



St Mary's Catholic School

**Cover Lessons
Teacher Guidance**

March 2021

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Cover Lessons

As with our 'blended learning' plan, we would like to use our expertise on Teams to improve the access to cover work, when we need it, and to allow this to be available for students at home too. Hopefully, using Teams for all types of cover lessons will be much more efficient and user-friendly.

The cover arrangements for Years 7-11 are via the Cover tile on Teams and Sixth Form cover is via the relevant Sixth Form Teams class tile.

Please continue to liaise with your Head of Department about cover, as you normally would.

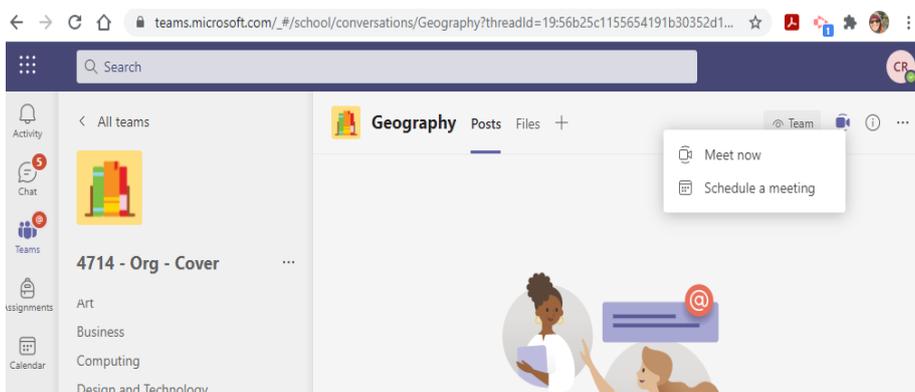
For Years 7-11

If you are setting cover for your class

1. Click on the Cover tile in Teams (4714-Org-Cover)
2. Select your department from the channels list found on the left hand side – if your department is not there, click on 'hidden channels'
3. On the Posts page, click on 'New Conversation' and outline the instructions for your cover lesson – make sure you include
 - a. Date
 - b. Class code
 - c. Lesson/Period
 - d. Instructions – including any resources needed
 - e. Any homework
4. Attach any files, **including the seating plan**, by clicking on the paperclip on the menu bar below e.g. worksheets, PowerPoints etc. that the cover teacher will require for your lesson
5. Upload the lesson materials to Class Materials including the date and lesson, so that any students who are self-isolating can work at home

If you are teaching a live lesson from home when your class is in school (eg if you are a teacher who is self-isolating)

1. Click on the Cover tile in Teams (4714-Org-Cover)
2. Select your department from the channels list found on the left hand side
3. Schedule your lessons in this channel by selecting the camera icon found at the top on the right
4. Click '**schedule a meeting**' as in the picture below



5. You can also leave a message on the Posts page with any useful information that would help the cover teacher who will be facilitating your live lesson
6. At the usual timetabled time for that Year Group, ie the staggered timetable we used in the Autumn Term, return to your department channel in the Cover tile and start the meeting
7. The teacher responsible for covering your lesson will also navigate to this channel and join the meeting when they have the class ready for you. Check with the cover teacher if any student has an X on SIMS and if anyone does, you can call the student to join the meeting.
8. You will need to share your PowerPoint/materials with the students in school (or at home), so that they can see the lesson activities, just as we have been doing during lockdown
9. Communicate with the cover teacher via the microphone, as appropriate, for example regarding time needed for tasks set in the lesson
10. Leave enough time at the end of the lesson for the class to pack away

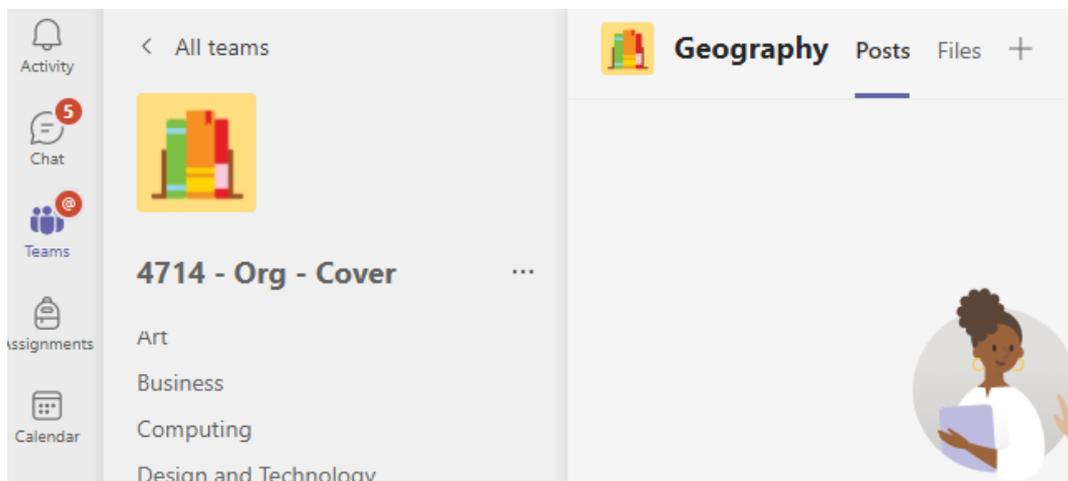
For Years 7-11

If you are teaching a 'normal' cover lesson

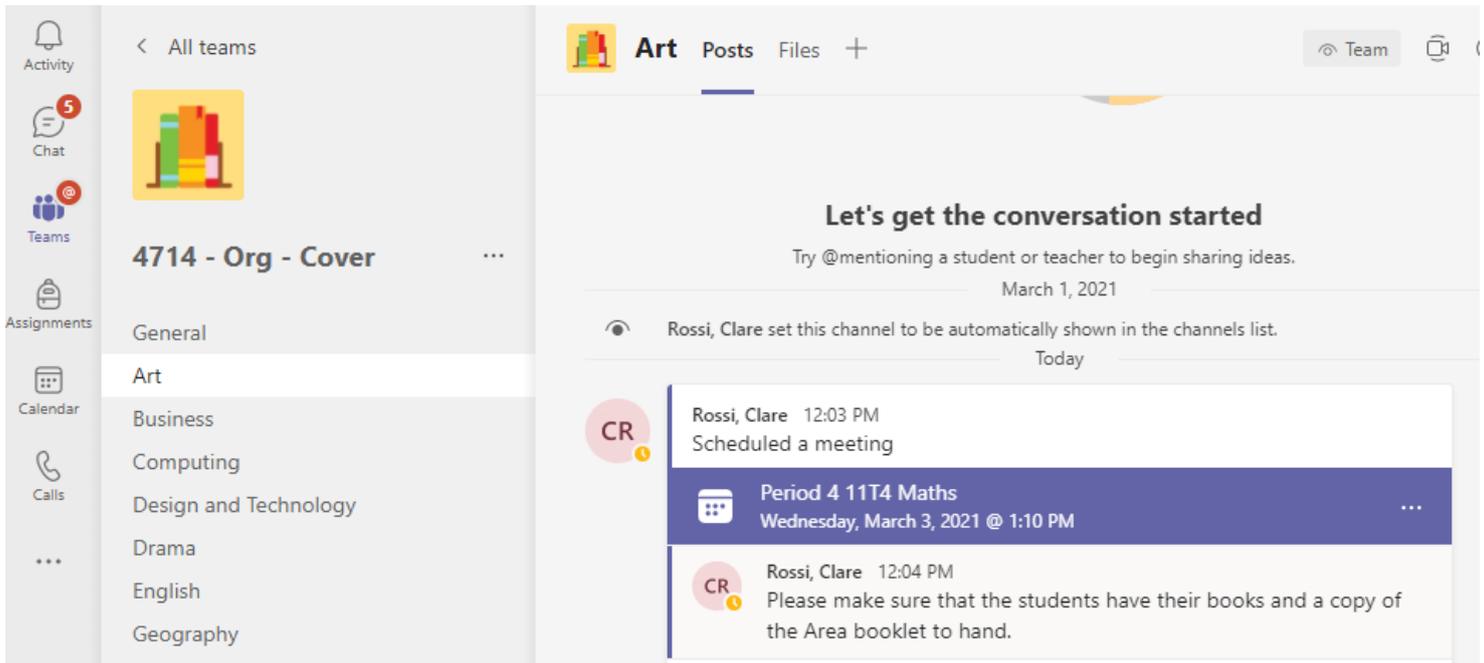
1. Login to the desktop PC using your work account or the supply login you have been provided with
2. Teams should start automatically but if not, click on the icon for the Teams app - on the right hand side of the desktop
3. Click on the Cover tile in Teams (4714-Org-Cover)
4. Select the relevant department according to the subject you are covering from the channels list found on the left hand side
5. On the Posts page there will be a post from the teacher you are covering, or another teacher in the department, marked with the date, class code, lesson period and including instructions for the lesson with the resources attached

If you are teaching a cover lesson when the class teacher has scheduled a live lesson from home

1. Login to the desktop PC using your work account or the supply login you have been provided with
2. Teams should start automatically but not, click on the icon for the Teams app - on the right hand side of the desktop
3. Click on the Cover tile in Teams (4714-Org-Cover)
4. Select the department, look at the code on the class list that you have been given if you are unsure, from the channels list found on the left hand side, see picture below



- On the Posts page you will find a message from the class teacher with a meeting scheduled for the lesson and any additional instructions, see picture below



- Click on the meeting and select 'Join'
- The class teacher will be waiting in this meeting and they will be able to share their screen from home and speak to the students via the room's sound system
- When you and the students are ready, please use the microphone to communicate with the class teacher
- Please continue to communicate with the teacher via the microphone, as needed and facilitate the lesson in the classroom
- The class teacher will leave you sufficient time to allow the class to pack up at the end of the lesson

Sixth Form Cover

As Sixth Form lessons are not covered by a teacher and students work independently, please put all cover work for Sixth Form in the correct class tile in Teams with the date, lesson period, instructions and any resources attached. The students will pick their work up, whether they are at home or school, from there.

If you are teaching a live lesson to Sixth Form from home, eg if you are self-isolating, then please schedule a meeting in the usual way on the Posts page and one of the students will log onto the PC in the classroom to join you in the meeting.