

The Unicorn School
Remote Learning
Handbook
Sept 2021



This booklet has been designed to support you if your child needs to work from home. It has been written to provide clarity around how The Unicorn School will facilitate effective home learning and ensure all pupils have access to the full curriculum.

There are a number of reasons that your child might need to access learning from home. These include:

- They have to self-isolate
- Their year group has to self-isolate
- The Unicorn School needs to close for a short-term period
- There is a longer term local or national lockdown

We have prepared extensive contingency plans which cover all of the scenarios above and are confident that we are in a strong position to deal with each one effectively and ensure all pupils are supported and challenged.

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Home learning scenarios

What happens if...

Your child has to self-isolate?

- Notify the school to report if your child is unwell, isolating or has been sent home with Covid-symptoms.
- Staff will be notified that your child is self-isolating and that they need to access lessons remotely.
- Your child will be able to access their normal timetable through Microsoft Teams each day, if they are well enough to do so.
- Pupils will be expected to keep up with work when absent from school (health permitting) and will be expected to attend remote lessons and complete the work set.
- Most work will be set via Teams Assignments and can be returned this way. If needed photographs of work completed on paper can be sent by email or Teams Chat to the relevant staff.
- Please contact your teachers or your form tutor if there are any problems.

Your child's year group are sent home?

- In the event that a year group is sent home, the school will communicate with you via email
- The current timetable will continue for those year groups isolating and they will access lessons and work through Microsoft Teams as above

The school is shut and all students are working from home?

We will follow the same procedures as with a year group or multiple year groups in isolation (see above).

Please note: we will follow government guidance as to the provision of supervision for vulnerable children and children of Key Workers.

In all three of the scenarios outlined above, teachers will:

- continue to teach the curriculum as planned in school using Microsoft Teams
- be responsible for their classes and deliver lessons on Microsoft Teams
- share any resources needed via Microsoft Teams
- the expectation is that all pupils attend all lessons
- use Teams Assignments to indicate to pupils any classwork/homework that needs to be submitted
- give feedback on submitted work either written or verbal in a timely manner
- Send e-postcards and emails to praise work and effort.

Pupil expectations:

- Log in to all lessons on time
- Complete work to the best of their ability
- Follow instructions about returning work
- Follow guidance on appropriate behaviour in live lessons
 - Remain on mute unless asked to speak
 - Use the chat appropriately for work related conversations only
- Act on feedback

Pupil protocol Microsoft Teams Lessons

If a teacher invites you to a Microsoft Team meeting you will need to:

- Follow the instructions set by the member of staff and accept the invitation
- If you are asked to remain muted or to only use the voice functions
- You should be in a public room ie. living room/ kitchen wherever possible
- Make sure you are appropriately dressed
- Do not amend any settings unless asked to do so by the teacher
- Do not make recordings of the session
- Be yourself and respect others
- Only use the chat for work related conversations
- Engage and actively participate with your lessons

Accessing and submitting work

You can access your Unicorn OneDrive, email, Microsoft Teams and other Microsoft 365 applications when you are not in school. You just need a PC, Apple Mac or any mobile device with an internet connection.

Where possible we would advise using the Desktop Application rather than the Browser version as they have greater functionality.

To log into the Microsoft 365 via a browser you can use this link.




[Office 365 Login | Microsoft Office](#)

You will need to enter your school email address and password.

These are the same as what you use to log into the network when you're in school
e.g. joe.bloggs@unicornoxford.co.uk

Accessing Teams, OneDrive and Email

When you've logged in successfully, you can view your email, see your OneDrive files and access Microsoft Teams by clicking on the appropriate icon.

	Microsoft Outlook for email
	OneDrive for your files
	Microsoft Teams to access assignments/lesson

Accessing Help with Remote Learning

For Pupils

- The Unicorn School has its own YouTube channel where help videos are posted.

[The Unicorn School on YouTube](#)

- Help sheets will be emailed to pupils and posted in Class Teams to provide additional support.

For Parents

- The Unicorn School has its own YouTube channel where help videos for parents are also posted.

[The Unicorn School on YouTube](#)

Online learning

The following websites are available to you for further study. Teachers may set work to complete on them.

Mathletics A range of maths activities for all year groups. Mathletics United Kingdom Empowering Maths Learning Online You have been given your username and password for mathletics – if you have forgotten them your class teacher or maths teacher will be able to give it to you.	www.tassomai.com (Science revision for Y10 & Y11) – Use own log in details – ask science teachers if you're not sure https://corbettmaths.com (Maths revision for Years 10 and 11) www.bbc.co.uk/bitesize Oak National Academy Online Classroom (thenational.academy)
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TTRS (Touch Type Read & Spell)

This software is used to assist pupils in learning to touch type throughout the school.

[TTRS](#)

Your one-to-one teacher or Study Skills teacher can give you your username & password if you have forgotten them.

The Unicorn School Remote Learning Offer

We are committed to providing a challenging and rigorous remote learning experience for all pupils. They will have access to the full curriculum throughout.

Sufficient, purposeful work

- Regardless of the scenario, pupils will follow their normal timetable. The work set will follow the curriculum and help move learning forwards.
- All work will be uploaded onto Teams in advance of the lesson.

Remote Learning Strategies

Lessons will follow the remote learning principles proven to support pupils' learning (Education Endowment Foundation, Apr 2020)

When implementing strategies to support pupils' remote learning, or supporting parents to do this, key things to consider include:

- Teaching quality is more important than how lessons are delivered
- Ensuring access to technology is key
- Peer interactions can provide motivation and improve learning outcomes
- Supporting pupils to work independently can improve learning outcomes
- Different approaches to remote learning suit different types of content and pupils

Live delivery

- Live delivery is used for the majority of our lessons. These lessons will typically be no more than 50 minutes long. The lesson may explain new content, model processes or give feedback as well as acting as a chance to answer questions and address misconceptions. Pupils will also have an opportunity to work independently and may leave the online meeting and return nearer the end to go through the work they have done. These sessions are run via Microsoft Teams.

Feedback and Assessment

- Teachers will ask you to return assignments in Microsoft Teams or send work or photographs by email or Teams Chat
- They will offer feedback in line with the school's marking policy

Remote support available

- Class teachers and form tutors will have daily contact with their class
- ELSA, Speech Therapy and Social Skills groups will take place as normal but using Microsoft Teams

How can I support my child?



Organisation and routines

- Encourage a clear framework for working at home, which mirrors the timings of the school day as closely as possible to keep your child in a routine.
- Get them into the routine of **logging on to Teams on a Monday morning**
- Make sure they have materials to hand and that the work they are completing each day is being kept safe and organised.
- Remind them to shut down and charge their device overnight to ensure it is updated and fully charged for the next day

Motivation and focus

- Make sure that there is designated, quiet place for working and that distractions are minimised.
- Discourage them from using music; watching television and using their phones whilst studying.
- Limit access to social media and phones during working hours to maximise focus and minimise distractions.
- Encourage regular breaks between 'lesson slots' to break up the work.



Healthy body and mind

- Encourage exercise, healthy food and getting fresh air each day.
- Encourage healthy sleep routines and getting enough rest to help them sustain their focus during learning.



How else can you help?

- Ask your child to review what they have done each day with you, ticking off what has been achieved and asking them to explain what they have learnt. Explaining to others is a proven strategy for helping to make learning stick.

- Ask them if they have any questions or have encountered any issues and use the published contact information to contact teachers if necessary.
- Offer praise, encouragement and feedback.