

BRYN-Y-DERYN



CARNEGIE CENTRE

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opportunities for change and success

Carnegie Centre

Blended Learning Guide

for Learners

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Choosing a Suitable Working Space



It is important that you have a calm and practical space to carry out your home learning:

- Desk or suitable surface to work on
- Comfy chair
- An area with as few distractions as possible (this should not be your bedroom)
- Somewhere with a plain background with few personal items on display (if this isn't possible, please blur your background)

Remember to have everything you need for your lesson with you and ready to start. This might also mean downloading documents in preparation or getting paper and pens ready to take notes.

If you're expected to join in on a live lesson, please make sure to check your microphone and webcam are plugged in and working.



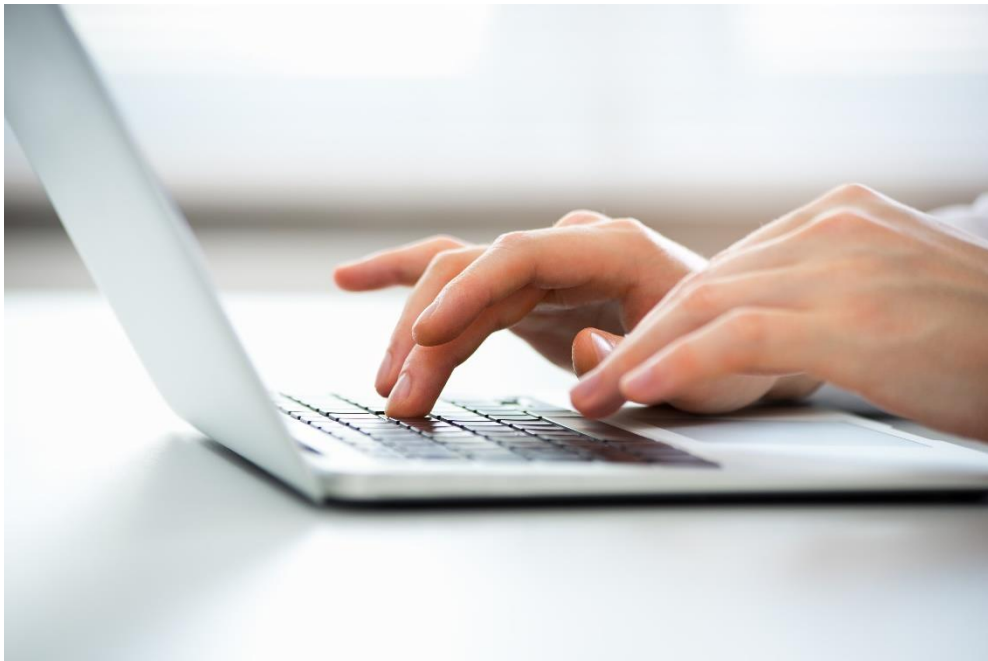


What equipment is needed?

To make sure you're able to access the virtual lesson, you'll need a few things:

- A laptop, P.C or tablet
- Internet connection
- Headphones (optional)
- Webcam (optional/if not build into laptop)
- Microphone (optional/if not build into laptop)

Remember, you'll need to be able to use the device for the whole time your lessons are running.



Requesting a device or internet access



If you do not have your own laptop or stable internet connection at home, please get in touch with your form tutor or email Tom at tleahy@brynyderyn.cardiff.sch.uk and we will be able to loan you devices. This is subject to an I.T Loan Agreement form being completed by your parent/guardian.

Subject to availability, we will provide those without devices a Chromebook and those with limited internet a BT dongle (Mini Hub) which will provide 4G coverage.

How to tether phone data to a laptop

iPhone

- Go to your iPhone's on-screen Settings
- Look for Personal Hotspot; or General, followed by Network, and finally Personal Hotspot
- Tap on Personal Hotspot and then slide the switch to On
- Then connect the iPhone to your laptop or tablet using a USB cable or Bluetooth.

Android

- Connect the phone to a computer or laptop by using the USB cable.
- Open the Settings app.
- Choose More, and then choose Tethering & Mobile Hotspot.
- Place a check mark by the USB Tethering item. Internet tethering is activated.

How to use a dongle (Mini Hub)

- Open the back cover of the mini hub and remove the battery
- Press and push the SIM into the card slot
- Replace the battery into the slot
- Check your Mini Hub is switched on and connected to the network
- Go to the network settings of the device you want to connect to the internet
- Search for the network name of your mobile Wi-Fi (this is written on the purple password card in the box)
- Click connect
- Enter your Wi-Fi password (it's written on the underside of the battery cover and also the purple password card)

Logging into the computer (Chromebook)



To login to the Chromebook, you'll need your Hwb login details. These can be given to you from your form teacher or Tom.

- Open your Chromebook and connect the charger
- Make sure there is power to the laptop
- Turn on using the 'On' button
- Enter your Hwb email address and password to the login screen

This will allow you to get onto the Chromebook.
Once here, you'll need to login to office to access your work.

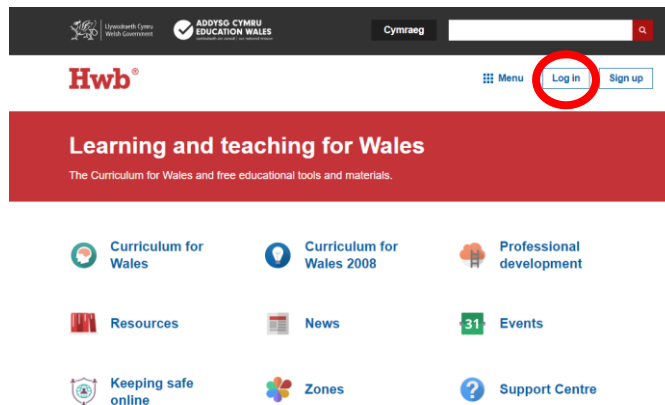


Logging into Hwb



To log into Hwb:

- Go to <https://hwb.gov.wales/>
- Click 'Log in' at the top right corner
- Enter your Hwb email address and password.



To log into Hwb using your Xbox:

- Plug in a keyboard into the Xbox USB slot (usually at the back)
- Go to 'Games & Apps'
- Find Microsoft Edge and select
- Type in: Hwb and log in as you would in school
- You can then access:
 - Word
 - Teams
 - PowerPoint
 - Your emails
- To move around, use your Xbox controller or plug in a USB mouse

To log into Hwb using your PlayStation:

- Identify the PlayStation internet browser icon (www with dots around it)
- Press the PlayStation logo on your controller
- Go to the library and find options for games and applications
- Go into the applications and you will find the internet browser
- Type Hwb into the browser and log in as you would in school
- You can then access:
 - Word
 - Teams
 - PowerPoint
 - Your emails

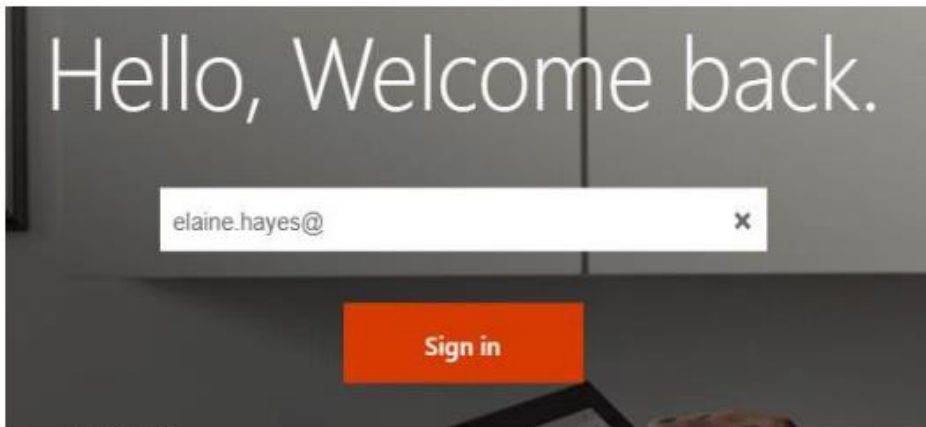


Accessing Microsoft Teams and Office 365

- On any web browser, e.g. Google Chrome, Internet Explorer, Safari etc.
- Go to www.office.com



- Click sign in and sign in with your full school email address which is your full name followed by @brynyderyn.cardiff.sch.uk
- Example: Tom Thumb is in year 10, so their email address is: tomthumb@brynyderyn.cardiff.sch.uk



fs.tetrust.org

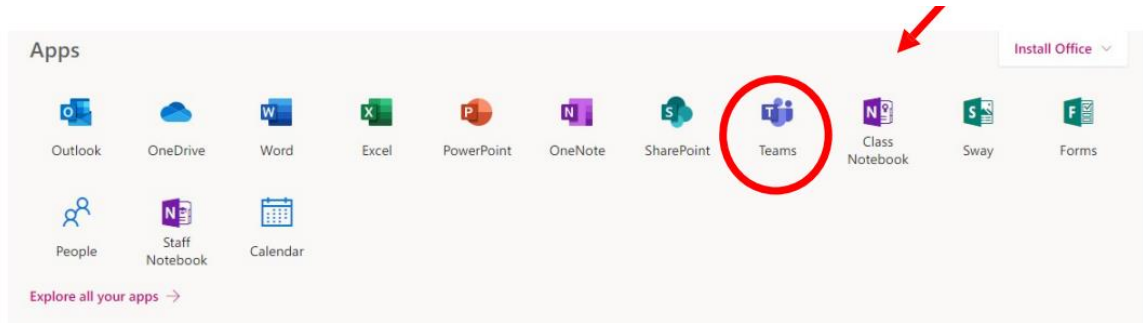
Type your user name and password.

User name: Example: Domain\username

Password:



- Once you sign in, you will get the page below. Click on the Teams icon



- You should now see all the Teams that we have set up for you at school.

If for any reason you are in a wrong Team, send a message to your teacher or Tom and we will get you moved to the correct one. You can also install the desktop version on your own laptop or P.C for free.

[Click here for a video and audio help guide to logging into Office 365 and Teams](#)

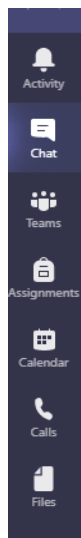
How to attend a virtual lesson/meeting



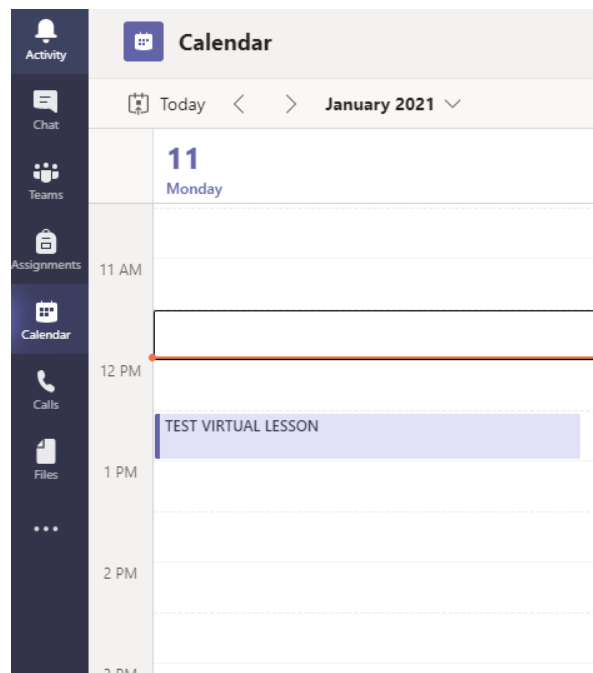
You will be invited to join virtual lessons when they run. These are held over Teams and means you can see your teacher over your laptop. You will be invited to these sessions by your teacher.

To view the lesson:

- Go to your calendar (5 icons down on the left menu):



- Make sure you look at the correct day





- Click on the meeting
- Click 'Join'

Before you join the virtual lesson, you will see a prompt to change your audio and video settings- you can turn them on or off once you have joined the lesson.

The first thing you should do is check the audio controls.

- Click the toggle to turn your microphone on or off:



- When your microphone is muted, you'll see a line through the icon.

Sometimes, you may want to show or hide your webcam.

- Make sure your webcam is connected and set up, or use the built-in one on your laptop
- Click the camera toggle button to turn your webcam on or off:

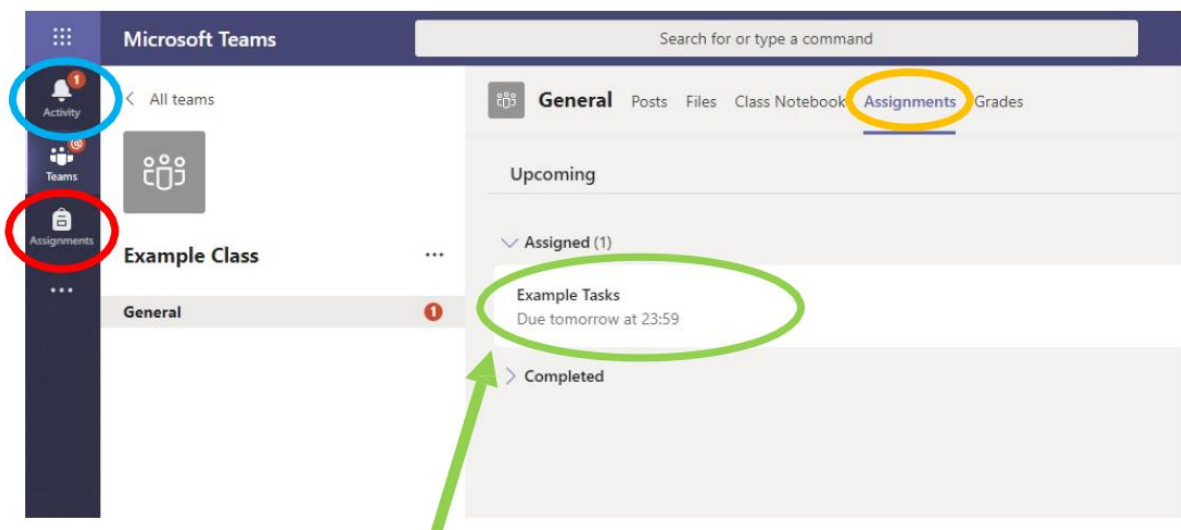


Viewing assignments



Your teacher can set assignment for you to complete.

- You will see a new notification every time your teacher sets a new assignment for you, which is circled in blue.
- By clicking on this notification, you will be brought to the assignments page.
- You can also click the assignments button in the left-hand menu to see all the different assignments set by your teacher, or you can click into your class and click on the assignments button circled in yellow.

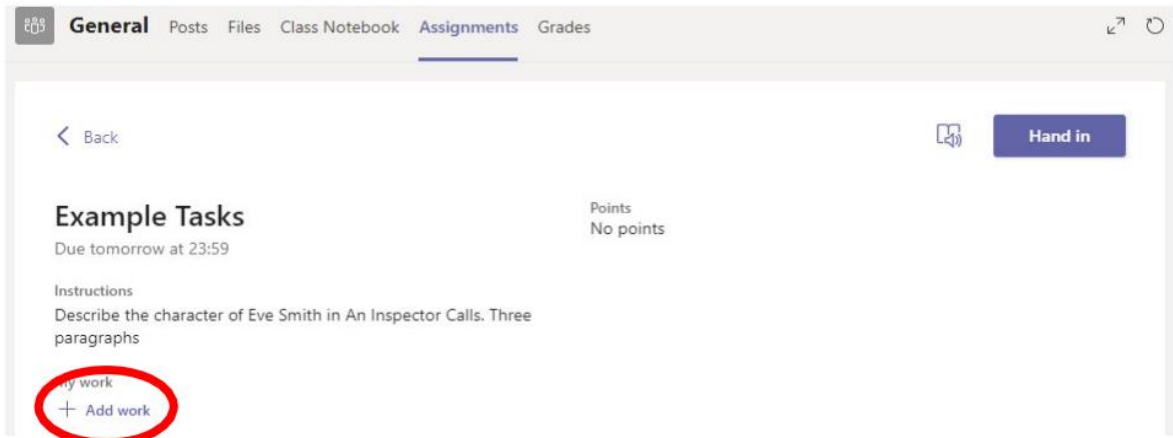


- Click on the assignment to access the task.

Handing in assignments

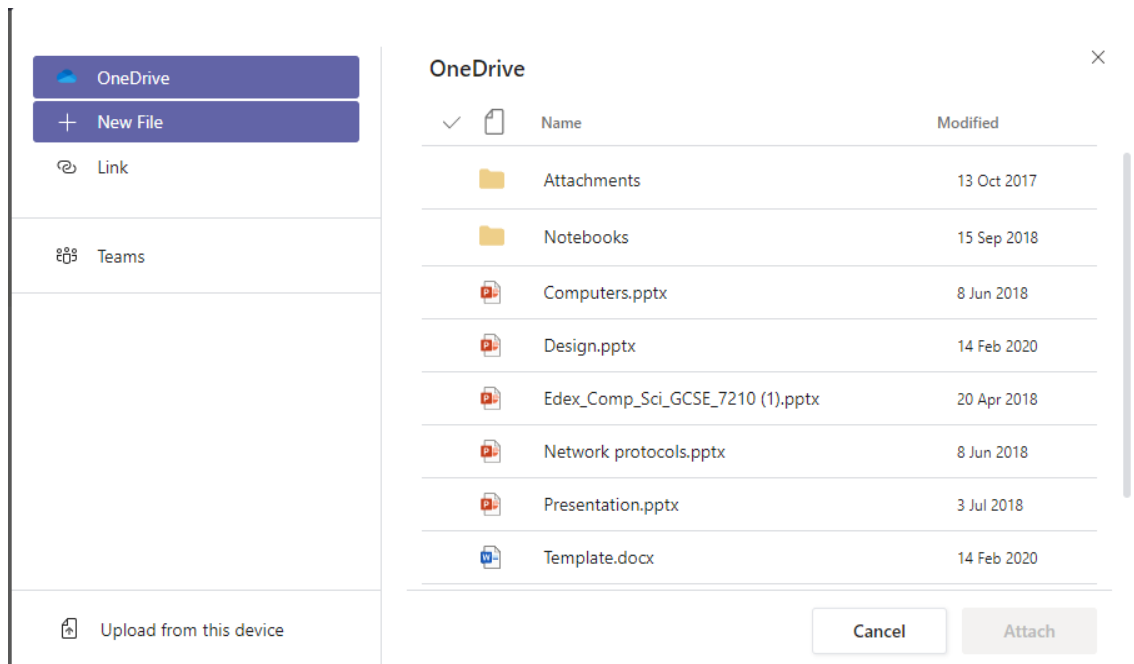


- To add some work, we first need to create a new document, then complete our work in it.



Using a new file:

- Click on new file and decide what format you will be submitting your work, Word, Powerpoint or Excel





OneDrive

- + New File
- Link

Teams

Choose a file type

- Word document
- PowerPoint presentation
- Excel spreadsheet

OneDrive

- + New File
- Link
- Teams
- Upload from this device

Choose a different type

File name
Eve Smith character

Give the assignment a name and then click attach

↓

Cancel Attach

< Back

Eve Smith Character Profile

Points
No points

Due today at 23:59

Instructions

Write a character profile about the character of Eve Smith in An Inspector Calls

My work

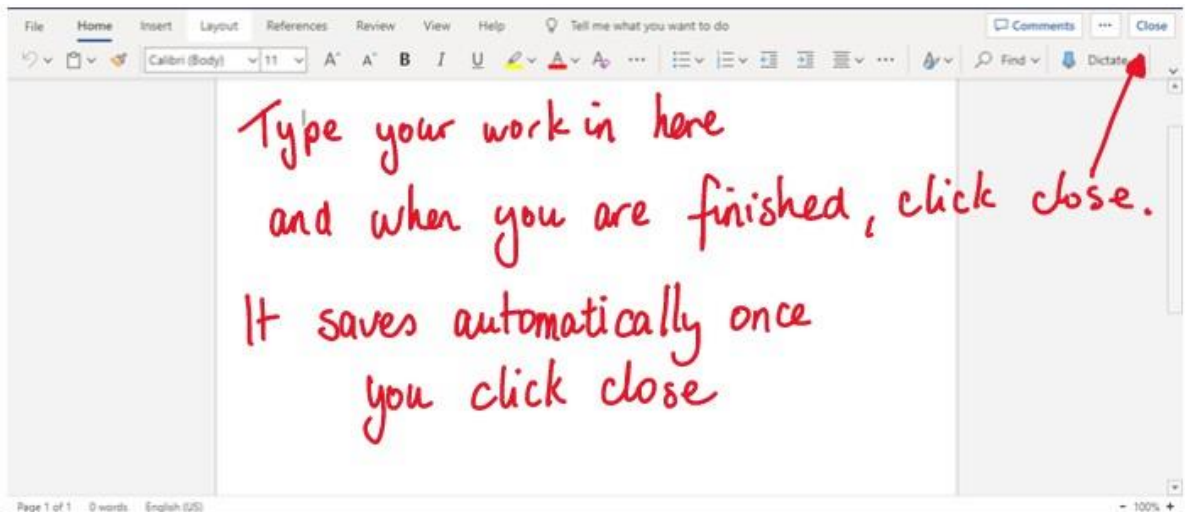
Eve Smith character.docx

+ Add work

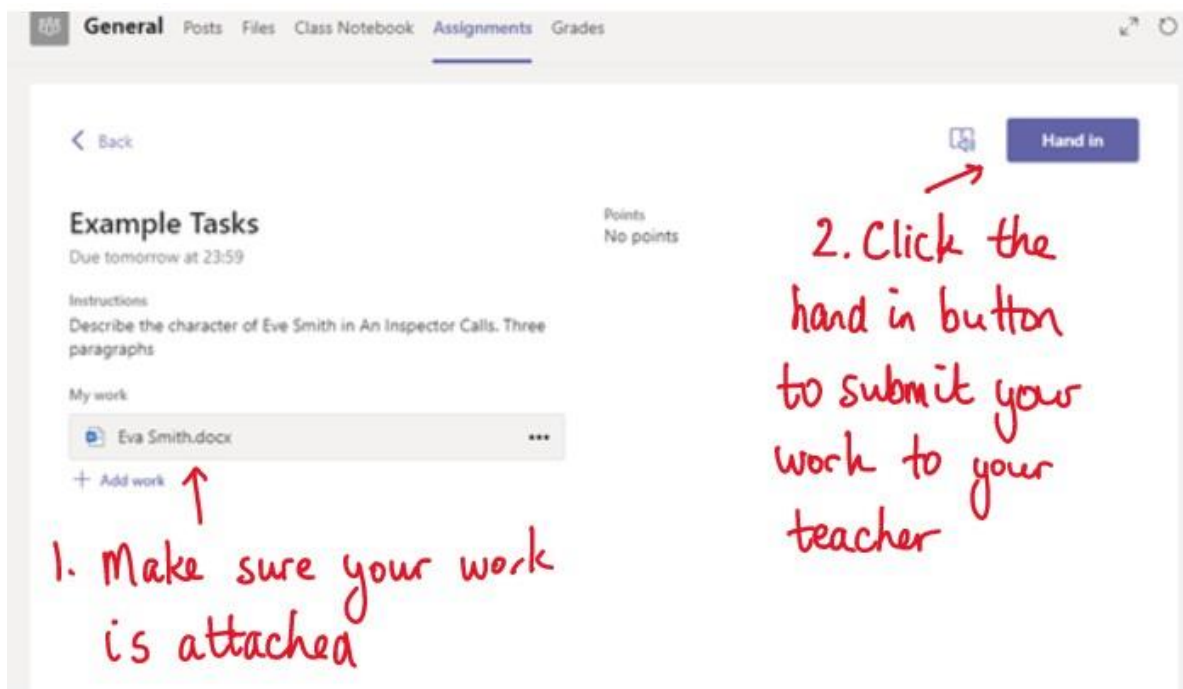
↑
Click here and it will open Microsoft Word



- You have now created your document that you can start writing your work into.
- To start your work, click on the document name.



- Make sure that you have your work attached and that it is not blank.
- Click the 'Hand In' button.
- Your teacher can now look at your work and give you feedback if required.





- If you have successfully handed in your work, you will see an animation – there are loads of different types!

< Back


Handed in on Fri 20 Mar 2020 at 03:28 ✓ **Undo hand-in**

Eve Smith Character Profile


Due today at 23:59

Instructions
Write a character profile about the character of Eve Smith in An Inspector Calls

My work

 Eve Smith character.docx ...

Points
No points

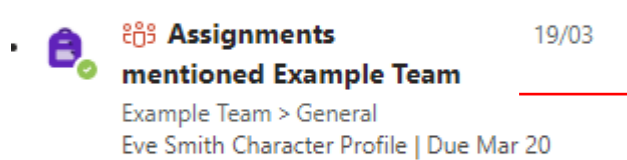
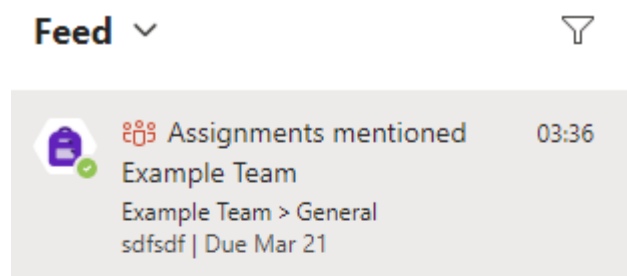


[Click here for a video and audio help guide for Assignments](#)

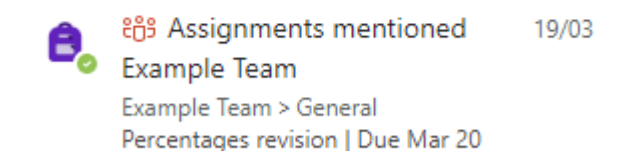


Receiving feedback

- You will get a notification in your activity feed when a teacher has set you a new assignment or sent you feedback on your work.
- Click on the Activity button and it brings you to your feed.
- Any message in **bold** you have not read



This is a notification to say that there is a new assignment in the Example Class that you need to complete



This is a message to say that work has been returned in this student's maths Team – to see the feedback, click on the notification



General Posts Files Class Notebook **Assignments** Grades

< Back Returned Mon, 16 Mar, 12:30 Hand in again

Example Tasks

Due tomorrow at 23:59

Instructions
Describe the character of Eve Smith in An Inspector Calls. Three paragraphs

My work

Eva Smith.docx

Add work

Feedback
great work - please see the highlighted parts that need to be rewritten

Points
No points

- This piece of work has been looked at by this learners teacher and been given some feedback circled in red
- You can click on the file to open it and act on the feedback given to you by your teacher, before handing it in again



Other home learning links

You may be set a task by your teacher to go on one of the below websites to complete work:

WJEC Educational Resources

<https://resources.wjec.co.uk/Pages/SearchResources.aspx>

BBC Bitesize

<https://www.bbc.co.uk/bitesize>

Maths Numeracy Warm Up

<https://numeracywarmup.co.uk/>

Maths Numeracy Workout

<https://numeracyworkout.co.uk/>

Maths Workout

<https://mathsworkout.co.uk/>

Dr Frost Maths

<https://www.drfrostmaths.com/>

Maths DIY

<https://www.mathsdiy.com/>

Careers Wales

<https://careerswales.gov.wales/>



How to contact a teacher

Your teacher will never be far away if you need help and support. The easiest and quickest way to get in contact is to message them on Teams.

To do this:

- Type their name in the search box at the top of Teams
- This will bring up a 'Chat' messaging space
- Type your message in at the bottom and press send
- This will be sent directly to your teacher

An icon next to their name will show you if they are online:

- A **green tick** means they are on Teams and active
- A **yellow clock** means they have Teams up but are away
- A **red circle** means they are busy (i.e. in a meeting or phone call)
- If there is a grey 'x', it means they are not currently on Teams

You will also receive weekly phone calls from your form tutor. If anything is on your mind, this is a great time to share your thoughts or concerns.

Any concerns or comments can also be raised on the days you are at the Centre.

Home learning frequently asked questions



How long should I be spending on schoolwork?

We understand that completing school work and lessons at home is very different to being at the Centre. As a guidance, try to aim for 45 minutes per lesson. This is the same as your timetable if you were in school.

When should I be learning from home?

You should be learning from home at days where you are not at Carnegie Centre. Aim to be online and learning during the usual school day – 08:45-14:30 (making sure to take lunch and a break) as this is when teachers are available for feedback, questions and support.

Is there a suggested timetable I can follow?

A suggested timetable has been given to all learners as an idea of how to structure your days at home. If you haven't had this, please see your form teacher or visit the website - <https://www.brynyderynpru.co.uk/post/carnegie-centre-january-timetables>

Who will be setting work/assignments?

Work and assignments will be set by your subject teachers, your form teachers and PIP (if you attend). You may also find some relaxation and wellbeing help guides on Teams.

How regularly will work be set?

A task/assignment will be set for every lesson. Usually, these will carry on from what you are learning on your days at the Centre.

Where can I get support for mental wellbeing?

If you need to reach out for support, you can message your form tutor or the school counsellor, Nic Kukuni, over Teams. You will also receive a weekly phone call.

Who should I contact if I am experiencing technical difficulties?

If you're having any difficulties viewing tasks/assignments or getting online, please get in contact with your form tutor or Tom (tleahy@brynyderyn.cardiff.sch.uk). Don't forget to refer back to this help guide too!



Code of conduct

Safeguarding and Security Information

- All our teachers have been safely recruited, have up-to-date training, are fully DBS checked (Disclosure and Barring Service) and are experienced professionals
- Please note, teachers can mute participants and end the lesson at any time and have been instructed to end immediately if anything happens that they feel uncomfortable about
- Parents/learners should also be willing to end a lesson at any time if they have concerns relating to conduct of staff and/or learners
- MS Teams is an end-to-end encrypted system which will record all lessons, which will be retained for 12 months
- Parents/learners should not make any additional audio/video recordings of the lesson
- When accepting an online lesson please ensure that you and your child see the message 'This session is being recorded'. If you do not, contact your teacher before continuing
- Lessons will be reviewed by senior Bryn y Deryn & Carnegie staff on a sampling basis

If anything happens that you feel uncomfortable about, please contact T Leahy at t.leahy@brynyderyn.cardiff.sch.uk

Online Learning Guidelines for Virtual Lessons for Parents & Learners

Please adhere to the following guidelines during online lessons:

- Adhere to the Bryn y Deryn & Carnegie ICT User Agreement
- Select a suitable, neutral location for your lesson; ideally this should **not** be a bedroom. Please select an area with as few distractions as possible and blur your background (if possible) or select a place where the background is neutral and not displaying lots of personal items
- Learner's behaviour and dress must be appropriate at all times. If learners are not suitably dressed or if any behaviour is inappropriate, staff will end the online lesson immediately then contact parents to inform them of the reason for this
- Please join your lesson on time. Take the time to check that all equipment is working, and you know how to use it well in advance of the lesson.
- All written and verbal comments must at all times be appropriate to the formality of your lesson. Teachers and learners should communicate as is normally appropriate in a lesson at school
- The lessons will be recorded

General Online Guidance



- Please be patient
- Make sure you have made yourself familiar with the software beforehand and understand how it works
- Ideally ensure your device is plugged in to a power source when in use
- Please ensure you have your equipment that you need for your lesson ready in advance, just as you would do in a normal lesson

Communication with children (including the use of technology for online/virtual teaching)

There has been a sharp increase in the use of technology for remote learning since March 2020 and this addendum to our existing policy provides some additional guidelines for learners, parents and staff.

We will review our online safety Policy and procedures and ICT User Agreement and amend these where necessary to ensure that all staff involved in virtual teaching or the use of technology to contact pupils are briefed on best practice and any temporary changes to policy and/or procedures.

When selecting a platform for online/virtual teaching, we will ensure that the 'provider' has an appropriate level of security. Wherever possible, staff will use school devices and contact learners only via the school email address/log-in. This ensures that the school's filtering and monitoring software is enabled.

The following points must be considered:

- Resources/videos must be age appropriate – the child may not have support immediately to hand at home if they feel distressed or anxious about content
- It is the responsibility of the staff member to act as a moderator; raise any issues of suitability (setting, behaviour etc.) with the child and/or parent immediately and end the online interaction if necessary
- Staff must raise any concerns that arise as a result of online provision with the appropriate member of staff, including but not limited to Designated Safeguarding Leaders, and they must also contact parents/guardians

Staff and other adults will not:

- **Contact learners outside the operating times defined by the senior leader, take or record images of learners other than recording virtual sessions;**
- **Record virtual lessons or meetings using personal equipment (unless agreed and risk assessed by senior school staff);**
- **Download and store special information or data to personal computer**
- **Engage online with children using video conferencing facilities without prior agreement from members of the senior leadership team**