



Remote Learning Instructions for Upper School Boys (January 2021)

These instructions are for boys accessing Bedford School learning from home during the phased school reopening in Spring Term 2021. It follows the same pattern used in the Autumn Term, and you can still use the guide Autumn2020@Bedford for information about the school day.

Your most important point of contact will be your Tutor, who will be able to support you to access the resources you need and help you to make arrangements with your subject teachers. Your Housemaster will also be able to support you with any questions you might have. You will have a tutor period with your Tutor (and the rest of your tutor group) at least once a day (except for Saturdays), so this will be a good time to ask any questions and ensure you have everything you need for your learning.


Electronic Resources

In order to access your remote learning you will need to use two key links from the [pupil portal](#) on the school website: **Pupil Email** and **Firefly**. If you look down the left hand side of the website, you will see these in the list of useful links.

Pupils

[Home](#)

[Coronavirus Information](#)


[Secure Pupil Portal](#) 

[Pupil Email](#) 

[Firefly VLE](#) 

[Google Apps](#) 


[Library Resources](#) 

[Bedford School Archives](#) 

[School Calendar](#)

[Key Academic Dates](#)

[Sports Fixtures & Results](#)

[Instrumental Lessons](#) 

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[Remote Learning for Pupils](#)

Pupil Email / Office 365

From your Microsoft Office 365 account you will be able to send and receive emails from your teachers, tutor and Housemaster. You should be sure to check your school email regularly throughout the school day for links to lessons (via Microsoft Teams) or Firefly tasks to complete.



You will also be able to access [Microsoft Teams](#) from this account, which is the video conferencing software you will be using for some of your lessons. Your teacher will send a lesson invite, which will include a link to the meeting. See the information below on using Microsoft Teams and guidance further along about video conferencing.

A quick guide to using Microsoft Teams is below:

PORTALS

- Parents
- Pupils
- Home**
- Coronavirus Guidelines
- Secure Pupil Portal [↗](#)
- Pupil Email [↗](#)

Click on Pupil Email from school website

Only use Microsoft Teams when instructed to by your teacher. Do not attempt to use it communicate with other pupils. You will be sent a calendar invitation from your teacher via Office 365.

Apps

Outlook	OneDrive
Word	Excel
PowerPoint	OneNote
SharePoint	Teams

Click on Teams app (you can also download the app for free for your phone or tablet)

Navigation Menu

- Chat
- Teams
- Assignments
- Calendar

Choose calendar and find the invitation from your teacher

[Join Microsoft Teams Meeting](#)
Learn more about Teams | Meeting options

Click on Join Microsoft Teams Meeting at the appropriate time. You will be connected to your teacher's class.

Only follow instructions from your teacher. Any misbehaviour is automatically recorded and may be dealt with by sanctions and removal from the video class.

Firefly

In addition to your email and Microsoft Teams, you will also use the School's virtual learning environment called **Firefly**. Here you will be able to see tasks from your teachers, your prep (homework) as well as learning resources for your subjects. This is also where you will upload work for your teachers to mark.



To understand how to use Firefly, there is an excellent help site [here](#). First, we recommend you watch this [summary video](#). Some particular things to be sure you can do are:

View your timetable	View your tasks
Submit work	Mark your task as "done"
Search the Firefly site	Bookmarking pages

Do ask your Tutor or teachers for help if you cannot find the materials you need on Firefly.

Your Lessons

Within each subject you should expect a blend of lessons where you join the rest of the class using Microsoft Teams and lessons where your teachers will provide you with details on what they would like you to work on independently. Your teacher will email you at the start of term to introduce themselves and explain how your remote learning will work in their subject.

- Please arrive at lessons fully prepared. Check Firefly for any resources shared ahead of lessons and ensure that you join Teams lessons a few minutes before the lessons begin.
- Use the Teams Chat responsibly and during lesson time only.
- Be ready to learn. You may find yourself losing focus at times within a lesson; this is understandable. What you can do is ensure that your work environment best supports your learning. Be ready to answer any questions that are directed to you!
- To help with concentration, we thoroughly recommend that you do not use technology between lessons. Stretch your legs, stay hydrated and use lunch breaks and after school to catch up with your friends and classmates.
- We strongly recommend that you do not listen to music during lessons. If you are using a phone or tablet to access lessons please ensure that social media notifications are switched off during lessons.
- Please remember that all interactions may be recorded by teachers and the school can access the information shared within Teams Chats. Boys must not record or take photos of their classmates or teachers during video conferencing sessions, nor share lessons publicly.
- Interactions within the Teams environment should be the same as those in class and remain respectful.
- We recommend that where work has been set for a lesson, and you are working within the same time zone as the school, you complete that work within the designated time slot.
- We understand that there may also be issues with home connectivity and will be mindful of this and support you as well as we can.

Your Learning Beyond Lessons

Teachers will have high expectations of you in terms of your personal responsibility around your learning.

- Teachers will be posting all information relating to your learning on Firefly. It is your responsibility to check this regularly and certainly ahead of each school day.
- If you have any concerns about your learning within a subject, your teacher is your first port of call. Communicate clearly with teachers if you are struggling with the work within a subject.
- If after a lesson, you require additional support from the teacher you should email them. They will revert to you as soon as they can, but do remember they will be teaching their other lessons and be busy preparing and marking.
- Communicate early if you are not going to be able to meet deadlines.
- If you are unable to attend your lessons you must ask a parent to email BellroomAbsences@bedfordschool.org.uk.

Pastoral Care

We are here to support you throughout a period of remote learning. Your Tutor remains your primary point of contact for any pastoral issues, you should email your Tutor, Housemaster or any teacher if you have any issues or concerns that you need to discuss. The school counsellors will also be available for remote sessions.

Guidance for boys on video conferencing

Remember that this is an extension of the classroom and you should conduct yourself as you would in a classroom. This includes:

- Join Teams lessons from an environment that is quiet, safe and free from distractions ideally in a common space and within earshot of parents. A kitchen table, home office or family space is recommended.
- Be on time for your video conferencing lessons.
- Do not take any photos, audio or visual recording from the lessons. There are data protection reasons for this, and it would also be discourteous to your teachers and peers to record them without their knowledge.
- Be dressed appropriately for learning in home clothes (e.g. no pyjamas, no vest tops, hats or hoods).
- Remain attentive during sessions and ensure that you are free from distractions. You should not be using personal social media in lesson time.
- You may wish to use headphones to listen to your teacher in online sessions if it helps to avoid distractions.