



## DRAYTON MANOR HIGH SCHOOL

### Remote Learning Setup for Year 11-13

To support students that are self-isolating due to COVID-19, we have prepared an online platform for remote learning that will allow students to keep up to date with their education until they are able to re-join us at school.

While at home, students will continue to follow their current timetable which they can find on the calendar within Microsoft Teams. If your son/daughter is new to using Microsoft Teams, there are some helpful links below to support them getting started.

Link to setting up your account from home

<https://www.draytonmanorhighschool.co.uk/download/ls-office-365-student-login-april-2020-teams-only-accounts-1-.pdf>

Link to a guide for using Microsoft Teams on your device

<https://www.loom.com/share/6b4aa88076d847e0a72647d32307a584>

Once logged into Microsoft Teams, students should follow the steps below

1. Find their calendar on Microsoft Teams and locate the next lesson/tutor session they are attending
2. Click the meeting invite on the calendar and then select 'join meeting'. They will then be placed in a 'virtual lobby' until their teacher admits them
3. Once admitted, students will be able to view the lesson resources being delivered and will be able to hear the teacher's explanations, instructions and key questions. They may find that they are on mute while students in the classroom are working independently
4. Students can 'raise their hand' virtually on Microsoft Teams if they wish to ask a question. They can also comment on the General conversation or the meeting chat if they are unsure. Please note, the teacher may not respond immediately

The lessons will be recorded and automatically saved to the Microsoft Team files. This will allow students to go back over and review anything they have misunderstood.

Students will still be expected to complete all homework set through Show my Homework.

If you have any queries regarding remote learning, please email the school at

[imsoffice@draytonmanorhighschool.co.uk](mailto:imsoffice@draytonmanorhighschool.co.uk) contact the school reception on 020 8357 1900.

Kind regards

Drayton Manor High School