

# Online Learning and Wellbeing (Remote Learning) Policy

NeneGate School

Version: 2020.10

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<b>Approved by:</b>	Ruth O'Sullivan	<b>Date:</b> 16.10.20
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<b>Last reviewed on:</b>	12.10.20
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<b>Next review due by:</b>	18.05.21
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## 1. Aims

This remote learning policy for staff aims to:

- Ensure consistency in the school's approach to remote learning
- Set out expectations for all members of the school community with regards to remote learning
- Provide appropriate guidelines for safeguarding
- Provide appropriate guidelines for data protection
- Make clear our expectations of staff who are self-isolating but healthy and able to continue planning, teaching and assessing pupils' work
- Provide clear expectations members of the school community with regards to delivering high quality interactive remote learning
- Ensure that pupils engage in learning they would have completed had they been in school as normal
- Provide training for staff about the appropriate use of online platforms so that pupils and staff are effectively safeguarded and that data protection guidelines are adhered to
- Support effective communication between the school and families so that parents and pupils can access and make the best use of resources
- Ensure that pupils who lack any necessary equipment have this sourced for them

## 2. Who is this policy applicable to?

- Children who are absent because they are awaiting test results and the household is required to self-isolate. The rest of their school bubble are attending school and being taught as normal. Individual pupils who are unable to attend will be supported on a case-by-case basis by providing them with work which will broadly mirror that being taught to the rest of the class who remain in school
- Children who are part of a whole bubble which is not permitted to attend school because a member of their bubble has tested positive for Covid-19.
- The class bubble is isolating and are accessing the curriculum at home.

## 3. Professional Etiquette (Professional to Professional)

Video and audio conferencing can be a very powerful medium for collaboration. In order to ensure productivity through a safe and structured session, the following guidelines should be followed.

- Find a suitable location in the setting you're working in. Whilst not always possible, try to locate yourself in a quiet space.
- When intending to use video, consider your surroundings. Are there any personal or identifiable images or writings within view that you would prefer the remote participants not to see? Are you dressed in an appropriate fashion for the session?
- In MS Teams, it is recommended that you use the 'show background effects' feature to blur your background or use a 'stock' background image.
- Keep your microphone muted until it is your turn to talk. This avoids the interference of background noise in proceedings.
- Use the chat facility to have participants post questions that you can respond to at appropriate points in the meeting.
- When several participants are on the call, it is worth ensuring that one is chairing the session in order to ensure structure.
- For the safety of everyone involved, please record (using the meeting recording function) all live sessions that you run.

If staff ever feel uncomfortable with the appearance or situation of a student on screen, please refer to a DSL.

## 4. Online Safety

### 3.1 In school

We will continue to have appropriate filtering and monitoring systems in place in school.

### 3.2 Outside school (Remote Learning and Wellbeing)

Where staff are interacting with children online, they will continue to follow our existing staff behaviour /IT acceptable use policy; and, in addition.

- Parents/Carers will be informed prior any live streaming sessions.
- Parents/Carers will need to be present for any live streaming sessions
  - Confirmation of this may be obtained by speaking to them at the start of the stream.
  - Parent/Carers and students are aware that students will be blocked from attending a live stream session if no parent/carer is present
- Live streaming sessions will only take place during the school day
- Live streaming sessions will always have at least two members of NeneGate Staff present
- All live streaming session will be recorded
  - When livestreaming content, make sure to film in a neutral area where nothing personal or inappropriate can be seen or heard in the background.
  - All participants need to be dressed appropriately for the meeting.
- Staff must ensure they are not sharing any personal data (close tabs and files that are not relevant to your meeting, close your emails to prevent email previews appearing in shot).
- Zoom and Microsoft Teams are the only methods of online learning and wellbeing to be used.
  - Staff should never contact students using their personal accounts.
- Only staff members will host a session. Staff should not join sessions that are hosted by students.

### 3.3 Safeguarding (Remote Learning and Wellbeing)

- Safeguarding concerns should be logged by staff with a DSL. If you feel the child is at immediate risk of harm, please contact a safeguarding lead as soon as possible.
- Staff will continue to be alert to signs that a child may be at risk of harm online, and act on any concerns immediately.
- Students will know how to report any concerns they might have.
- NeneGate will signpost students to other sources of support too.

### 3.4 Working with parents and carers

NeneGate will make sure parents/carers:

- Are aware of the potential risks to children online and the importance of staying safe online
- Know what our school is asking children to do online, including what sites they will be using and who they will be interacting with from our school
- Are aware that they should only use reputable online companies or tutors if they wish to supplement the remote teaching and resources our school provides
- Know where else they can go for support to keep their children safe online
- We will provide guidance to parents on how to use the remote learning platforms and how to support their child
- Resources will be shared with pupils and parents via phone calls, work packs delivered or via the online platforms
- All children sign an 'Acceptable Use Policy' at school which includes e-safety rules. This applies when children are working on computers at home. Pupils and their parents should remember that live lessons are recorded for staff and student's safety.

## 5. Approaches to Learning: Our Principles

The following principles, informed by the DfE's requirements in respect of remote learning, underpin our approach:

- Planning will be informed by the feedback from previous remote learning
- Pupils will study a broad range of subjects, including English, Maths Science and wellbeing activities.
- Pupils will learn new facts and concepts, as well as completing activities that reinforce their prior learning.
- Those who cannot attend school will access similar learning to that which their bubble is completing within school
- Activities will be varied and not solely consist of 'screen time'; for example live lessons and independent learning.
- Teachers will have access to a wide variety of resources to share remotely, such as Microsoft Teams, PowerPoints, seesaw and Study Ladder.
- Resources will be quality assured by subject and senior leaders.
- Staff will have the training they need to provide online learning safely, including how to effectively deliver remote lessons
- All pupils will have access to the resources they need to learn. We will ensure this by liaising with parents/carers as well as the pupils when they are in school.
- Teachers will communicate the purpose of activities and their success criteria for pupils, by voice recordings, live lessons or via text.
- Staff workload will be managed by providing them with pre-made resources, training and paid software they can utilise.
- Leaders will measure engagement in remote learning by joining in on lessons as well as asking for feedback from staff and use this information to review provision and make changes as necessary.

## 6. How NeneGate will facilitate Online Learning

During a school closure where students are unable to attend school, staff will continue to deliver their current timetable. This will be a combination of Microsoft Teams and Sway, Powerpoints and video conferencing in the way of live lessons.

## 7. Resources

Resources to deliver this Remote Education Plan include:

- Online tools/school subscriptions for KS1/KS2/KS3/KS4
- Staff CPD
- Information for parents via phone calls and updates on the school website.
- Use of video for providing information as well as a teaching aid
- Printed learning packs for all students who are unable to access remote learning or have difficulties.
- Books and other physical learning materials to be provided

The detailed remote learning planning and resources to deliver this policy can be found via the One Drive

- Model timetable and structure for remote learning
- Any downloadable, printable resources
- Links to any resources such as Study Ladder
- Curriculum resources/maps/plans including for subjects other than English and mathematics
- Teacher Code of Conduct for phone calls/live video/recorded video

## 8. Definitions of Remote Learning Styles

<p><b><u>Live Lessons</u></b></p>	<p>Use of synchronous, scheduled video conferencing with students. (Microsoft Teams)</p> <ul style="list-style-type: none"> <li>➤ Students contribute to the lesson</li> </ul> <p><i>Must have at least 2 members of staff present</i></p> <p><i>Must be recorded</i></p>
<p><b><u>Pre-Made Lessons</u></b></p>	<p>Pre-made content, including video or audio which is shared with students and can be viewed asynchronously. (Microsoft Teams)</p> <ul style="list-style-type: none"> <li>➤ Students are not able to contribute to the lesson</li> </ul>
<p><b><u>Live Streaming</u></b></p>	<p>Use of video streaming with students (Zoom or Microsoft Teams)</p> <ul style="list-style-type: none"> <li>- Wellbeing Group Calls</li> <li>- Students can interact with staff and classmates</li> </ul> <p><i>Must have at least 2 members of staff present</i></p> <p><i>Must be recorded</i></p>
<p><b><u>Posts and 'Chat'</u></b></p>	<p>Use of the 'Posts' function to interact, respond to questions or give advice/feedback to students. (Microsoft Teams)</p> <p><i>Moderated by staff to ensure appropriate content</i></p>

## 9. Roles and responsibilities

### 9.1 The governing body

The governing body has responsibility for:

- Monitoring the school's approach to providing remote learning to ensure education remains as high quality as possible
- Ensuring that staff are certain that remote learning systems are appropriately secure, for both data protection and safeguarding reasons
- Approve the Video Conferencing and Online Learning Policy and hold the headteacher to account for its implementation.

### 9.2 The headteacher

The headteacher is responsible for ensuring that Video Conferencing and Online Learning Policy is applied consistently.

### 9.3 Senior and subject leaders

Alongside any teaching responsibilities, senior/subject leaders are responsible for:

- Adapting schemes of learning so that teachers are aware of how the intended key components can be taught remotely
- Co-ordinating the remote learning approach across the school including monitoring pupils' engagement
- Lead virtual meetings to ensure consistency across the year/subject

- Monitoring the effectiveness of remote learning
- Ensuring that staff, pupils and parents benefit from appropriate guidance about remote learning
- Ensuring that resources fully support teachers and pupils so that remote learning can take place without hindrance in this respect
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations

#### 9.4 Teachers

Teachers will be provided with the necessary training on how to use NeneGate's Online platforms.

When providing remote learning, teachers must be available between 9am and 2:30. Teachers unable to work for any reason during this time should inform SLT.

When providing remote learning, teachers are responsible for:

- Setting work:
  - Teachers will set work for the pupils in their classes in-line with the remote learning curriculum.
  - The work set should follow the usual timetable for the class had they been in school, wherever possible
  - Teachers will set work using the online platform Microsoft Teams
  - Daily English and mathematics work and one other subject
  - Planning and resources will be completed by the teaching staff
- Providing feedback on work:
  - Completed work
  - The frequency with which teachers will provide feedback is set out within the school policy
- Keeping in touch with pupils who aren't in school and their parents:
  - Teachers are expected to make weekly contact, via emails, phone calls or home visits
  - If there is a concern around the level of a pupil's engagement, the teacher should speak to the tutor team as well as the parents/carers
  - Teachers should only use their school email address to communicate with parents and pupils. All parent/carer emails should come through the school admin account
  - Teachers should check emails at least once in the morning and once in the afternoon and should respond to all parents within 24 hours. If the matter cannot be resolved within that period, the teacher will acknowledge the email and explain to the parent the reasons for the delay and the actions they are taking
  - Where a family displays difficult behaviour or is unable/unwilling to comply, teachers will contact SLT
  - Calls made using personal phones must have 141 inserted before the recipient's number so that their phone number is hidden from view
- Teachers will respond promptly to requests for support from families at home
  - Any complaints or concerns shared by parents or pupils should be reported to the Safeguarding team; for any safeguarding concerns, refer immediately to the DSL
- Staff who are required to self-isolate are expected to:
  - Follow the normal reporting procedure for planned absence
  - Following contact with school, the school business manager may set up a referral to Occupational Health to support that individual
  - Obtain a test and share the result of it with school so that appropriate plans can be made
  - If unwell themselves, teachers will be covered by another staff member. Planning and other activities will not be undertaken until the teacher is fit for work.

## 9.5 Teaching Assistants

Teaching assistants must be available during their usual working hours. If they are unable to work for any reason during this time, for example due to sickness or caring for a dependent, they should report this using the normal absence procedure.

During the school day, teaching assistants must complete tasks as directed by a member of the SLT or tutor. The following tasks/roles are examples and do not constitute an exhaustive list:

- Cover in other areas of the school as directed by the Headteacher or SENDCOs
- Assisting the class teacher with supporting pupils
- Preparing home learning resources
- Undertake remote and/or online CPD training
- Attend virtual meetings with colleagues
- Communicate with parents
- Completion of work that accords with school improvement priorities
- Join in the live lessons

## 9.6 Designated safeguarding lead

The DSL is responsible for managing and dealing with all safeguarding concerns. For further information, please see the Safeguarding and Child Protection Policy.

## 9.7 The SENCO

- Ensuring that pupils with EHC plans continue to have their needs met while learning remotely, and liaising with the headteacher and other organisations to make any alternate arrangements for pupils with EHC plans and IHPs
- Identifying the level of support required by pupils

## 9.8 Pupils and parents

Staff can expect pupils learning remotely to:

- Be contactable during the school day
- Complete work to the deadline set by teachers
- Seek help if they need it, from teachers or teaching assistants
- Alert teachers if they're not able to complete work

Staff can expect parents with children learning remotely to:

- Support their children in their reading as far as they are able, so that they continue to read their home reading book or access online reading resources via...
- Support their children's work as far as they are able, by discussing the work together and making appropriate plans for its completion. This can include providing a suitable place to work and encouraging their children to focus
- Make the school aware if their child is sick or otherwise cannot complete work, or if the online platform does not work on their devices, whereupon alternative resources will be offered
- Seek help from the school if they need it, communicating with class teachers by email/phone calls or by contacting the school office
- Be respectful when making any complaints or concerns known to staff

## 10. Training

Staff will be guided on the use of online learning and wellbeing platforms, and it will be included in our continuing professional development calendar

## 11. Monitoring arrangements

- This policy will be reviewed by S. Parsons (Assistant Head) or Michael Neesham (SLT) – on an annual basis.
- At every review, the policy will be approved by Kate Blundell – Chair of Governors/Safeguarding Governor and Ruth O'Sullivan - Headteacher

## 12. Keeping Devices Secure

All staff members will take appropriate steps to ensure their devices remain secure. This includes but is not limited to:

- Using strong password protection, with passwords that are at least 8 characters, with a combination of upper and lower case letters, numbers and special characters
- Ensuring the hard drive is encrypted, so that if the device is lost or stolen the files on the hard drive cannot be accessed by attaching it to a new device
- Making sure the device locks automatically if left inactive for a period of time
- Not allowing family or friends to use the device
- Storing the device securely to avoid theft
- Ensuring that anti-virus and anti-spyware software is up to date
- Installing updates to ensure that the operating system remains up to date
- External hard drive be password protected

### 13. Remote Learning Offer

#### Our Curriculum

Our primary focus is still on emotional wellbeing; and the acknowledgement of potential anxiety/trauma caused by the situation. The aim is to reinforce a sense of safety; physically and emotionally. We have high expectations of academic learning. This involves a unified approach across onsite, hybrid and remote provision. It has allowed us to target individual needs without compromising on structure.

<p><b>Follow 6 steps of communication:</b></p> <ol style="list-style-type: none"> <li>1.Listen</li> <li>2.Reassure</li> <li>3.Validate</li> <li>4.Respond</li> <li>5.Repair</li> <li>6.Resolve</li> </ol> <p><i>Linked closely with Nurture Principles and Emotion Coaching.</i></p>	<p><b>Activity Examples:</b></p> <ul style="list-style-type: none"> <li>•Journals/Reflection Scrapbooks</li> <li>•Therapeutic Stories</li> <li>•Thrive Activities:             <ul style="list-style-type: none"> <li>•Art Therapy</li> <li>•Emotion Games</li> <li>•Happiness Box</li> </ul> </li> <li>•Outdoor Learning/PE Opportunities</li> </ul>	<p><b>Reconnect:</b></p> <ul style="list-style-type: none"> <li>•Contact with Parent/Carers including training on digital learning and wellbeing</li> <li>•Postcards/Letters</li> <li>•Phone Calls</li> <li>•Doorstep Check-ins</li> <li>•Onsite Learning and Wellbeing</li> <li>•Complete Remote Offer</li> </ul>
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#### Remote Learning and Wellbeing

All students now have access to a remote learning device and we are delivering a three pronged approach:

Remote Learning	Remote Wellbeing	Physical Work/Craft Packs
<p><b>Flexible Remote Learning</b></p> <ul style="list-style-type: none"> <li>•Live Learning via Microsoft Teams – Staff available to deliver an input and guide students through directed activities. Channel open throughout the school day -mirrors structure of school day</li> <li>•Bespoke Content for Individuals –in a group remote learning platform</li> <li>•Full mix of online resources: Forms; Sway; BBC; Oak Academy; Purple Mash, Study Ladder; SumDog; Get Epic; Go Noodle etc</li> <li>•Personalised marking and feedback</li> <li>•<i>Including elements of our recovery curriculum*</i></li> </ul>	<p><b>Dedicated Pastoral Team</b></p> <ul style="list-style-type: none"> <li>•Welfare checks for ALL CYP (well-being based rather than learning based)</li> <li>•Bespoke contact for Individuals: physical check-ins ‘door-step/walks’; phone calls; individual/family Teams meetings</li> <li>•Tutor/Key Worker informal check-ins</li> <li>•School Counsellor –bespoke programme for CYP, parent/carers and staff –<i>pivotal in our wellbeing recovery strategy</i></li> </ul>	<p><b>Bespoke Activity Packs</b></p> <ul style="list-style-type: none"> <li>•Delivered to ALL those that request</li> <li>•Combination of Craft, Academic Work, Puzzles, Challenges</li> <li>•For example: Gardening starter kits delivered so that CYP can get practical</li> </ul>

# Remote Learning Guide

## NeneGate School

Students Name

Software	Login information
School Network/ Microsoft Teams	STU@nenegate.peterborough.sch.uk
Sumdog <i>www.sumdog.com</i>	
Epic <i>www.getepic.com</i>	
Study Ladder <i>www.studyladder.co.uk</i>	
Purple Mash <i>www.purplemash.com</i>	

## Remote Learning Curriculum

In this booklet is all the information for your child to be able to access the remote learning curriculum. They will receive a broad education across all subjects. Some lessons will be delivered live by staff and some will be tasks they have to complete independently or with help with from someone in the house.

It is a requirement that your child engages in the online provision for the hours they would be in school if the school has to go in to lockdown or if the bubble has to isolate and your child is healthy. It is vital for their education and well-being

To allow your child to access the curriculum ideally, they will need access to a computer/tablet, microphone and a webcam, however a webcam is not necessary. We suggest they don't use a mobile device as it is very difficult to access the learning. Additionally, work packs will be distributed. If you don't have access to a computer, please inform your tutor team and the school will look in to what we can do to support the remote learning. Lessons can also be accessed via an Xbox and PlayStation.

The school's therapist will be available. Please let your tutor team know you would like to speak to her and a time can be arranged for her to contact you.

If your child is eligible for free school meals, the government will provide you with vouchers during term time.

To help your child engage with curriculum we recommend creating workstation for them to complete their school work. Creating a dedicated workspace for your child will help make their school work easier and help them shift into learning. Have a read of the below article

<https://www.jugglingactmama.com/setting-up-a-remote-learning-workspace-for-kids/>

### Students Timetables

Your child will have the option to follow the full time or bespoke times, however if your child was on a fulltime timetable prior to the end of term, we recommend they continue those times

<b><u>Full Time Students</u></b>	9.30 – 2.30 11.30 – 12.30 Lunch
<b><u>Bespoke Students</u></b>	
<i>AM</i>	9.30 – 11.30
<i>PM</i>	12.30pm – 2.30
<b><u>Fridays</u></b>	9.00 – 10
<i>All Students</i>	10 – 12.30 (Independent activities)

### Additional Resources

From Monday 11<sup>th</sup> January BBC will be providing 3 hours primary school programming and at least 2 hours of secondary school programming every weekday.

Jo Wicks will be delivering PE sessions 3 days a week via his YouTube channel from 9am: Monday, Wednesday and Fridays.

BBC bitesize also provide online interactive lessons <https://www.bbc.co.uk/bitesize/dailylessons>

Other resources can also be found on the school website under remote learning [www.nenegateschool.co.uk](http://www.nenegateschool.co.uk)

## Timetables

	09:30 – 09:40	09:40 – 10:10	10:10 – 10:20	10:20 – 10:50	10:50 – 11:00	11:00 – 11:15	11:15 – 11:30	11:30 – 12:30	12:30 – 12:40	12:40 – 13:10	13:10 – 13:20	13:20 – 13:50	13:50 – 14:00	14:00 – 14:15	14:15 – 14:30
	Check-In	Lesson 1	Break	Lesson 2	Break	SumDog/ Epic	Check-Out	Lunch	Check-In	Lesson 3	Break	Lesson 4	Break	SumDog/ Epic	Check-Out
Mon	Check-In		Break		Break	SumDog/ Epic	Check-Out	Lunch	Check-In		Break		Break	SumDog/ Epic	Check-Out
Tues	Check-In		Break		Break	SumDog/ Epic	Check-Out	Lunch	Check-In		Break		Break	SumDog/ Epic	Check-Out
Wed	Check-In		Break		Break	SumDog/ Epic	Check-Out	Lunch	Check-In		Break		Break	SumDog/ Epic	Check-Out
Thurs	Check-In		Break		Break	SumDog/ Epic	Check-Out	Lunch	Check-In		Break		Break	SumDog/ Epic	Check-Out
	09:00 – 09:15	09:15 – 09:45	09:45 – 10:00	10:00 – 13:00											
	Assembly	Lesson 1	Check-Out	Self-Directed Learning											
Fri	Assembly		Check-Out	Teams/SumDog/Epic etc											

### What do the lessons involve?

Tutor/check in/check outs	<i>The class will check in with their tutors and get their attendance mark.</i>
Curriculum lessons	<i>Lessons will involve aspects of live teaching and independent learning using software such as Sumdog, teams and study ladder.</i>
Independent activities	<i>Staff will set tasks for the pupils to complete independently.</i>
Reflection	<i>This is the time the student will reflect on engagement during the day</i>

### How will my child be able to access the remote learning?

Lessons will be accessed via Microsoft Teams which can be used on all mobile devices. They can access it via an app which they will need to download or the internet using the school's login information on the front page. Please see below the step by step guide to get up and running.

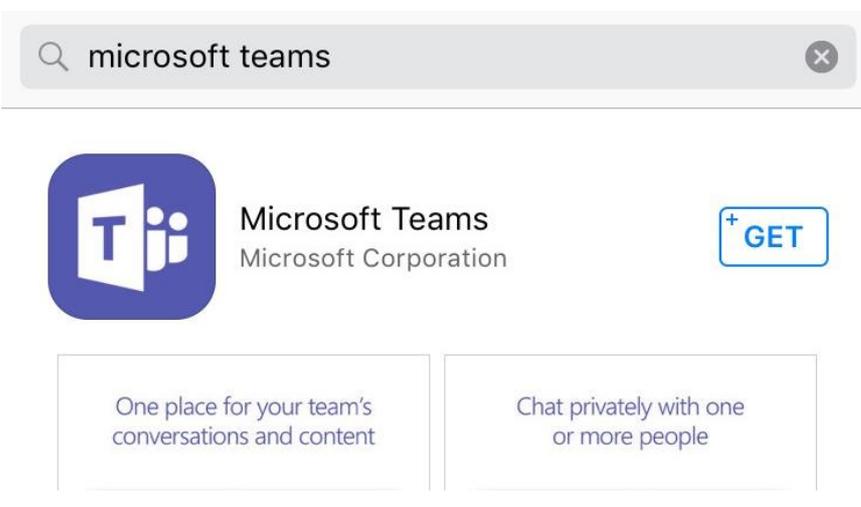
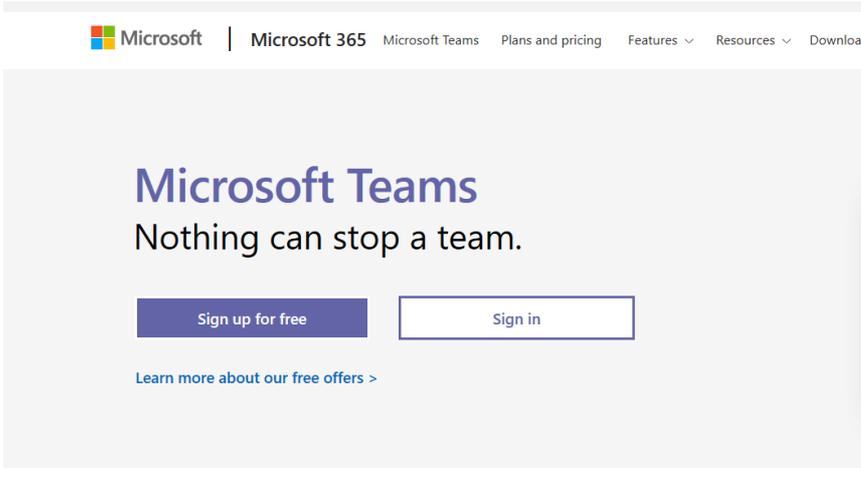
# How to use Microsoft Teams



### How to use Microsoft Teams

- You can access Microsoft Teams via a mobile app, laptop, Xbox or PlayStation
- Microsoft Teams is free to download and use – via your child’s NeneGate email address

### Ways to access Microsoft Teams

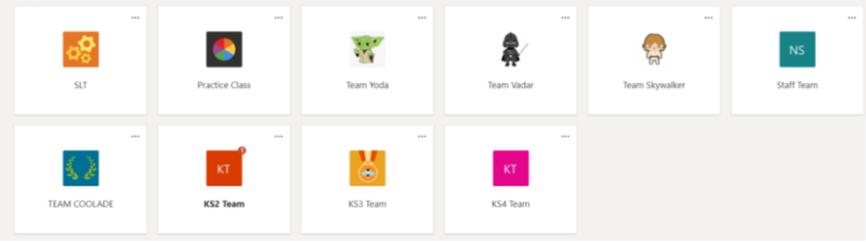
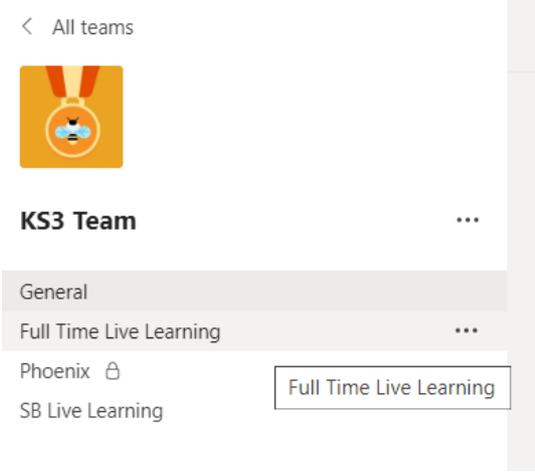
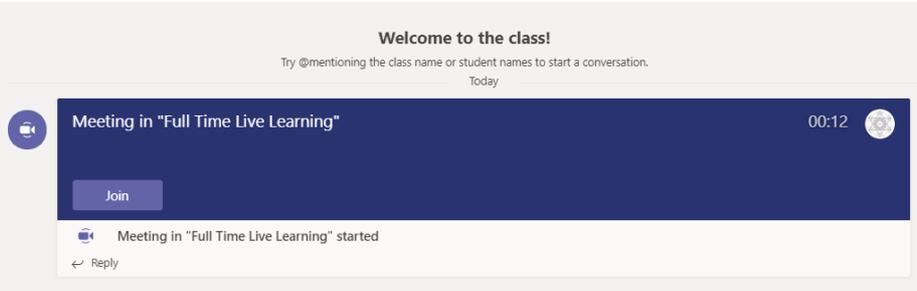
<p><b>Download App from Mobile App Store</b></p> <p><i>Type in Microsoft Teams into App search</i></p>	
<p><b>Use via the website</b></p> <p><a href="https://teams.microsoft.com/">https://teams.microsoft.com/</a></p> <p><i>Find by typing Microsoft Teams into your search engine</i></p>	

### Safeguarding

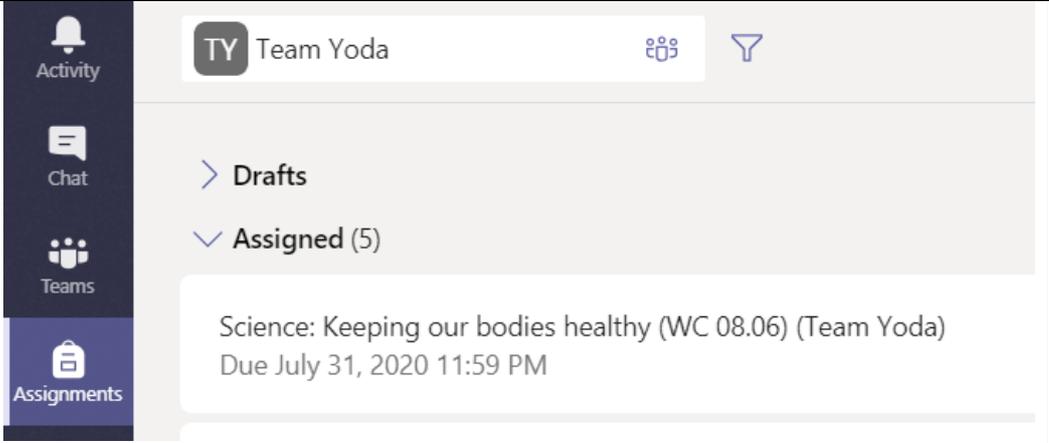
- The Microsoft Teams group will be monitored by staff
  - Please can you ensure that appropriate clothing is worn by all on video
  - Keep your background neutral
  - If you have any concerns, please contact a member of staff
  - For more information, please visit the safeguarding section on the school website
- 
- **Conduct**
  - Polite language
  - Be kind to one another

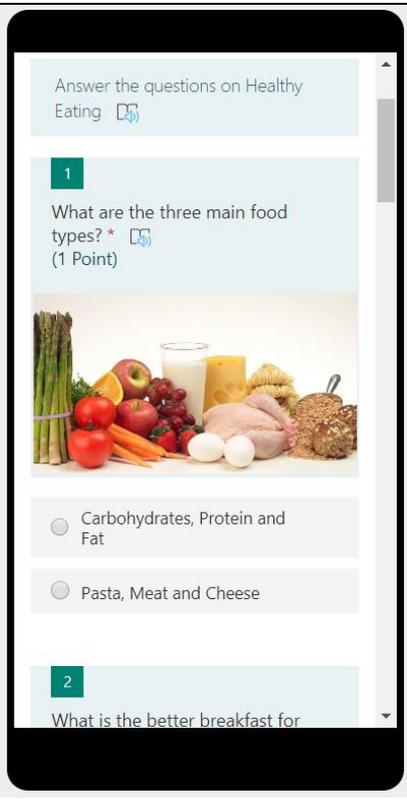
- If your child cannot do this then they will be blocked from attending Live Learning for the rest of that day/session
- Staff will control when students are muted or unmuted

## Joining a Live Learning Session

	<p>Go to Microsoft Teams</p> <p>And select your Key Stage Group</p> <p>For example: KS3 Team</p>
	<p>Click on your Live Learning Group</p> <p>For example: Full Time Live Learning</p>
	<p>When Live Learning in running – just click 'Join'</p>

## Accessing Self-Directed Lessons

<p><b>1.</b></p> <p><b>Click on Assignments</b></p> <p><i>Then click on the lesson you want to complete</i></p>	
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<p><b>2.</b></p> <p><b>Watch the video</b></p> <p><i>Then click 'Next' for the questions</i></p>		<p><b>3.</b></p> <p><b>Answer the questions – simply click on the answer</b></p> <p><i>Then click 'Submit'</i></p>	
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- If your child struggles to read some things, then there is an immersive reader function that reads out text/questions. They simply need to hover over the text and then click this logo.



# Using Xbox or PlayStation to access Remote Learning



## **Xbox**

1. Plug a keyboard in to the Xbox USB slot
2. Go in to my games and apps
3. Find Microsoft Edge and select
4. Type in: Hwb and log in as you would in school
5. You can then access your work through Google Classroom or OneDrive and use key packages including:
  - Word
  - Teams
  - Excel
  - PowerPoint
  - Your emails
6. To move around you use the Xbox control or plug in a mouse

## **PlayStation**

1. Identify the PlayStation internet browser icon (it is WWW with dots around it)
2. Press the PlayStation logo on the controller
3. Go to the library and find options for games and applications
4. Go in to applications and you will find the internet browser
5. Type Hwb into the browser and log in as you would in school
6. You can then access your work through Google Classroom or OneDrive and use key packages including:
  - Word
  - Teams
  - Excel
  - PowerPoint
  - Your emails