

WAITAKI BOYS' HIGH SCHOOL

Remote (On-line) Learning Guide for Staff

(Please read this in association with Student and Parent Guides)



Protocols for Teaching Online

- **Do what you can when you can**
- We have communicated to students and the community that “teachers will need to connect at particular times with their class or group of learners. This will happen during the usual timetabled period to stop students having to choose between subject meetings. **Please appreciate that some staff also have dependants at home and may not always be available during their timetabled period. They will have work set for your son and will clearly communicate with him when they are available**”
- Be kind to everyone - we are all learning together. Teaching and learning will not be the same
- Learning may be slower, and we may need to be flexible with our planning timetable
- If possible, you should have one face-to face meeting with every student every week (in a full class, groups or in a house group situation). This should be during your normal timetabled class time.
- Online Teaching for the whole class is not expected every timetabled lesson and may not be for the whole lesson
- Keep Team Meetings short with essential teaching points
- Regular contact is expected with all students
- Students would normally expect an answer to a query within 24 hours (Monday-Friday)
- Make clear the work will not be repeated on our return but acknowledge we might be working at a slower pace

If you need support with the delivery of teaching via the MS365 Teams platform please go to your HOD in the first instance or a more experienced colleague. Useful links on “Setting up your Team” and “How to teach on-line using MS365” are posted below. New Era have also offered to remote into staff and help – you just need to call on their helpline 0800438428 and book a time for help.

“Setting up your Team” and “Teaching online using MS365 Teams” [LINK](#)

Another useful resource is the PPTA link regarding Teaching and Learning online <https://www.ppta.org.nz/advice-and-issues/covid-19-working-from-home/>

To access kamar on a web browser if working from home: sms.waitakibhs.school.nz

Ways to use your timetabled slot

	Method	Platforms available	Timing
Learning objectives	Written or prerecorded video	Email, MS365 Teams	Day of lesson, when lesson starts
Lesson itself	What you need to do to achieve objective	<ul style="list-style-type: none"> ● Worksheet ● Online (MS365 Teams meeting) ● Collaborate on MS365 Team application with peers or teacher ● Pre-recorded videos or student recording their work via Stream 	Day of lesson, when lesson starts
Q and A or extra help needed	Contact teacher for a time	MS365 Teams meeting/phone call/email	During timetabled slot - could divide up into 15 min blocks Be available at other times
Tutorials	Online for specific areas of learning	MS365 Teams meeting	During timetabled slot - could divide up into 15 min blocks

Monitoring of student work	Teams meeting Email Teams Class Notebook	Monitoring student work output is easy if you are using MS365 Teams Class Notebooks, however not all subjects and or activities are best delivered (or able to be delivered) via Teams Other methods of checking student work output could be via students scanning or photographing their work and sending it to you via email. Asking the students to show you their work during a small group Teams meeting	There is an expectation that staff will contact parents if students are not producing a satisfactory amount of work.
Assessments		Where practicable continue to run these, i.e. assignments can continue to be due at the usual date and marked. If this is not practicable due to the nature of the assessment, then postpone until a later date when students have returned to school.	

MS365 Teams Class Notebooks

Use topics to keep your information organised and easy to find

Use individual student tabs for submitted work

Annotate student work when marking. Use a different font size and colour.

Security

Logging onto MS365 with a username and password allows a good level of security and verifies identity of both the student and teacher.

Staff guidelines for keeping yourself professionally safe online

The purpose of these guidelines is to keep yourself professionally safe in this unusual period of education.

- Ensure your use of language and of students' names is appropriate and in keeping with school practices. Insist that students do the same.
- Maintain appropriate teacher/student boundaries when using online communication tools
- Phone calls to parents regarding student issues should be logged in Kamar.
- Texts to parents and students should be treated as public documents, the same as emails
- If you have concerns about inappropriate online messaging from students, remind them that we expect them to take our Waitaki Boys' values of respect, resilience and motivation into the online world and continue to use good digital citizenship in this new way of learning. If your concerns continue, screenshot the conversation and contact one of the senior leadership team for advice.
- Keep a brief note in your teacher planner or diary of the names of students you need to contact individually, by which method and for what purpose.

Also refer to the following:

- PPTA 'Digital Communication' document
- <https://www.netsafe.org.nz/>
- Teaching Council <https://teachingcouncil.nz/content/teachers-and-social-media>

Attendance

It is important that you note if students are not engaging with their learning. There may be valid reasons for this due to home difficulties; students and parents have been asked to contact the relevant staff if there is a problem like this. In the first instance if you as a subject teacher feel a student is not engaged in your teaching programme then contact home. House group teachers will also be looking out. If non-engagement continues then refer to the appropriate year level dean.

Etiquette for Video Conferencing

Video Conferencing Etiquette

VIDEO CONFERENCING Etiquette

BE ON TIME
Be on time and prepared with your device charged. Close all materials and tabs of other classes. Make sure all tech works 5-10 minutes before the meeting.

MUTE YOURSELF
Mute yourself right away to eliminate background noise.

PRESENTATION
Consider your surroundings and attire. Find a good spot in the house with few distractions and make sure you're wearing something appropriate for school.

HEADPHONES
Use headphones if you have them! If your headphones or earbuds have a microphone, even better!

CHAT RESPONSIBLY
Use the chat function responsibly. Only type when needed so the teacher can respond to questions promptly.

SIGNALS
Use hand signals:
thumbs up = yes / thumbs down = no
hand by ear = can't hear
raise hand = have a comment

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