carry on learning as best we can, and we are doing our best to help you with that. Homework and assignments will help support your learning, either extending your learning from lessons or preparing you for the next area of your learning.

How should I complete my work?

Most home learning, homework and assignments set on Teams should also be completed on Teams. Complete your learning to the best of your ability. Do not worry if you find some things difficult or you get stuck, all we ever ask is that you try your very best. You should try to find somewhere to work that is free from distractions, and where you can access your books and resources. Keep your work neat – give it a title and a date where you can.

Why is this important? It is important that you maintain a routine as this will help you and your parents/carers with organising your learning at home. Using Teams to upload and submit work keeps your work organised and means that you and your teachers can look back over the work completed, and give you feedback as and when required.

What if I don't have access to a computer?

You can download the app for Teams on a tablet or mobile phone. You can also [install most of Office 365](#) (including Word) on a smart phone or tablet too. If you do not have access to a computer, tablet or smartphone, [please email the school](#). The email address is office@darrickwood.bromley.sch.uk

Why is this important? We need to know if you are having problems accessing the work so we can support you in another way.

Where can I find additional support and resources?

There is a huge amount of online learning that you can do yourself. We have compiled a list of useful websites and learning platforms for all subjects and key stages. [You can find this on the school website here.](#)

Why is this important? You may find you can quickly complete the learning set by your teachers and would like the opportunity to extend yourself further. You might also enjoy learning in a different way, such as watching a documentary. You could get bored and doing something new and keeping your brain active is really important. It will help to keep us healthy and help to look after our mental wellbeing.

What do I do if I cannot access the internet to do my work?

Please contact the school asap, or ask a parent or carer to contact the school.

What do I do if I am worried about myself or someone else?

If you are worried about yourself or someone else while the school is closed then you can do one of the following things:

- Talk to someone at home and tell them about your worries
- Message a friend
- From your school email address, you can email safeguarding@darrickwood.bromley.sch.uk and explain your worries
- Use the information on the school website about mental health and wellbeing: www.darrickwood.co.uk
- There are organisations that can support you – for example you can ring Childline on 0800 1111

Why is this important? It's always good to share any concerns you might have so that you can get help and support