

These are the qualities you have been developing each year at IGS.

We are so proud of you for putting them into practice!



How we will continue to support your learning remotely...



Teachers will continue to provide lessons **each day (or the night before)** in line with the day's timetable and the length of the lesson.

Lesson delivery will vary but will be via work set on Showbie, a PowerPoint with video/narration or a Microsoft Teams 'live' lesson

Teachers will do their best to ensure you can work independently and may provide answers / model answers so you can correct your own work.

Your usual class teacher will do their best to respond to any questions during the working day but may not be able to do so immediately. It's important to let them know if you are struggling-they are there to help!

Teachers might set you a deadline. Do your best to try and keep to it but try and leave a short message on Showbie or via email if you can't. Communication is key!

Teachers will give you feedback to support you with your learning. This will be in a variety of forms.

If you usually have a Learning Support Assistant in your lessons, staff will provide extra guidance to support you with your learning.

Live lessons via Teams



Teachers will let you know in advance via an invitation or via email if you are due to have a 'live' Teams lesson. It is crucial that you attend or let them know via email if there is a valid reason you can't.

Live lessons may not last the full lesson-they may be an introduction to new content, an opportunity to ask questions or a chance to give feedback to the class.

Please follow all instructions from your teachers such as when to mute microphones etc. Normal behaviour expectations apply.

You can use the chat function or hands up icon to ask a question during the lesson or contribute an answer.

These lessons are designed to complement your normal remote lessons.

How to use Microsoft Teams for 'live' lessons

Teachers will invite you to the lesson either via email or via the Teams invite. If you accept the invite by sending an 'accept' response, it will go directly onto your Outlook calendar. This will help you stay organised.

It is really important that you join the lesson via the email link, by the prompt from your Outlook calendar or in the Teams app-if you just press the webcam icon, you'll be in a different lesson by yourself and this may confuse others!

1: This is how you turn your webcam on or off

2. This is how you turn your microphone on or off

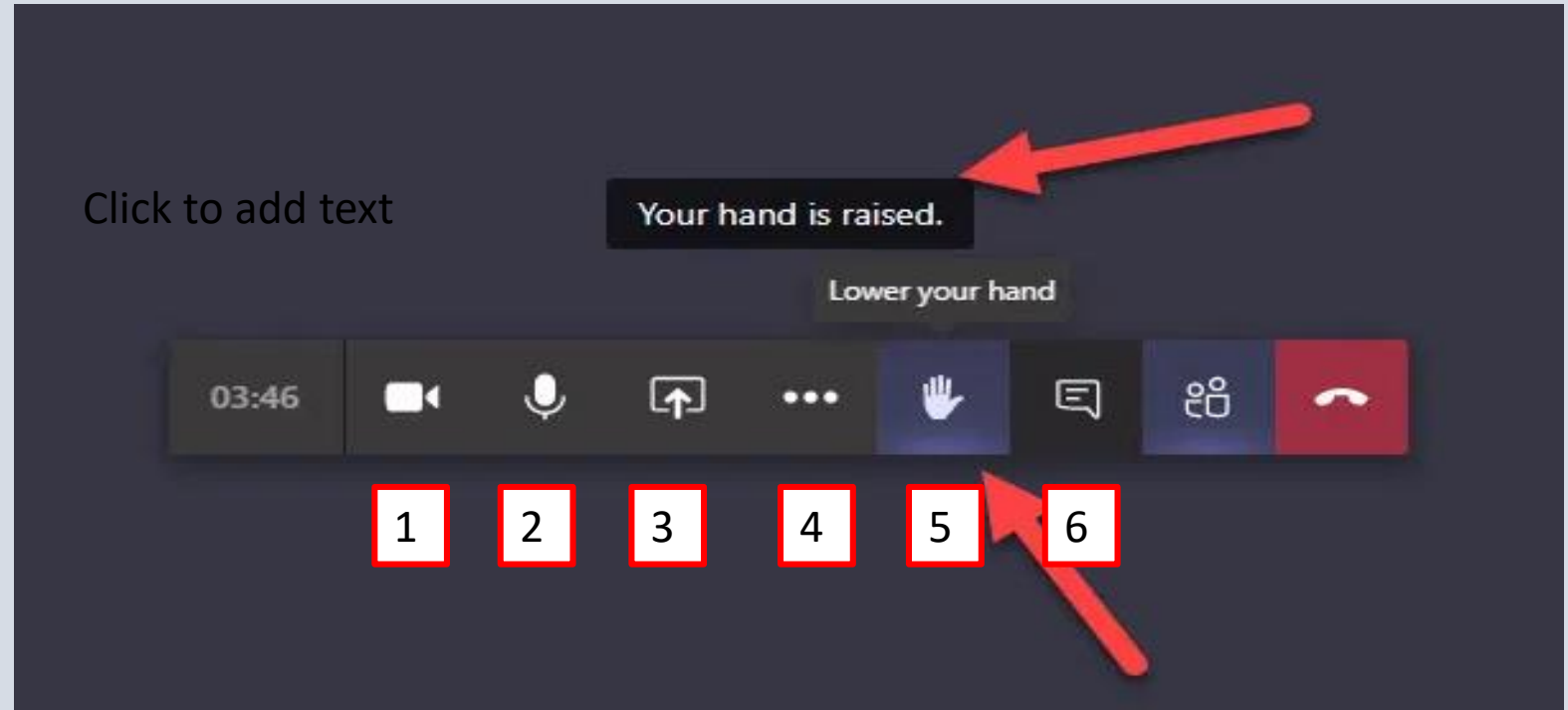
3. This is how you share your screen for everyone to see. Only do this if your teacher asks you to

4. This allows you to see extra functions such as changing your background

5. This is how you let your teacher know you want to contribute or ask a question

6. This is the chat function which allows you to type answers to questions, ask questions or respond to something a classmate has said

What are the different functions on the toolbar?



What might feedback from your teachers look like?



Teachers will give you feedback in a number of different ways depending on what type of work you have completed.

This may be verbal, whole class or individual comments.

Teachers will mark (and possibly grade) assessments or independent work as often as they would have done in school and other times they will let you know how you are doing but without grades or scores.

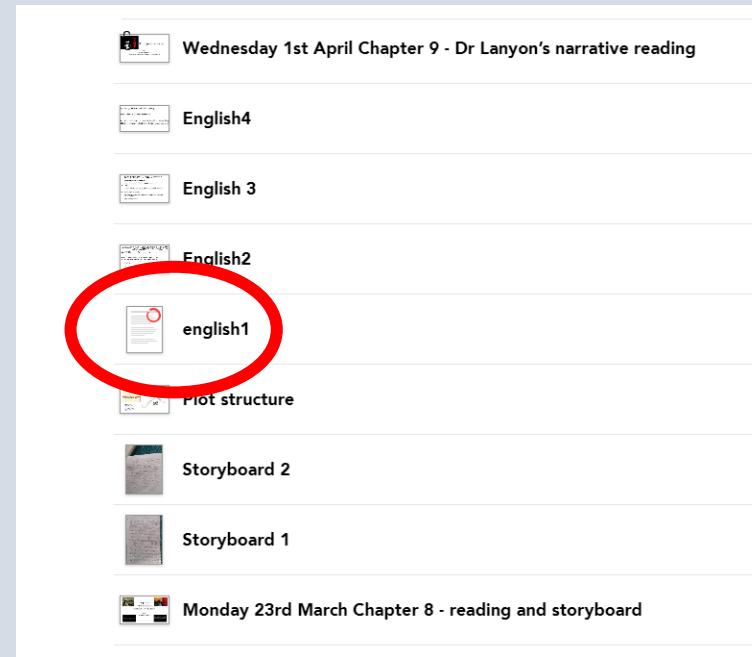
Sometimes feedback will be model answers that you can check your work and 'self-mark' against.

Sometimes feedback will be a comment to the whole class about what patterns the teacher has noticed

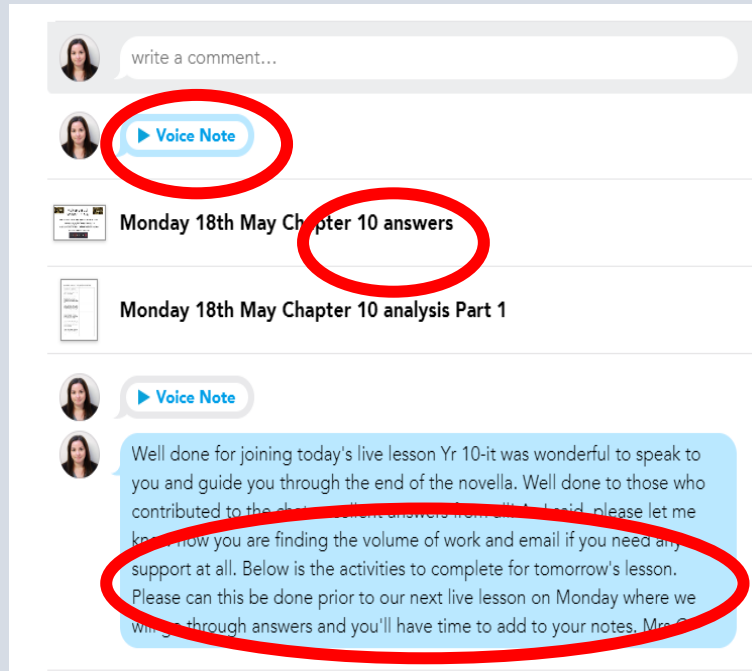
Sometimes feedback will be during a live lesson where you discuss answers and misconceptions together

Sometimes feedback may be a voice note or written comment on Showbie or via email

How do I know if my teacher has left feedback on Showbie?



The red circle means your teacher has commented on your work, added an annotation or graded your work



Your teacher may leave you a voice note, add answers for the class to see or leave you a written message

Your responsibilities each day...

1. Check your email and Showbie to see what work you have to complete that day. Ensure you **respond to emails** from your tutor or teachers if they've asked you to.
2. Try to follow your normal timetable to keep on top of work that is set. **It is very important that you attend any live lessons that your teacher is running via Microsoft Teams.** They will let you know in advance when these will take place. You need to let your teacher know if there is a valid reason you cannot join the lesson.
3. If you are struggling to complete work, email your teacher and ask for help. It is YOUR responsibility to complete work and meet any deadlines set. **Communicate with your teacher if you are falling behind and need support.**
5. Please do not contact teachers or members of the pastoral team outside working hours unless you have no alternative. Make sure you are polite when contacting teachers.
6. Aim to do you **Personal Best** every day!