



### Castle Donington College Remote Learning

To help ensure pupils have access to work when they are legitimately not in College, we will be utilising Microsoft Teams. Your child will have access to the work contained in the Teams channel for the agreed duration of their absence.

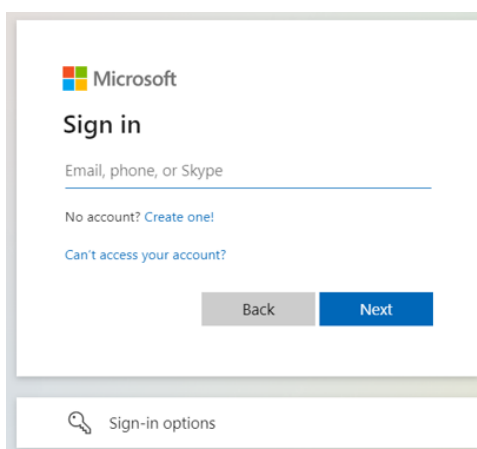
### Accessing Remote Learning via Teams.

When pupils need to access Remote Learning work, they will be added to either the Key Stage Three or the Key Stage Four Remote Learning Team. They will remain a member of the Team for the agreed duration, after which, the access will be removed.

Whilst they are a member of the Team they will have access to a range of work from different subjects. Some teachers may set additional specific tasks to complete or provide specific instructions that will be communicated directly to the pupil via SatchelOne. Tasks set by specific teachers must take priority. (Please note that this is optional for teachers).

If no specific instructions are offered, pupils simply need work through Teams tasks independently.

To access Teams, pupils will need to either use Office 365 online or via the app.



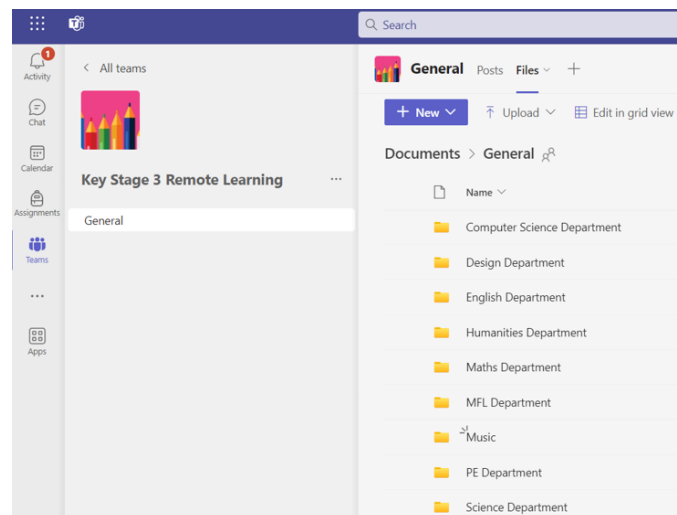
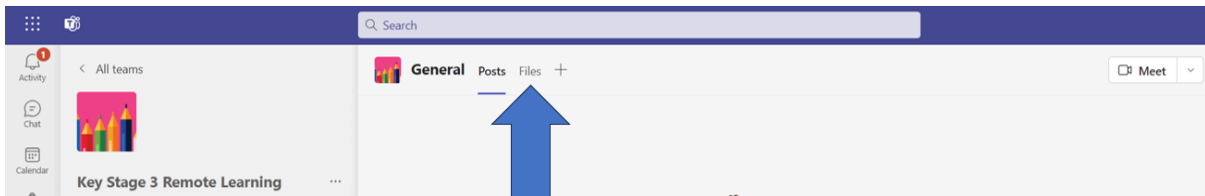
They will need to enter their school email address followed by their school password, for example, djone@cdcollege.uk

Once in Office 365 they will need to select "Teams". The icon for this is usually on the left-hand side of the screen.



Once in Teams, pupils will be able to see all the Teams they are members of. One of these will be either Key Stage Three Remote Learning or Key Stage Four Remote Learning – depending on their year group

Once in the Remote Learning Team pupils will see a Tab titled “files.” They must click on this. This will direct them to individual subject folders that contain work and resources.



Pupils should try to follow their school timetables and complete the work for the lessons they would usually have each day.

Pupils must also check SatchelOne to see if their teachers have set a specific task for them to complete.

Upon their return to the College, pupils must ensure they seek to catch up on classwork missed that could not be set/completed remotely.

The responsibility for catching up lies with the pupil.