Student and Parent Handbook
A guide for using Teams for remote learning
A message to parents

Thank you for your support in enabling your child to access their learning during this difficult time. We are fortunate to have access to a secure communication tool, Microsoft Teams (Teams), which we will now be using for online teaching and learning during school closures. We have written this guide to help you support your child in using the technology to keep in touch with our community whilst learning. Please refer to this guide before contacting teachers/tutors to ensure we can all work as efficiently as possible. Please ask your child to read the handbook carefully and follow the instructions in it.

A help hub of resources has been developed for all students – this will be updated with useful training presentations and resources. Your child can access the Student 365 Hub by going to: https://bit.ly/2W0YBwj

Joining the online platform

You will be using Microsoft Teams to access the work and communicate with staff and each other.

To join you can:

- Use your browser (Google Chrome, Safari, MS Edge) by https://teams.microsoft.com/start
- Download the app onto your laptop https://teams.microsoft.com/downloads
- Download the app onto your phone/tablet using your normal App Store and searching for “Teams”.

Use your child’s school Office 365 login:

- **E-mail**: H(year group).(initial)(surname)@students.haaf.org.uk
  
  *e.g. H08.jsmith@students.haaf.org.uk*

- **Password**: chosen at school

If you have forgotten your password, contact your form tutor or head of year via email who will contact IT to reset your password. Tutor email addresses are at the end of the handbook.
# Timetable

## Year 10

<table>
<thead>
<tr>
<th>Time</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Morning</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>09:00 – 09:50</td>
<td>Biology – Mr Edmonds X groups</td>
<td>English – Miss Heatley X groups</td>
<td>Physics – Miss Veysey X groups</td>
<td>English – Mr Hurst</td>
<td>Chemistry – Mrs Vilas X groups</td>
</tr>
<tr>
<td>10:00 – 10:50</td>
<td>Spanish - Miss Obesso German – Miss Schmidt Roberts Mandarin – Miss Dawson Latin – Mr Thompson</td>
<td>Drama – Mr Redfearn</td>
<td>Sociology – Mr Pfeffer</td>
<td>Economics – Miss Breen</td>
<td>Textiles + Art – Miss George</td>
</tr>
<tr>
<td>11:00 – 11:50</td>
<td>Mathematics Year 10 X Mr Deane Year 10 Y Miss Gdadamosi</td>
<td>Chemistry – Mrs Vilas Y Groups</td>
<td>Mathematics Year 10 X Mr Deane Year 10 Y Miss Gdadamosi</td>
<td>Biology – Miss Alves Y Groups</td>
<td>Physics – Miss Veysey Y groups</td>
</tr>
<tr>
<td><strong>Afternoon</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>13:15 – 14:05</td>
<td>Business Studies - Miss Naeem</td>
<td>PE – Miss Edwards, Mr Rowling</td>
<td>Geography – Mr Kemp</td>
<td>History – Miss George</td>
<td>RS – Miss Harvey</td>
</tr>
<tr>
<td>14:15 – 15:05</td>
<td>Citizenship – Miss Williams</td>
<td>Music – Ms Segal</td>
<td></td>
<td></td>
<td>Graphics + Art – Miss George</td>
</tr>
</tbody>
</table>

## Year 12

<table>
<thead>
<tr>
<th>Time</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Morning</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>09:00 – 09:50</td>
<td>Physics – Miss Veysey</td>
<td>Chemistry – Mr Khumalo</td>
<td>Biology – Mr Fussel</td>
<td>English – Miss King</td>
<td>Psychology – Mr Pfeffer</td>
</tr>
<tr>
<td>10:00 – 10:50</td>
<td>Economics – Mr Rahamim</td>
<td>Sociology – Mr Crowley</td>
<td>Theatre Studies – Mr Redfearn</td>
<td>Maths – Miss Sherer</td>
<td>Music – Miss Segal</td>
</tr>
<tr>
<td>11:00 – 11:50</td>
<td>Business Studies – Ms Naeem, Ms Breen</td>
<td>History – Miss Cooch</td>
<td>Philosophy – Mr Thompson</td>
<td>Geography – Miss Fearnley</td>
<td>French – Miss Warren Spanish - Ms Obesso</td>
</tr>
<tr>
<td><strong>Afternoon</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>13:15 – 14:05</td>
<td>RS – Ms Harvey</td>
<td>Further Maths – Dr. Jethwa</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Please continue to access Show My Homework for the independent work set by your classroom teacher that needs to be completed before or after your live lesson. You should also submit work via Show My Homework or email if that is the arrangement with your class teacher. You may not be being taught by your class teacher during your live lesson.
How to use Teams to access lessons

Ground rules while using Microsoft Teams
Microsoft Teams contains a virtual classroom for each of your lessons. You should behave in those classrooms in a respectful and responsible way, as you would in your school classrooms.

- You should only use teams within school hours (8:30AM until 5PM).
- All messages (private and in groups) should be sent using professional language.
- You should avoid “spamming” the groups with lots of unnecessary messages. Otherwise, it will make it harder for teachers and pupils to see the important messages on Teams.

During a lesson

![Image of Teams interface]

Getting the resources

When it is time for your lesson, you should go to the class for your lesson.

Once you are in the class, click on the general channel

Click on “Files”. Click on Class Materials:

Choose the folder with today’s date:

This folder will contain the resources for your lesson.

![Image of Class Materials folder]

Live Lessons

Some teachers will be presenting their lessons live through audio. You will need to join the lesson at the start using the link in the Subject Channel. Please follow this guidance:

- Turn your videos and microphones off before joining.
- Do not “spam” the chat with unnecessary comments (including “hi” and “goodbye”) – please stick to comments relevant to the lesson only.
- Listen carefully to the teacher’s instructions about how to interact during the lesson.
Following this guidance will help to ensure that the lessons remain very high quality by making it easier for teachers to run the lesson smoothly.

Joining the lesson chat
Each class has a general channel in it, which you can use to send a message to the teacher. It will also be visible to all other members of the class. It’s the same as speaking during the lesson. Click on the channel and type a message. During lessons you should only type messages when asked to do so by the teacher.

Problem Solving

I have forgotten my password
If you cannot make contact with your form tutor or your head of year, please email studentit@haaf.org.uk

I don’t have access to a laptop/tablet/phone or the internet
If you can’t get any access at all, please contact your tutor so we can arrange for you to borrow a laptop from school. Please note that we only have a limited number of laptops, so this must be a last resort.

If you can only get access for part of the day (perhaps you are sharing with a parent/sibling) then please do the activities which require a device when you have access and choose other lessons when you do not. Any live lessons will be recorded so you can watch them later. Your tutor can support you with deciding how to do this.

I cannot do the lessons at the timetabled time
We recommend following the timetable so that you can access support and maintain a stable routine. If you are not able to do this, please ensure that tasks are completed by the end of each working week. Any live lessons will be recorded so you can watch them later. These will be saved in your live stream and Teams folder or can be downloaded via the chat.

I am stuck/confused about my work
You have several options:

- Use your Knowledge Organiser, text book, online resources and exercise book notes to help you.
- Ask your teacher in the relevant subject’s channel on Teams you can use @ to speak to your teacher directly.
- Message your subject teacher through Teams. Ask your tutor for extra support – you can use @to speak to them on the General channel.
- Email your Head of Year.

Teams/Resources don’t work well on my device
1. Check whether the device (laptop/tablet/PC) meets the hardware requirements recommended by Microsoft - https://docs.microsoft.com/en-us/microsoftteams/hardware-requirements-for-the-teams-app. If your device doesn’t match the requirements, try another device or message your tutor to ask for support.
2. Message your head of year or Tutor giving clear details (including screenshots if possible). They will raise with our IT Support team. Please give as much detail as possible so that we can support you as quickly as possible.
Health and Wellbeing

Guidance
The guidance on what we should be doing changes regularly – you can keep up to date by following the news or checking the Public Health England guidance: https://www.gov.uk/government/organisations/public-health-england

If you are feeling down
It is understandable that you might be feeling stressed and anxious at this time – we are here to support you.

- There are several resources on Teams (General>Class Materials>Wellbeing Resources).
- These websites might be helpful:
  - https://youngminds.org.uk/
  - https://www.kooth.com/
  - https://www.actionforhappiness.org/
  - https://www.educationsupport.org.uk/
  - https://www.boingboing.org.uk/
- Send a private message to your tutor.
- Send a private message to another member of staff you feel comfortable talking to.
- Speak to your parents/carers about how you are feeling.
- Contact Childline on 0800 1111 or their website https://www.childline.org.uk/get-support/1-2-1-counsellor-chat/

Routines
You should continue to get out of bed at a similar time. Make sure you get dressed, brush your teeth and have breakfast before you start learning at 08:30. Ensure you eat a healthy lunch and dinner at your normal times and do not stay up much later than you normally would. Taking these simple steps will help you to stay healthy and happy.

Exercise
It is important that you exercise every day during this time to maintain your fitness. You are not walking/running around or playing sports like you might normally do.

Things to do
As well as projects, we have provided things to do on Teams. These are generally ideas that are not linked to your school curriculum and can involve having fun with parents/carers and siblings. There are also resources provided by the government and BBC Bitesize for you to complete independently.
# Teacher contact details

<table>
<thead>
<tr>
<th>Subject</th>
<th>Teacher Name</th>
<th>Teacher Teams handle</th>
</tr>
</thead>
<tbody>
<tr>
<td>English</td>
<td>Year 10 – Miss Heatley</td>
<td>@r heatley</td>
</tr>
<tr>
<td></td>
<td>Mr Hurst</td>
<td>@g hurst</td>
</tr>
<tr>
<td></td>
<td>Year 12 – Miss King</td>
<td>@m king</td>
</tr>
<tr>
<td>Maths</td>
<td>Year 10 - Mr Deane</td>
<td>@j deane</td>
</tr>
<tr>
<td></td>
<td>Miss Gdadamosi</td>
<td>@b Gdadamosi</td>
</tr>
<tr>
<td></td>
<td>Year 12 – Miss Sherer</td>
<td>@h sherer</td>
</tr>
<tr>
<td></td>
<td>Dr Jethwa</td>
<td>@d jethwa</td>
</tr>
<tr>
<td>Science</td>
<td>Year 10 – Mr Edmonds</td>
<td>@d edmonds</td>
</tr>
<tr>
<td></td>
<td>Miss Veysey</td>
<td>@g veysey</td>
</tr>
<tr>
<td></td>
<td>Mrs Vilas</td>
<td>@r vilas</td>
</tr>
<tr>
<td></td>
<td>Year 12 – Mr Fussell</td>
<td>@c fussell</td>
</tr>
<tr>
<td></td>
<td>Mr Khumalo</td>
<td>@p khumalo</td>
</tr>
<tr>
<td>French, German &amp; Spanish</td>
<td>Miss Obesso</td>
<td>@e obesso</td>
</tr>
<tr>
<td></td>
<td>Miss Schmidt Roberts</td>
<td>@e Schmidt Roberts</td>
</tr>
<tr>
<td></td>
<td>Miss Warren</td>
<td>@b warren</td>
</tr>
<tr>
<td>Geography</td>
<td>Year 10 – Mr Kemp</td>
<td>@m kemp</td>
</tr>
<tr>
<td></td>
<td>Year 12 – Miss Fearnley</td>
<td>@e fearnley</td>
</tr>
<tr>
<td>History</td>
<td>Miss George</td>
<td>@e george</td>
</tr>
<tr>
<td>RS</td>
<td>Miss Harvey</td>
<td>@k harvey</td>
</tr>
<tr>
<td>Music</td>
<td>Ms Segal</td>
<td>@e segal</td>
</tr>
<tr>
<td>Drama/Theatre Studies</td>
<td>Mr. Redfearn</td>
<td>@b redfearn</td>
</tr>
<tr>
<td>DNA</td>
<td>Miss George</td>
<td>@h George</td>
</tr>
<tr>
<td>PE</td>
<td>Miss Edwards</td>
<td>@j edwards</td>
</tr>
<tr>
<td></td>
<td>Mr Rowling</td>
<td>@j rowling</td>
</tr>
<tr>
<td>Business Studies</td>
<td>Miss Naeem</td>
<td>@a naeem</td>
</tr>
<tr>
<td></td>
<td>Miss Breen</td>
<td>@m breen</td>
</tr>
<tr>
<td>Economics</td>
<td>Mr Rahamim</td>
<td>@j rahamim</td>
</tr>
<tr>
<td>Psychology</td>
<td>Mr Pfeffer</td>
<td>@j pfeffer</td>
</tr>
<tr>
<td>Sociology</td>
<td>Year 10 – Mr Pfeffer</td>
<td>@j pfeffer</td>
</tr>
<tr>
<td></td>
<td>Year 12 – Mr Crowley</td>
<td>@d crowley</td>
</tr>
<tr>
<td>Philosophy</td>
<td>Mr Thompson</td>
<td>@s thompson</td>
</tr>
</tbody>
</table>
Tutor emails

| 7 – e.george@haaf.org.uk | z.parker@haaf.org.uk  
|                          | s.lucas@haaf.org.uk  
|                          | r.heatley1@haaf.org.uk  
|                          | d.lam@haaf.org.uk  
|                          | d.hickey@haaf.org.uk  
|                          | e.schmidtroberts@haaf.org.uk  
|                          | h.george@haaf.org.uk  
|                          | e.wallis@haaf.org.uk  
|                          | k.shazore@haaf.org.uk  
|                          | r.morinimasterson@haaf.org.uk  
|                          | d.edmonds@haaf.org.uk  
|                          | e.cooch@haaf.org.uk  
|                          | i.ali@haaf.org.uk  
|                          | h.alazawi@haaf.org.uk  
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|                          | s.palekar@haaf.org.uk  
|                          | o.vilas@haaf.org.uk  
|                          | e.johnswiddett@haaf.org.uk  
|                          | s.dawson@haaf.org.uk  
|                          | e.obessoaraujo  
|                          | b.gbadamosi@haaf.org.uk  
|                          | j.rowling@haaf.org.uk  
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|                          | A.Qamar@haaf.org.uk  
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|                          | g.hurst1@haaf.org.uk  
|                          | c.allum@haaf.org.uk  
|                          | D.manshadi@haaf.org.uk  
|                          | m.king@haaf.org.uk  
|                          | e.nwokolo@haaf.org.uk  
|                          | b.redfearn@haaf.org.uk  
|                          | m.boujdi@haaf.org.uk  
|                          | d.Bampanioti@haaf.org.uk  
|                          | j.pfeffer@haaf.org.uk  
|                          | c.fussel@haaf.org.uk  

School telephone number
Hatcham College: 0207 652 9510