



Parental Support : Live Lessons using Microsoft Teams

At Horizon, our remote learning offer is provided through Microsoft Teams. Please use this guide to familiarise yourself with Teams and to understand how your child can access remote learning successfully.

As a reminder, your child can access Teams using a **smartphone, tablet (iPad or similar)**, internet connected devices such as **XBox and Playstation**, as well as a **laptop or PC** – use the links for guidance:

Video guide: <https://www.youtube.com/watch?v=c5049GO7H30&t=3s>

Using a tablet: <https://horizoncc.co.uk/wp-content/uploads/2020/10/Using-Teams-on-a-Tablet.pdf>

Using a phone: <https://horizoncc.co.uk/wp-content/uploads/2020/10/Using-Teams-on-a-Phone.pdf>

Using an Xbox/Playstation: <https://m.youtube.com/watch?v=CiNzN8QxIRI>

Using a web browser (e.g. on a laptop or PC): <https://horizoncc.co.uk/wp-content/uploads/2020/10/Using-Teams-through-a-Browser.pdf>

If your child is at home taking part in remote learning, please could you support them to be successful in lessons by doing the following:

- Check that your child is equipped: pen, pencil, ruler, rubber, calculator and planner.
- Check that your child has the right exercise books for the day: all Horizon students are expected to take their exercise books home with them, so they should be to hand. If your child does not have their exercise book for whatever reason, they should work on paper, and keep this safe to put into their books at the earliest possible opportunity.
- Ensure your child is 'attending' school via Teams every day:
 - Year 8 and Year 9 students start lessons at 08:30;
 - Year 7, Year 10 and Year 11 students start lessons at 09:30.
- Ensure they follow their normal timetable of lessons. Your child will have a copy of this in their planner, or they can access this via their Outlook Calendar in the Horizon Hub (<https://horizoncco.sharepoint.com/sites/HorizonStudentHub>). Lessons will be scheduled by your child's class teacher within their Class Teams.
- Encourage your child to participate in their timetabled Core PE lessons, making use of the opportunity to exercise during that time.
- When in live lessons via Teams, ensure that your child disables the microphone and camera, unless the teacher requests otherwise. Please remember the lesson may still be delivered to students in classrooms and we want to ensure all students are focused whether they are in school or at home.
- Remind your child that they will be asked questions and their work monitored through the lesson, as it would be if they are in class.
- Be aware of e-safety and contact IT Support if your child has forgotten their login details: itsupport@horizoncc.co.uk
- Please contact us if you are struggling with using technology, need to loan a device or are struggling to access lessons, we can provide support where needed: info@horizoncc.co.uk
- If your child does not have a 'live' lesson timetabled, please encourage them to complete work set in that timetabled lesson time; this will be set via their Class Team.
- Encourage and monitor your child to the best of your ability. If you are at home and you can help, that is greatly appreciated. You are not expected to teach the content – the teacher delivering the lesson will do that – but encouraging engagement will make a difference in these circumstances.

- If you have any questions about remote learning and/or live lessons, please do get in contact:
 - Technical support can be requested via itsupport@horizoncc.co.uk
 - All other questions can be sent via info@horizoncc.co.uk