



A guide for the Continuity of Education during a period of Remote Learning



Known. Nurtured. Inspired.

| |
|---|
| Introduction to Remote Learning |
| Satchel One |
| Daily engagement with Subject Teachers |
| How students can leave a comment for their teacher on Satchel One |
| Submitting work on Satchel One |
| Microsoft Teams Lessons for Students in Years 10 - 13 |
| Expectations for students during Microsoft Teams Lessons for Students in Years 10 -13 |
| Establishing and Maintaining a Learning Routine |
| General Questions |

Introduction to Remote Learning

We greatly appreciate the challenges that Remote Learning presents for Parents, Carers and Students. During the period of '*Learning from Home*' our students followed from March – July of this year, we were delighted with the engagement of our student and families. We have reflected on the successes and challenges of this period of learning in order to put together a robust plan for Remote Learning – drawing on the skills of our staff, the knowledge of our students and the advances in technology we have embraced as a school to make Remote Learning more accessible and engaging.

We welcome the support that Parents and Carers can provide by monitoring their child's progress with the Remote Learning tasks set and this guide has been put together to support families with such engagement.

Mr A Clarkson

Assistant Headteacher - Teaching and Learning

Satchel One

When it is confirmed that a group of students will be learning remotely, Parents and Carers will be sent an email explaining expectations together with a copy of their child's timetable, this is the same timetable that is already in place, allowing students to continue their Learning Programme.

Students will continue to follow their daily timetable for each timetabled period – with learning time in line with their regular timetable for each timetabled period.

Each day, our online learning platform **Satchel One** (formerly called *Show My Homework*) will list the learning activities from all 5 of your child's subjects (with 4 subjects on a Tuesday). Each learning activity is set by your child's Subject Teacher in line with the Learning Programme they are following for this half term.

Parents and Carers can log into Satchel One at <https://www.satchelone.com/login> or use the Satchel One app and view:

- The daily Remote Learning tasks set by teachers
- The submission status of any tasks
- Any comments left by the student and/or teacher
- Any grades (where applicable)

[You can download the Satchel One app on Android here](#)



[You can download the Satchel One app on Apple here](#)



[You can find more information about Satchel on here, including: how to sign up, reset your login details for your parent account or assist your child to log in](#)

Parents and Carers can also control the notifications they receive – for example when their child has submitted a piece of work. For more information about controlling the amount of notifications you receive please [click here](#).

Daily engagement with Subject Teachers

Your child's timetabled teacher will be available for questions / help during the window for each of their subjects within the normal 1-hour period of learning time for and can be messaged via the Satchel One Message service during this hour.

When the teacher feels it would be beneficial for the whole classes to have updated information a whole class message will be sent, or further instructions will be clarified with the whole class.

[For guidance on how to message your teacher on Satchel One click here](#)

Submitting work on Satchel One

Some assignments will require a form of submission of work from students to support teachers with the monitoring of engagement and progress. This could be a screen shot of the work completed within the hour (as opposed to a completed assignment).

[Click here for further details about how to submit work on Satchel One.](#)

We would expect that students would follow their timetable for the 5 assignments each day, working within their timetabled hour. We are aware that for various reasons students may not be able to adhere to the timetabled slot and may therefore submit work at any point during the day when the timetabled lesson was set e.g. in the evening.

Microsoft Teams Lessons for Students in Years 10 – 13

KS5 students, will receive **4 X TEAMS** lessons for each subject during a 10-day period of Remote Learning for each subject. The other 5 lessons for each subject will be set on Satchel One. Some subjects may choose to deliver a greater number of the fortnightly allocation via *Teams* and this will be communicated with students.

Year 10 & 11 will receive **2 X Teams** lessons during a 10-day period of Remote Learning for each subject. Year 10 & 11 will receive **1 x Teams** lessons of each science subject (Biology, Chemistry and Physics). The other lessons for that subject (year group depending) will be set on Satchel One.

[To download the Microsoft Teams app click here](#)

Students in Years 7,8 and 9 will receive all their lessons set on Satchel One.

Student Participation in Teams Sessions (for Years 10 – 13 only)

The following information has been shared with all of our students in Years 10-13 that may be accessing some of their Remote Learning via Microsoft Teams:

Working across a video-conferencing platform is something new and exciting for everyone involved. However, in working in this way all the students and staff involved need to understand expectations and matters of safeguarding. Despite the fact that you will be in your home, you should consider video-conferencing as part of school. As such, BEST applies.

We take pride in our efforts, make positive choices with learning and respect members of school community

- Conduct yourself as you would in a lesson or classroom
- Use technology safely and responsibly.
- Maintain appropriate language.
- Be ready to learn and make progress.
- Be kind and polite in communications.
- Refrain from personal comments.
- Respect everyone's opinion.
- Do not generate comments or content that hinders the good order of the session e.g. unnecessary messaging in the chat.
- Allow the teacher to lead the meeting.
- Do not use Teams calls to contact teachers at any time other than a designated meeting time.
- Other family members should not contribute or be involved in the meeting. We understand that other people may well be 'heard' in some households but they cannot be involved and you may be removed from the meeting if this occurs.
- There should be no personal recording or sharing of scheduled Teams meetings.

Positive choices to co-operate:

- You may be asked to mute your microphone for a period e.g. while a Form Tutor shares a message or a teacher talks through an idea.
- Where appropriate, if you want to contribute to the discussion use the '*raise your hand*' facility and then unmute your audio. This will ensure that everyone gets their chance to speak without everyone talking over each other.
- Please follow any systems or turn-taking structures the teacher uses.
- You can ask / answer questions using the chat facility.
- Be an active member of the group.
- Hang up promptly when the meeting closes.

Establishing and Maintaining a Learning Routine

During the period of Remote Learning, it is important that students maintain their learning routines. To support this, students will still need to follow their normal routine - getting up, washed and dressed and eating breakfast, at a similar time that they would do for a normal school day. Students then need to find a space where they can log onto Satchel One and engage with their timetabled tasks over the day.

Students should ideally work within the timetabled period to complete their Remote Learning as this will also be the time their Subject Teacher will be available for questioning; however, the school appreciates that this will not always be possible and so students should aim to submit work by the next working day for each timetabled day during this remote period of learning time.

If students are sharing a computer with a sibling, then they will need to take turns as to who is working when or to see if there are any learning activities they can complete without using the computer.

Just like the school day, it is important that students give themselves breaks when they are not completing the learning activities. Again, we would encourage students to follow the morning and lunch break times of their existing timetable.

Avoiding distractions

During the period of Remote Learning, students will be working in a different environment but we expect students to engage in the same way they would for a lesson. Students should be encouraged to avoid distractions by working in a space where the TV is off and that any social media distractions are also turned off. If students can work in a quiet space, this will help them concentrate and enjoy their learning more.

General Questions:

What type of learning will my child be doing?

Students will be following lessons and activities to continue their existing Learning Programmes and supporting the learning that will take place when they return to the classroom. Teachers know their classes and therefore include differentiated resources and extension tasks to ensure that all learners are stretched and challenged and that students that require extra help are provided with the appropriate scaffolding.

What if my child needs help?

Your child's Subject Teacher will be available for questions / help during the window within the normal 1-hour period of learning time. If for any reason your child needs help and support outside of the timetabled lesson, they should message their Subject Teacher for further clarification.

What if my child can't engage with the learning activities?

If there is a reason that your child can't engage with the learning activities for example, if they weren't well, or if their computer had stopped working, parents or carers would need to contact the school to let us know when we can expect them to be back on track.

If there hasn't been any contact from home and your child's teachers notice that you are not engaging with the learning activities, then in the first instance they will message your child on Satchel One. If after trying to contact your child, they still see that your child is not engaging with the learning activities then they may contact home to check that everything is okay.

Can my child still receive BEST points?

Certainly! Teachers will be monitoring your child's work regularly. They will be able to see how well students are doing through the work they submit, the quizzes they complete, the comments that you leave and their overall engagement with learning. Teachers can see when students have logged on to Satchel One and when you they engaged with activities and resources. Teachers will make sure that all BEST points are uploaded for future exchanges. In addition to this, we will be looking for ways of celebrating and sharing the best work students produce with others in their class – just like we would do in lessons.