



LEARNING IN LOCKDOWN

Expectations for a typical 'on-line' day at our Virtual School

If we find ourselves back in lockdown - every day you must follow your 'normal' school day, just online using Firefly.

If school is ever closed, all lessons will be online for students in all year groups. Students will continue to follow their normal timetable to give them access to their full curriculum. Children can always access their timetable when they login to the firefly platform.

Should we go into a lockdown your child should attend a Virtual Roll Call via Microsoft Teams at 8.25a.m. This is designed to support children in building a better structure and routine into their day.

Throughout the School Day all learning activities will be available via the Remote Learning area of Firefly, and staff will use a combination of Microsoft Teams and videos and narrated resources to support students. Your child's teachers will also be available to support them throughout each lesson (all be it in different ways). I realise the demands of supporting home schooling are significant so I thank families for their ongoing support. Please remember that at any time you have any issues or questions relating to accessing MS Teams or Firefly please do not hesitate to be in touch with school on firefly@robertsutton.staffs.sch.uk

Please note that if a member of staff is ill, the work will be set by staff in the department and this will be available on our Firefly learning platform.

We recognise that some families may have to share laptops or computers at home due to other siblings wanting to access our remote learning at the same time. All remote learning can also be accessed from any tablet or mobile phone and we would recommend students to use their phone if this is an issue.

Although we have a limited amount of digital devices to support this issue, if this is having a detrimental effect on their learning please get in contact with us. We will review this on a case by case basis.



<p>Roll call at 8.25am</p>	<p>Students will attend a Live Virtual Roll Call in Year Leader Rooms on MS Teams with Year Leaders at 8.25am and 1.25pm every day.</p> <p>Any absence will be followed up by the Admin Team to ensure engagement with Remote Learning.</p> <p>When possible we will be restarting the Reading to Succeed Programme during this slot too.</p>
<p>8.45 – 8.55am</p>	<p>Whole School Collective Worship lead by SLT via MS Teams in the Main Assembly Hall.</p>
<p>Lesson 1 8.50am – 9.45am</p>	<p>Students in all year groups should access their work on Firefly in line with their timetable, either through pre-recorded/narrated resources or live lessons. This includes our pastoral enrichment programme. Your child’s teacher will communicate with them as to how the each lesson is to be delivered via their Firefly tasks.</p> <p>For any children who have questions or get stuck with their learning – their teachers are available via email/Firefly messenger to answer any questions.</p> <p>Teachers will make it clear to students how feedback on work will be provided.</p>
<p>Lesson 2 9.45am – 10.40am</p>	
<p>BREAK</p>	
<p>Lesson 3 11.00am – 11.55am</p>	
<p>Lesson 4 11.55am – 12.50pm</p>	
<p>LUNCH – Enrichment Opportunities running – open to all</p>	
<p>1.25pm</p>	<p>Virtual Roll Call via MS Teams with Year Leader.</p> <p>Any pupils absent from Roll Call followed up by Admin Team to ensure engagement with remote learning</p>
<p>Lesson 5 1.35pm – 2.30pm</p>	<p>Students in all year groups should access their work on Firefly in line with their timetable, either through pre-recorded/narrated resources or live lessons. This includes our pastoral enrichment programme. Your child’s teacher will communicate with them as to how the each lesson is to be delivered via their Firefly tasks.</p> <p>For any children who have questions or get stuck with their learning – their teachers are available via email/Firefly messenger to answer any questions.</p> <p>Teachers will make it clear to students how feedback on work will be provided.</p>
<p>Enrichment Opportunities</p>	<p>Pastoral Programme - Motivational Monday / Challenge Tuesday / Wellbeing Wednesday / Thoughtful Thursday / Faith on Friday</p> <p>Live Enrichment opportunities – open to all</p>



Learning on Microsoft Teams sessions

If we ever find ourselves in lockdown - some of your lessons will be live. This may include – live introductions to work or longer extended sessions with your teachers to review your progress or provide further help and guidance on anything you need more help with.

During this time teachers are also working in the Keyworker School so if they are not available on MS Teams they will provide instructions via a pre-recorded video/narrated ppt or loom resource. Below you will find a step by-step guide to accessing lessons on Firefly and Microsoft Teams.

The Academy timetable will remain the same. Pupils will work through the same lessons as if they were in school; five lessons per day. Teachers will provide resources and set tasks through the Remote Learning page on Firefly. Prior to closure we ensured all students were shown how to access these during lessons.

Each lesson, as well as these tasks, teacher input will be provided, either through a pre-recorded video/ teacher narrated ppt or via Microsoft Teams. On pupil's timetable there will now be compulsory 'live feedback' lessons with their teachers. These sessions will be ran by teachers via MS Teams and will be designed to provide additional support and further direct instruction to our pupils.

In addition to this where teachers believe it will be useful for pupils some lessons may start with additional input from their teacher and then pupils will complete tasks on Firefly. Or it may be that pupils start their lesson by completing set work and then there is the opportunity for Question and Answer or discussion sessions with the teacher later in the lesson. This information will be clear to pupils on their class page on Firefly.

We will of course continue to review these arrangements at the end of each week and as always seek to deliver education of the highest possible quality.

What if I can't attend the Microsoft Teams online session?

If you are unable to attend the Roll Call or MS Teams session, you **MUST** email your Year Leader or Teacher **BEFORE** the lesson to let them know.





How do I access work on Firefly?



Step 1 – Go to the Blessed Robert Sutton Catholic Voluntary Academy website and click on the link to Firefly

Step 2 – Login, using your school email address and your password. If you are unsure of these please email firefly@brs.srscmat.co.uk

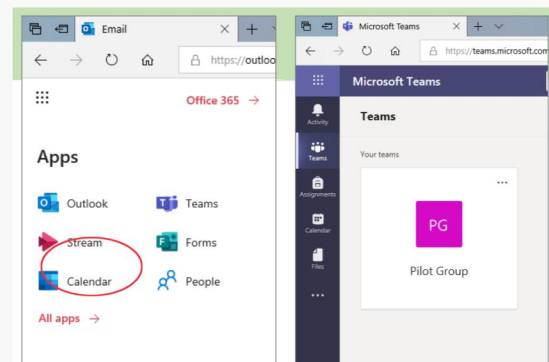
Step 3 – Go to the resources section, click the drop down menu and select 'Remote Learning.' Select the appropriate Year group page and then the subject you wish to study. There will be an area for each class, that will be kept up to date by your class teacher.



What can I expect in the class area?

Your teacher will add narrated PowerPoint presentations, worksheets, links to online resources, quizzes, assessments...

This lesson material will be made available to support you in your learning – this should be completed. Alongside this some of the time your teachers will be available on Microsoft Teams.



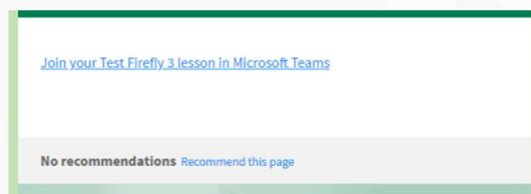
Step 4 – Open a new web browser tab and sign into Firefly.

Navigate through the route:

Resources – Remote Learning – Year Group – Subject, until you find your class page.

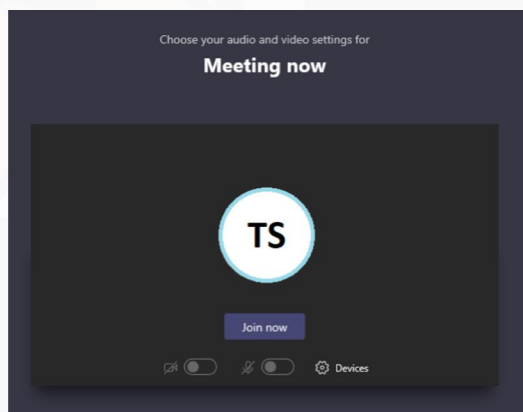
On the class page, when staff are hosting a lesson on Teams, you will find a link to join the live lesson.

Click the link.

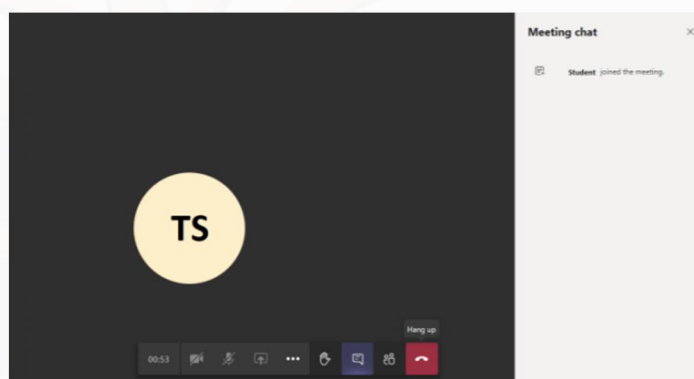


Step 5 – You will then see the Teams meeting join window. It should have your initials in the centre (or your profile picture if you've set one). If it is asking you to enter your name, then that means you have not yet signed into Teams.

If this is the case, there should be a small 'sign in' option at the bottom of the screen and you will need to click that first. Your teacher will not be able to admit you to the lesson if you are not signed in first.



Step 6 – Once in the meeting, you can turn your microphone on or off as needed and also use the conversation and raise hand buttons to take part in the lesson if needed. Once the lesson has ended, click the hang up button and close the Teams window.





Firefly Code of Responsibility

We agree to be good digital citizens by following these rules when having class meetings online

BE SAFE

- Get permission before you log on to your Firefly account
- Use your own school personal Firefly account
- Protect your password by not sharing it with others
- Protect your classlink by not sharing it with others
- Participate in class meetings only if you are invited
- No one else should be on camera unless your teacher says it is okay
- Follow school rules for using computers



Don't take photos or screenshots or record videos during the meetings

BE RESPECTFUL

- Ask relevant questions about what you are learning
- Stay focused during class
- Be kind and respectful to others
- Nod or give a thumbs up to show you understand
- Mute your microphone unless you are talking
- Wear clothes that are appropriate for school
- Pause your video if you have to step away from your computer



Raise your hand if you want to ask your teacher a question and they will call on you

BE RESPONSIBLE

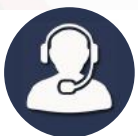
- Check your technology is working before the meeting starts
- Pick a quiet spot and let others around you, know that you are in a meeting
- have your materials beside you before the meeting begins
- Be aware that anything on video is something that can be seen by others
- Have a pencil/pen and paper next to you to write anything down
- Ask your teacher for one-on-one help if you don't understand something
- Use headphones if you have them



Log in, on time



The learning for your day ahead will be set for you by 9.00am everyday. As well as receiving work including narrated lessons – whereby your teachers provide direct instruction.



Throughout the course of each day we will also be offering Virtual Drop ins and support from your teachers.



From 2.25pm everyday we would advise you to Complete a Wellbeing activity to reward yourself for a hard day's work. This could be PE with Joe Wicks or completing one of the Subject Challenges.



Prayer



Prayer is one of the leading pastimes in self-reflection and gratitude. Praying provides many benefits such as a stronger mindset, an attitude of hope and recovery and the ability to maintain a positive outlook. Prayer can help us to promote virtuous ideals and personal character growth, whilst helping us to build and maintain our relationship with God. Try to start and end each day with a prayer. Here are some examples of prayers you might wish to say:

Our Father Prayer

Our Father, Who art in Heaven, hallowed be Thy name; Thy Kingdom come, Thy will be done on earth as it is in Heaven. Give us this day our daily bread; and forgive us our trespasses as we forgive those who trespass against us; and lead us not into temptation, but deliver us from evil

Amen

Hail Mary Prayer

Hail Mary full of Grace, the Lord is with thee. Blessed are thou amongst women and blessed is the fruit of thy womb Jesus. Holy Mary Mother of God, pray for us sinners now and at the hour of our death

Amen.

Gratitude



Dear God,
Thank you for your amazing power and work in our lives, thank you for your goodness and for your blessings over us. Thank you that you are able to bring hope through even the toughest of times, strengthening us for your purposes. Forgive us for when we don't thank you enough, for who you are, for all that you do, for all that you've given. We love you and we need you, this day and every day. We give you praise and thanks, for You alone are worthy.
In Jesus' Name
Amen

Morning Prayer



Lord,
Help me to focus today on what really matters. I'm so grateful for another day. Please help me keep that spirit of gratitude as I face the ebbs and flows of life; help me to see the good in the bad and the happy in the sad.

Renew my spirit.
In the name of Jesus I pray,

Amen.

Afternoon Prayer:



Father, thank you for today, for all the ways in which I have known you. For the sunrise and the birdsong, for the music I've heard, and the things I've enjoyed. For the meals, and for the cozy home I live in, for my close family and for my special friends. Most of all, thank you for being beside me through each moment. May I dream good dreams and arise again tomorrow to thank you once more.

Amen.

Hope



Heavenly Father, I am your humble servant, I come before you today in need of hope. There are times when I feel helpless. There are times when I feel weak. I pray for hope. I need hope for a better future. I need hope for love and kindness. Some say that the sky is at it's darkest just before the light. I pray that this is true, for all seems dark. I need your light, Lord, in every way. I pray to be filled with your light from head to toe. To bask in your glory. To know that all is right in the world, as you have planned, and as you want it to be. Help me to walk in your light, and live my life in faith and glory.
In your name, I pray,

Amen.

Sickness



Dear God,
Dispel my fear. End my anxiety. Wipe worry from my mind. May the one I care about find good health and complete recovery. Make known the healing power of Your hands. Give comfort and shelter beneath Your wings. Grant restorative sleep tonight and safe passage to tomorrow.

Amen.

Friendship



You have blessed us, O God, with the gift of friendship, the bonding of persons in a circle of love. We thank you for such a blessing: for friends who love us, who share our sorrows, who laugh with us in celebration, who bear our pain, who need us as we need them, who weep as we weep, who hold us when words fail, and who give us the freedom to be ourselves. Bless our friends with health, wholeness, life, and love.

Amen.