



HAMPTON
SCHOOL

ADVICE ON GUIDED HOME LEARNING



SUMMER TERM 2020



GUIDED HOME LEARNING AND PASTORAL CARE: SUMMER TERM 2020



I HOPE YOU ARE WELL AND STAYING SAFE DURING THE SOCIETAL RESTRICTIONS THAT CONTINUE TO APPLY DUE TO THE COVID-19 PUBLIC HEALTH CRISIS.

At Hampton, our intention remains to offer as much normality as possible for our boys during these extraordinary times.

This advice on our summer term programme of guided home learning and pastoral care aims to be helpful, informative and reassuring. It is important that our pupils and parents read the guidance on the following pages carefully before e-Hampton resumes on Tuesday 21 April.

Our fundamental aim, during whichever period of government-required site closure applies, is to provide excellent guided home learning and pastoral care for all Hamptonians. Our academic provision in the summer term will be via a combination of independent learning tasks (set via *Firefly*) and periods of 'live' contact time with your son's teachers, enabled through *Microsoft (MS) Teams* conferencing software. This hybrid approach is appropriately nuanced and should enable pupils and teaching staff to retain a measure of flexibility over the completion of tasks, while incorporating elements of the classroom interactions that are the keystone of the superb learning and teaching that happens at Hampton every day. It should also be helpful to everyone involved in maintaining their family/ household commitments, responsibilities and relationships.

Our boys' wellbeing remains of paramount importance and the summer term programme will strike a healthy balance between engaging academic study and Hamptonians having time to nourish themselves - physically, mentally and spiritually - in these unparalleled circumstances. The School's outstanding pastoral care will continue throughout the site closure period; Form Tutors, Heads of Year, members of the senior team and our dedicated Counsellors will remain available to offer personal support. Details of our pastoral provision can be found within this guidance booklet.

No-one worldwide can expect a smooth ride over the coming months, but it is clear from the togetherness being shown by our School community that two things will stand us in particularly good stead. Firstly, a continuing willingness among boys, parents and staff to face any difficulties that might arise during our guided home learning period with generous-spirited equanimity (we cannot allow 'perfect to be the enemy of the very good'). Secondly, the dedication, ingenuity and professionalism of my colleagues, which mean that boys and parents can rest assured that we will strive to offer the best possible experience of Hampton, albeit in amended form for a while.

We should all acknowledge that summer term 2020 will be a different experience, but we must collectively ensure that our School's distinctive values and ethos are upheld.

The joyful day on which it is deemed safe for us to reconvene on the School site cannot come soon enough, but in the meantime, I hope that you will find these advice notes useful. Please do not hesitate to contact a member of the senior leadership team if you have any queries about them.

With kind regards and best wishes

Kevin Knibbs MA (Oxon)
Headmaster

CONTACTING US

As Hamptonians know (but may need reminding from time-to-time), their Form Tutor is the person with whom they should make initial contact with any questions, queries or concerns. However, if you have a specific, subject-related query for one of your son's teachers, they may of course be contacted via email.

Email addresses of all members of teaching staff at Hampton are in the following form: **initial.surname@hamptonschool.org.uk**

GUIDED HOME LEARNING @ e-HAMPTON

Our guided home learning provision is intended to enable pupils in all year groups to continue making academic and all-round progress appropriate to their stage of School life.

We have spent considerable time choosing the online learning platform that would most suit Hampton. We also sought a platform that is flexible and as safe as possible for our boys and teaching staff to use. We have been using *Firefly* for several years and our staff and pupils are familiar with it. *Firefly* is public to parents and provides a clear record of the tasks set for each pupil, which we know many Hampton families find beneficial.

In addition to *Firefly*, however, we shall be using *Microsoft (MS) Teams* with effect from the start of the summer term. *MS Teams* is a collaboration tool that provides teachers with a digital environment for their classes. Learning is the focus of *MS Teams* rather than the resource; it provides teachers with a platform to upload materials, so that they are then ready for use in the session when needed.

Tasks set on *Firefly* could include reading relevant articles, watching related online videos/animations, completing worksheets or questions, listening to pertinent podcasts, and using adaptive online teaching resources (e.g. *Seneca*) to complete work. It is intended that 'live' teacher-pupil contact time on *MS Teams* should be used for the following: short periods of exposition when introducing new topics/concepts; checking boys' understanding of topics/concepts, and offering feedback on pupils' completed tasks.

Our dual *Firefly* and *MS Teams* approach will enable both pupils and teaching staff to retain a measure of flexibility around when tasks are completed, while still allowing some element of the classroom relationships that are central to the success of learning and teaching at Hampton. We believe that incorporating *MS Teams* will provide pupils and staff with a more flexible virtual learning platform.

Additionally, teachers will be able to deliver parts of lessons in real-time: to converse with boys, mark their homework, and follow up lesson material with small group work.

Hamptonians are well-motivated and their rapport with our dedicated, subject-specialist teachers enables them to flourish. Through using *MS Teams* in conjunction with *Firefly*, we feel that our summer term provision will continue to be challenging, innovative and suit our boys' learning styles. Successful learning and teaching are interactive by nature; excellent teachers ask questions, listen, and respond; they also motivate and encourage. We shall continue to do the above next term, and our teachers will offer their pupils as much personalised support as possible.

GOOD TEACHERS ASK QUESTIONS, LISTEN, AND RESPOND; THEY ALSO MOTIVATE AND ENCOURAGE.



GUIDED HOME LEARNING

DIGITAL LESSONS @ e-HAMPTON

As well as work set and marked via *Firefly*, live and recorded *MS Teams* sessions will also be part of our academic provision during the summer term.

It is our carefully considered view that it will not be conducive to effective guided home learning for *MS Teams* sessions to mirror 40- or 80-minute on-site Hampton lessons. We are aware from consulting with colleagues in settings that hurried to begin using conferencing software before the Easter break that replicating entire lessons digitally was not a panacea. The best online learning sessions will consist of a mixture of 'live' teaching and other activities.

It is also evident that this approach is unsustainable in terms of pupil/teacher workloads and it does not offer enough flexibility around the timing of 'live' sessions in a way that is helpful in managing competing family/household commitments.

For First to Fifth Years, where set sizes may not be conducive to an effective online guided home learning environment, teachers may choose to sub-divide their sets. Smaller groups of pupils can be asked to join the lesson for shorter periods of time (e.g. two 15-minute conferences, with half the boys in a set attending each one). Those leading a double period of guided home learning may choose to spend 15 minutes introducing a task, before sending their class offline to complete the work for 30 minutes; pupils can then be asked to re-join the lesson for 20 minutes to review answers together. The method by which 'live' time is used is at the discretion of the individual teacher.

THE SUMMER TERM TIMETABLE

We are aware that an element of flexibility around the timing of 'live' *MS Teams* sessions will be helpful and necessary in managing everyone's family/household commitments. However, it is self-evident that boys cannot reasonably be expected to attend two *MS Teams* sessions with different teachers at the same time. This means that sessions must only occur during the period(s) when a member of staff would have taught that class during a normal, timetabled on-site School day.

Using their current lesson timetable, teachers will schedule live conferences with each of their teaching groups at the regularity set out in the table below – which periods of the normal teaching timetable will be live-conference lessons, will be at the subject teacher's discretion. Teachers will try to stick to the same times each week, so that a regular timetable is established for our pupils.



This way they will become familiar with the pattern of expected *MS Teams* 'touch points' with each of their teachers during the e-Hampton week. You will appreciate that many of our teaching staff will also be looking after their own families during this period of online learning while working from home, so our provision may require some flexibility to accommodate this.

Year Group	Suggested live lessons per week per subject	Notes
First, Second and Third Years	One live lesson per week per subject	Two per week per subject for Maths and English
Fourth and Fifth Years	Two live lessons per week per subject	For Ancient History and RS: one live lesson per week per teacher of shared sets
Lower Sixth and Upper Sixth	Four live lessons per week per subject	Each teacher of shared sets takes two 'live' lessons

Therefore, pupils will either be set independent learning tasks or required to attend a live *MS Teams* lesson for each scheduled period of teaching in their timetable. Resources required for live teaching sessions should be posted to *Firefly* in advance of the session starting.

In addition:

- PSHE periods (Monday and Thursday period 3) may be used for short, 15 to 20-minute discussions on PSHE tasks/topics of interest
- PE will not use live conferencing for lessons but will instead set exercise tasks on *Firefly* for completion during PE lesson times. However, Sports afternoons may commence with a live conference
- Mindfulness will not be taught online, but lessons from the Wellbeing & Resilience course will be uploaded to *Firefly* weekly
- Short e-Hampton Assemblies will be posted online every Monday and every second Thursday
- Live contact time with Form Tutors



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THE e-HAMPTON SCHOOL DAY

As per the final week of the spring term, teachers will upload tasks to *Firefly* by 8.55am on the days that they would normally teach each class.

In addition, boys will be registered automatically by logging onto *Firefly* each morning before 8.55am. Form Tutors should conduct a short, 'live' Form Tutor period via *MS Teams* on Tuesdays, Wednesdays and Fridays at 8.45am (on Mondays and Thursdays these will be during Period 3).

For First to Third Years, tasks should take no longer to complete than the available lesson time; Lower School boys should not be working all day and then completing 'homework' at night.

For Fourth Years to Upper Sixth, some additional 'homework' tasks may be set, but please remember these are extraordinary times for everyone. Pupils should not sit working from 8.55am to 4.00pm and then complete two to three hours of 'homework' as well.

We understand that not all of you will have easy access to a printer, and we have therefore requested that tasks should not require printing at home.

Where homework is set, it will be marked and returned with feedback in the usual way. When necessary, correction periods will be offered to pupils to further check on their progress. The outline of the School day is shown below.

We recommend that pupils set up a suitable space at home where they can base themselves to work quietly and without distraction. For live teaching lessons conducted on *MS Teams* we would suggest that where possible, boys attend the *MS Teams* session in a communal area in your house such as the living room, kitchen or dining room. Our recommendation is that boys should not attend *MS Teams* sessions in their bedrooms. If this is unavoidable due to particular family/household arrangements, **boys must blur their *MS Teams* background** and turn their camera off unless their teacher requests that it is enabled for the session.

Your son should have a designated device for his work, which, for many Hamptonians, will be his School-issued iPad.

The device must be capable of accessing the internet and it should have the *Microsoft Teams App* installed (please see the *MS Teams* 'Help' guides at the end of this booklet for further details). As mentioned above, any devices used for live conferencing should be used in communal areas of the house if at all possible, and when using video, the background should be blurred.

While working away from the School site is very different for all of us, it is important that boys adopt the mindset of 'attending' School. We would recommend that Hamptonians set their morning alarm in time to have eaten a healthy breakfast and that they are appropriately dressed in time for online log-in on *Firefly* by 8.45am each morning. On Tuesdays, Wednesdays and Fridays, the day will commence with a live session with their Form Tutor; on Mondays and Thursdays, the first session is period one at 8.55am.

When we are together on site, there are many whole-School aspects of Hampton life that support our extremely strong sense of community and, where possible, we shall aim to retain as many of these as we can during this period of site closure. One such feature is our weekly School assembly, a shortened version of which will be pre-recorded and posted at the usual assembly time each Monday and on alternate Thursdays for the School community to view. It may be that these messages are discussed during the boys' Form Tutor periods, which will take place as usual at 10.15am on Mondays and Thursdays.

A break for lunch is advocated at the usual time of 12.35pm and we should encourage boys to enjoy a healthy lunch, ideally with family, making sure they drink plenty of water. As with the School lunch break, we should also recommend that your son uses this time to complete a co-curricular activity – doing some exercise, playing a game (preferably a non-screen based one!) or simply reading a book to enjoy some 'downtime'.

	Mon	Tue	Wed	Thu	Fri
8.45am		Form Tutor time	Form Tutor time		Form Tutor time
8.55am					
9.35am					
10.15am	Form Tutor time			Form Tutor time	
Break					
11.15am					
11.55am					
Lunch					
2.00pm					
2.40pm					
3.20pm					

Afternoon lessons resume at 2.00pm and we recommend that boys are ready to work a few minutes beforehand.

There is no set routine for the evening. However, pupils must ensure that any work due to be submitted the next day is completed to the best of their ability and that they have organised their desk and books ready to start the next working day. Boys need to ensure that they get to sleep at a suitable time to enable them to concentrate well on their studies the following day.

At e-Hampton, the usual School code and high behaviour expectations remain in place. Boys are expected to be polite and cooperative with all members of staff and to demonstrate full and proper commitment to their academic studies and co-curricular activities. Good behaviour in lessons is essential for pupils to learn successfully and behaviour that inhibits learning in lessons will not be tolerated. The very highest standards of conduct are expected and insisted upon, and poor behaviour will be dealt with appropriately and robustly by a boy's Head of Year/ Assistant Head of Year and members of the leadership team.

When using *MS Teams*, the points below apply and boys are required to familiarise themselves with this information ahead of the start of the summer term:

- You should 'arrive' at lessons in good time and with both your microphones and videos switched off. These need to remain off unless you are invited to turn them on by your teacher
- You must be dressed appropriately for every *MS Teams* session - you may wear casual clothes, as for a 'Mufti Day' at School
- If possible, you should attend the *MS Teams* session in a communal area in the house such as the living room, kitchen or dining room. If this is unavoidable, **you must blur your *MS Teams* background** and turn your camera off unless your teacher requests that it is enabled for the session
- Do not speak when your teacher is speaking (which includes the 'chat' feature) unless you have a question for your teacher as you would in your classroom. If you do have a question, please say 'Miss' or 'Sir' (once only) and wait for your teacher to acknowledge you before asking your question
- Where required, write clearly and fully rather than using abbreviations
- All *MS Teams* sessions will be recorded to monitor learning. These recordings may be reviewed by The Headmaster, a Deputy Head or Assistant Head
- Your attendance is compulsory at each *MS Teams* session to which you are invited by one of your teachers, unless you are unwell and your parents have notified the School
- If you are worried about anything to do with a *MS Teams* session then you should email safeguarding@hamptonschool.org.uk

Daily attendance will be recorded each day on *Firefly*. Boys will be required to log-in and complete the attendance form which will be set as a 'task' by 8.45am each day and any absences will be followed up in the usual way. This will form the official attendance register for the School and members of the Common Room will be notified of pupil absences. Unexplained non-attendance at a scheduled *MS Teams* lesson or Form Tutor period will be followed up in the usual way.



Incidents of poor behaviour during live conferencing sessions on *MS Teams* will initially be managed by the subject teacher via a warning being given. Where a pupil has failed to submit work, the relevant subject teacher will follow this up directly with the boy in the first instance. Should further action be required, the boy's Form Tutor and Head of Year will be informed. While we hope this will not be required, it may also be necessary to contact parents to share our concerns.

A persistent failure to hand in work and/or attend *MS Teams* sessions will be followed up by Heads of Year and members of the senior leadership team.

e-SAFETY

Hampton uses filtering and monitoring software to keep our pupils as safe as possible when they are on-site and using the School Wi-Fi.

However, now they will be working from home, we urge parents to:

- set filters on their home connection that are age appropriate
- check their parental control settings via their broadband supplier
- check they have suitable anti-virus protection in place.

For advice on setting up controls offered by your home internet provider, we recommend the UK Safer Internet Centre.

For more general advice on parental controls, the NSPCC, in partnership with O2, provide a very good checklist. In addition, the O2 NSPCC Advice Line offers advice on apps, sites, games and online safety (0808 800 5002)

WE WANT TO
KEEP OUR PUPILS
AS SAFE AS
POSSIBLE WHILST
WORKING ONLINE

PASTORAL SUPPORT

FORM TUTORS AND HEADS OF YEAR

Should you have any concerns about the wellbeing of your son, please feel free to contact your son's Form Tutor in the usual way. Tutors play a fundamental role in the life of our pupils and this role becomes even more important when they are working away from the School site. Your son's Form Tutor continues to be responsible for monitoring his attitude to learning, engagement with the virtual learning environment and prompt submission of assignments. While your son's Form Tutor remains your first point of contact, you should feel free to contact your son's Head of Year if required.

As indicated above, there will be daily contact points between Form Tutors and their tutees. The expectation is that these will take place at 8.45am on Tuesdays, Wednesdays and Fridays and these *MS Teams* sessions offer an opportunity for Tutors to speak with members of their Form, albeit briefly. Where a Form has co-Tutors, *MS Teams* Form Tutor sessions may be divided into two sub-groups. In addition to checking on the wellbeing of members of the Form Group, Tutors may also use this time to pass on notices and discuss any Year Group challenges and competitions as appropriate.

Period 3 on Mondays and Thursdays will be set aside for longer conversations between Form Tutors and their tutees. Alongside these discussions, weekly PSHE material will continue to be issued and may be used at these times.

e-Assemblies will be posted during Period 3 on Mondays and on alternate Thursdays.

Heads of Year, or Assistant Heads of Year will, in addition, be writing a weekly blog/email to all pupils in their Year Group. These will include competitions/activities for year groups to participate in during the following weekend (e.g. tallest *Jenga* tower).

“ WE WILL WORK WITH YOU TO DO WHAT WE FEEL IS BEST FOR YOUR CHILD ”

SUPPORTING POSITIVE MENTAL HEALTH

We appreciate that the COVID-19 outbreak has been life-changing for all of us. It has the capacity to cause feelings of stress, anxiety, sadness, boredom, loneliness and frustration. Although we are not physically together on the School site, supporting the wellbeing of all those within the Hampton community remains of paramount importance. Our summer term provision seeks to strike a healthy balance between academic study and encouraging the boys to nourish themselves (physically, mentally and spiritually).

We hope that the combination of the routine and stimulation offered by the guided home learning programme as well as the one-to-one attention which each pupil will receive from his Tutor will help support pupils' welfare, but we are aware of the impact that long-term isolation from friends can have on young people's emotional wellbeing. A variety of resources will be shared with pupils in the summer term and there will be opportunities for these to be discussed with Form Tutors as well as, we hope, with family members.

As mentioned previously, we look forward to continuing to enjoy some of the aspects of School life that are important to us as a community when we are together at School, such as our assemblies and enjoyable challenges from academic and co-curricular departments.

We are also lucky to be well-resourced in having counselling professionals whom we can access if needed, and their details can be found below. Pupils and families can access all the other methods of pastoral support in the usual way.

The main message is that the wellbeing of our pupils is without question our highest priority, so communication is key, and we will work with you to do what we feel is best for your child.

COUNSELLING @ e-HAMPTON

Counselling continues to be available to all Hamptonians. The process of counselling has been described as “giving clients [pupils] an opportunity to explore, discover and clarify ways of living more resourcefully and towards greater well-being” [British Association of Counselling and Psychotherapy 1991].

We are fortunate to have three visiting School Counsellors who will continue to be available throughout the summer term. The lead counsellor is Michael Uccelli; the other two counsellors are Iain Dawson and Vicci Nagli. All have wide experience of working with young people and are familiar with Hampton School and its pastoral care arrangements. To contact the Counselling Team, you can email counselling@hamptonschool.org.uk or use the details below.

- Michael Uccelli (m.uccelli@hamptonschool.org.uk)
- Iain Dawson (i.dawson@hamptonschool.org.uk)
- Vicci Nagli (v.nagli@hamptonschool.org.uk)

Michael, Iain and Vicci will see pupils by appointment via *MS Teams*. There are separate protocols in place for these one-to-one sessions, which must always be followed.

SPORT @ e-HAMPTON

The Sport and PE department hopes to encourage Hamptonians to enjoy as active and healthy a lifestyle as possible while the School site is closed.

Fortnightly exercise and activity tasks will alternate with fortnightly sessions relating to analysis, knowledge and understanding of sporting activities and personal development. These will replace the boys' normal timetabled PE lessons and Sports afternoons. We shall be suggesting that boys complete at least an hour a day of physical activity, at varying intensities, which we suggest that they should monitor. Their daily exercise can be a single hour, or broken down into two, three or four exercise periods.

Tasks will be varied and differentiated each week, to encourage boys of all fitness levels and abilities to stay healthy and engage in activity.

In addition to weekly PE tasks, our Sport and PE staff will be offering a variety of ways to help keep the boys motivated, active and developing their knowledge and understanding. These will include:

- Optional sports webinars, offered during timetabled Sports afternoons
- Strength and conditioning plans and schedules for some of our senior sports
- Dedicated PE and Sport *Firefly* page (updated weekly) for each Year Group
- *Firefly* pages for individual sports, updated for extended learning
- A variety of exercise workouts and activities, offered through posters and videos
- Skill and exercise challenges and sports trivia, posted on *Firefly* and the @SportsHampton twitter account



There is a plethora of sporting apps, pages and sites available to boys, but these are a selection we have found most useful:

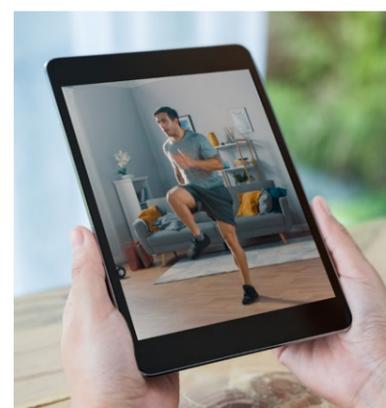
Apps

Seven – 7 Minute Workout App is great for some quick morning exercise!

HIIT and **Tabata** timer apps are also useful for workouts.

Strava and **Runkeeper** are excellent to track activity, if boys are going out to exercise.

The **BBC Sport** app also has a section called '5 things to do today', which offers some variety and entertainment (we are looking at offering something similar with '3 things to do today' through *Firefly* and our *Hampton@Home* newsletter).



Websites and YouTube

We are sure that you will have seen Joe Wicks (The Body Coach) presenting live, with his daily morning sessions. He also has a substantial array of workouts on his *YouTube* channel for a variety of fitness abilities. Another great website is www.fitnessblender.com where workouts can be tailored to the individual through search filters.

We hope that, even though the School site is closed, you will continue to enjoy your sport and physical activity! If you have any questions or would like advice on how to train, whatever your ability or level of fitness, please do not hesitate to contact your PE or Sport teachers.

DRAMA @ e-HAMPTON

The School site may be closed, but that is no reason for co-curricular Drama to stop!

The Drama department is offering a virtual performance opportunity and is planning to present a video performance of the poem 'If' by Rudyard Kipling. If you would be keen to be involved in the project, please email Mrs Plowman (n.plowman@hamptonschool.org.uk) and you will be sent more information about how to take part via *Firefly*.

Additionally, Mrs Moore is currently developing ideas on a virtual performance of Shakespeare's 'Comedy of Errors' which was cast just before the School site closure. The named character parts are in the process of learning their lines and we hope to begin some form of virtual rehearsals soon. For more information please contact Mrs Moore via email (l.moore@hamptonschool.org.uk).

Unfortunately, but necessarily in the current circumstances, the auditions for the Hampton-LEH joint Senior production of 'Guys and Dolls' have been postponed. As soon as we are able to welcome our pupils back to the School site, we will write to everyone with updated plans – as they say, 'the show must go on!'

With the closure of theatres nationally (including our own Hammond Theatre), there is a great variety of plays now available to stream directly to your home. The Drama department has put together the following list of websites/YouTube/social media channels where you can watch some exciting theatre for free. These are brilliantly filmed professional shows, which would normally cost a lot of money to go and see in the theatre. So sit back, relax and become a culture vulture from the comfort of your own home!

YouTube channels

- **The National Theatre** – National Theatre Home is releasing a play every Thursday (available for a week)
- **The Shows Must Go On** – Andrew Lloyd Webber is releasing one of his musicals every Friday (available for 48 hours only)
- **Shakespeare's Globe** – London's Shakespeare's Globe is screening six of their shows starting Sunday 19 April (available for two weeks only) on rotation

Facebook

- Saddle's Wells – A Dance Drama production released every Friday (available for a week)

Websites

- **Digital Theatre Plus** - <https://www.digitaltheatreplus.com/education>
Watch films of leading theatre productions, discover how plays are brought to the stage in interviews with creative teams and learn about interpretive choice through detailed analysis of play texts. Login details are required for this service: **Username:** user@hamptonschool.org.uk **Password:** hampton121
- **Hampstead Theatre** – <https://www.hampsteadtheatre.com/>
The theatre has already streamed three shows for free and will hopefully be publishing more soon. They are normally released on a Monday (available for a week).

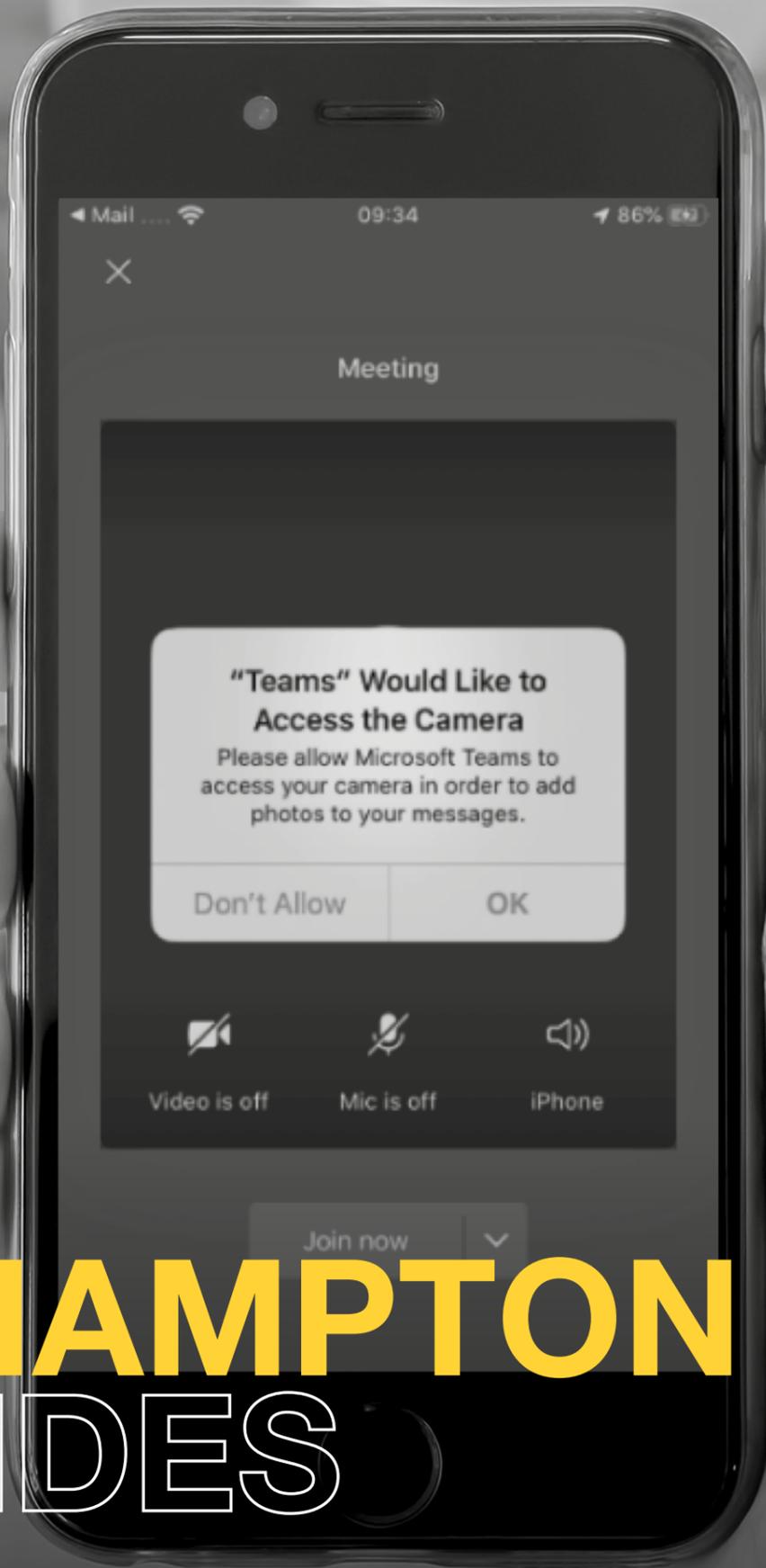


MUSIC @ e-HAMPTON

The spirit of The Garrick is alive and well, and, while we won't be seeing you all in person for the summer term's co-curricular events, we hope to bring music into your homes nonetheless. We will continue to send out activities to our ensembles and choirs where possible and we even plan to organise some virtual concerts. If you have any pieces you would love to showcase in a concert, please do contact your Music teacher or Mr Roland via email and he will provide you with details of how best to do this. Keep an eye on Twitter for further information. Meanwhile, please do keep engaging with music in any way you can; play your instruments daily, learn your choir/orchestra parts and widen your appreciation by listening to as much as you can – you could even attend a virtual concert:

- The Shows Must Go On – Andrew Lloyd Webber is releasing one of his musicals every Friday (available for 48 hours only)
- Excellent classical concerts from top musicians and lots of archived legendary performances can be viewed here: <https://www.digitalconcerthall.com/>

Music releases dopamine, the feel-good chemical in your brain – something we all need a bit of at the moment!



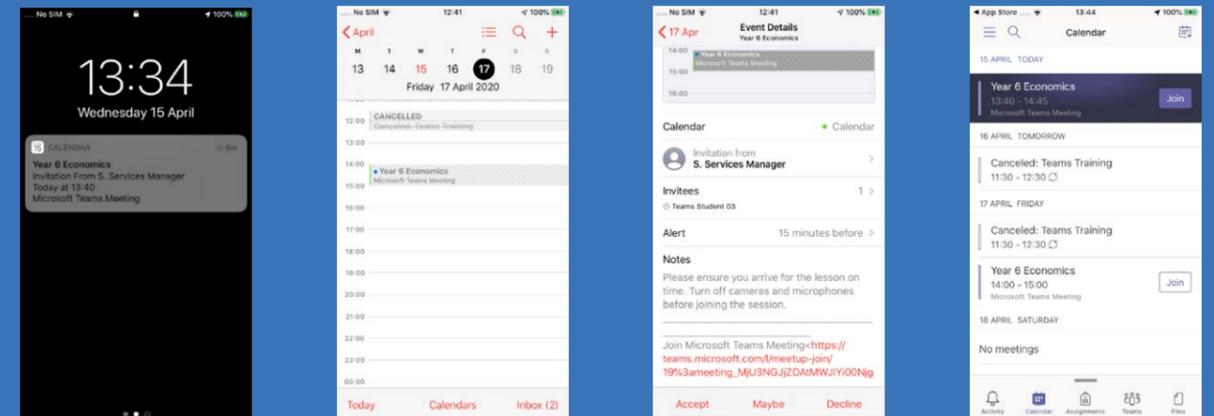
MS TEAMS GUIDE FOR HAMPTON PUPILS ON IOS/IPAD

This guide explains how to download the *MS Teams* app from **HS Apps** on School managed iPads. If you are using another device, then with the exception of obtaining the *MS Teams* app from **HS Apps**, the fundamentals of the process should apply to any mobile device. For those of you using *MS Teams* on a Windows or Mac computer, please see the next guide. For all other operating systems, you will need to search *Microsoft Teams* and download the application for your device.

If you do not already have Teams on your iPad, please select it from the **HS Apps** icon.

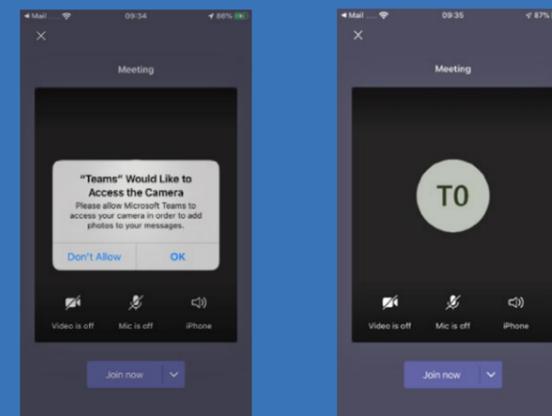
When your teacher has scheduled a session via *MS Teams* for you, you will receive an entry in your Hampton School calendar, which can be accessed via the default Calendar App, or the Outlook App if you have installed it.

This guide will be based on the default Calendar App.



As shown above, you will receive a notification and the calendar will be populated with any invitations you have received. You should join the appropriate lesson at the scheduled time by tapping on the calendar entry, then tapping on the **Join Microsoft Teams Meeting** link. Tapping on this will open *MS Teams* up on your device and take you straight to the session. Note: if you do not have the *MS Teams* app installed, it will take you to a *MS Teams* download page. The *MS Teams* app can be downloaded from **HS Apps**. You can also view all of your upcoming invitations in the *MS Teams* app by clicking on the calendar icon along the bottom, as shown in the last picture above.

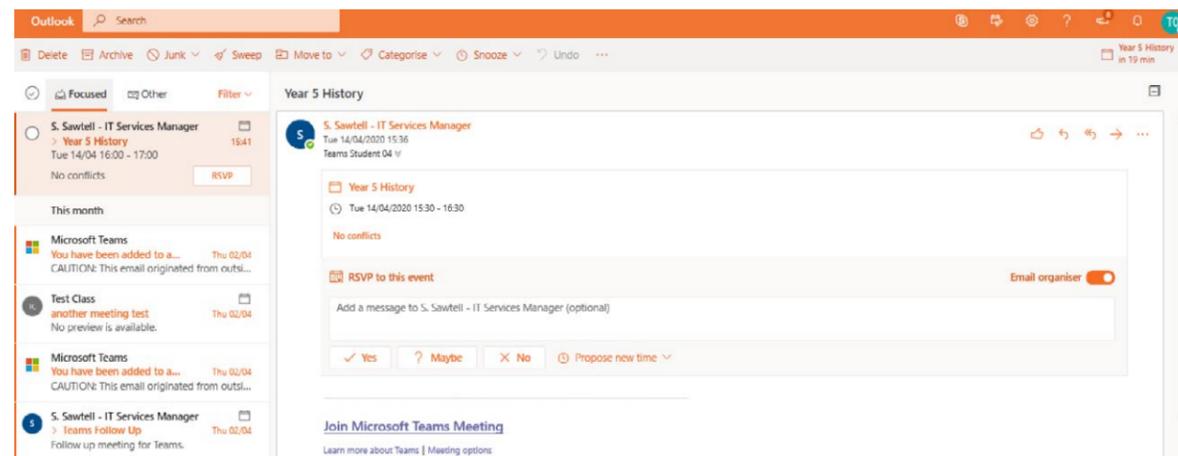
At this point you may be prompted to allow access to the camera and microphone. Even if your teacher has informed you that you do not need these for the lesson, you should select **OK**, otherwise you will need to manually enable them for future use.



Before pressing the **Join now** button, you should ensure your video and microphone are set to "off", as shown above.

JOINING A MS TEAMS MEETING ON WINDOWS AND MAC

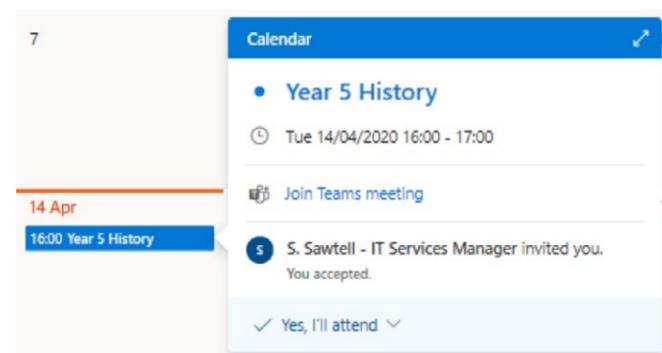
When your teacher has scheduled a session via *MS Teams* for you, you will receive an email in your Hampton School email, which can be accessed at outlook.com or via the Microsoft Outlook program if you have it installed.



By clicking on the Yes button to RSVP the invite, Outlook will remind you shortly before the session is going to start. It will also inform your teacher that you have received and acknowledged the invitation.

At the appropriate time, you should join the session. There are two ways to do so:

- 1) Within Outlook, go to the calendar, click on the relevant session, then click Join Teams Meeting.



- 2) Within *MS Teams* (either via the web version at teams.microsoft.com or the Teams program itself), go in to the calendar down the left-hand side, click on the relevant session, then click the **Join** button in the top right corner.

If you are using the web version of *MS Teams*, the web browser will ask if you want to allow the webcam and microphone. You should say **Yes**, as your teacher may require you to use these functions.

If you wish to download the *MS Teams* program instead of using the web version, you can do so by going to <https://products.office.com/en-gb/microsoft-teams/download-app>

USING MS TEAMS FOR 'LIVE' LESSONS

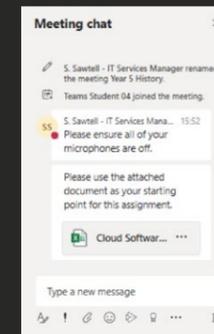
Before you join the session, you should ensure your microphone and camera are switched off. You should only turn these on when requested to do so by your teacher. If you click on the **Devices** icon, you can test that your speakers, microphone and camera are working correctly.

Your teacher may communicate with you via the **Meeting chat**. This can be brought up by clicking on the **Show conversation** icon in your toolbar highlighted below:

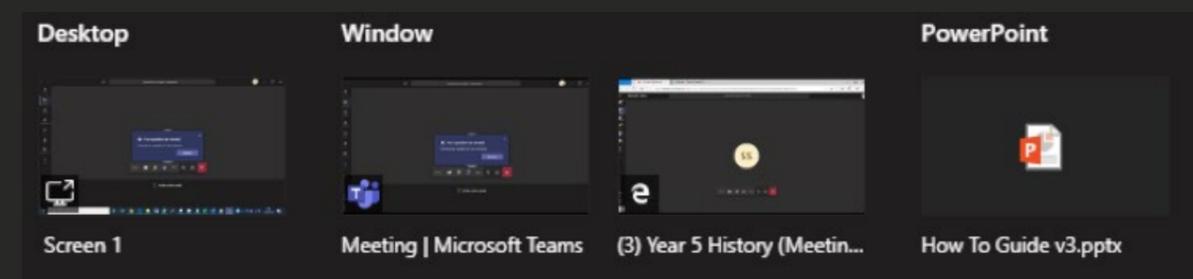


You can also use this as a means to correspond with your teacher during the lesson, but it should only be used while the lesson is taking place. Please note that all correspondence in this chat is recorded and cannot be edited or deleted. Always ensure that your messaging is appropriate and relevant to the subject.

If you happen to miss a message whilst the chat window is closed, you will see a notification on the **Show conversation** icon as shown below:



If your teacher wishes you to share your screen with the class, click on the **Share** icon, highlighted below:

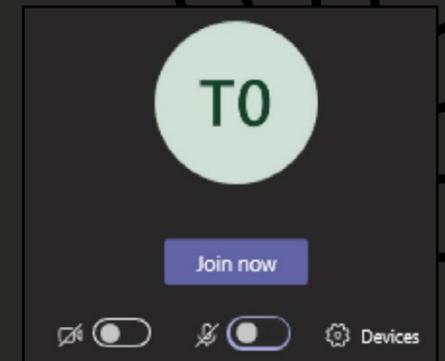


When sharing, you should always choose the **Desktop, Screen 1** option to share. This will ensure that you are sharing with the class exactly what you are seeing on your screen. You should always ensure that you do not have any sensitive documents open when sharing your screen.

Please note: screen sharing is not currently possible in the web version of MS Teams, and can only be done using the MS Teams program.

At the end of the session, your teacher will ask you to disconnect. Please do so by pressing the red **Hang up** icon in the toolbar.

Should you experience any technical difficulties during the period of guided home learning, please do not hesitate to contact our IT Support team by email: helpdesk@hamptonschool.org.uk. They will be happy to help.





HAMPTON SCHOOL

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