



Parent/Carer Guide to Remote Learning

*The below information outlines our approach to remote **learning in the event of future lockdown or partial school closure**. Please read carefully so that you and your son/daughter are fully prepared in case your son/daughter has to learn remotely.*

What work will my son/daughter be completing?

- Students will complete lessons according to their timetable unless instructed otherwise
- Lessons due to take place will be uploaded by 9.00am that day to enable you to support your son/daughter in organising their time effectively
- There will be at least one lesson/task per timetabled lesson. These will not always be designed to last the full 60 minutes allocated to each lesson
- Lessons may consist of tasks, recorded videos, live lessons, links to other videos or, other tasks
- Students should use their subject exercise book for written tasks but will also be issued with a pink exercise book to use if needed

How will the work be provided?

- All work will be listed on Satchel:One (Show My Homework). From there, students may be directed to other platforms such as **Seneca, YouTube, GCSEPod** or **Oak National Academy**

What do I need to expect of my son/daughter?

- Ensure they know their log in details for Satchel:One (this should be their normal school log in details)
- Make sure they use Satchel:One on 'Calendar View' for clearer display of tasks for that day
- Make sure they tick off work as they complete it
- Make sure they use all learning and communication platforms in an appropriate way
- Expect them to complete all work to the best of their ability

How will the teacher feedback?

- This will be done in a variety of ways and will be different for each subject. Your son/daughter may see scores for quizzes, individual messages from teachers through Satchel:One or through school email. In the event of a shorter lockdown, feedback may be given on your son/daughter's return to school
- Please note that just as in school, not every lesson will require feedback from the teacher

What do I need do as a parent/carer?

- Make sure there is the required basic equipment as outlined in the school planner in your home for your son/daughter to use
- Where possible, provide a quiet and suitable place for your son/daughter to work
- Where possible, ensure access to a laptop or PC, connected to the internet. Despite smartphones being able to keep track of work set, we have learned that they are not adequate for the majority of home learning
- Use Satchel:One to follow and check what your son/daughter is doing each day
- Support your son/daughter in planning a clear structure to the day including reasonable and healthy sleep patterns. They should also take regular breaks and spend time in the fresh air
- Show an active interest in your son/daughter's work and offer help if appropriate

What do I do if I have ICT problems?

- In the event of being unable to access Satchel:One at home, your son/daughter should first check they are clicking the 'Office 365' icon and inputting the correct log in details (in the student planner). If they are still unable to log on, email passwordreset@maidenhill.gloucs.sch.uk
- If students have difficulty accessing other platforms (e.g. GCSEPod) there are a number of 'how to' guides on the **RESPONSE TO COVID-19** section of the school website
- For other issues, students and parents/carers can contact the relevant tutor or teacher via email. Email addresses for all staff can be found on the **RESPONSE TO COVID-19** section of the school website

Other points to note:

- If your son/daughter is ill or becomes ill during over a lockdown period, their health and well-being should, of course, take priority over completion of schoolwork. Once they are feeling better, they can let their tutor and teachers know and join in with their learning again. Please keep us informed.
- Please be mindful that teachers may still in school teaching so will not be able to respond immediately to communication.
- Please also be aware that there may be occasional interruption to these systems should a member of our staff not be able to work due to illness or in the event of illness in their immediate family

In the event that your son/daughter has to self-isolate for a period of time but, the school remains fully open, please refer to the school website for work packs under the RESPONSE TO COVID-19 section. For key stage three students, work packs are provided on the website. For Key stage four students, work will be set through Satchel:One.

Finally, please be assured, we are trying our best to provide a high quality education for your son/daughter in these extraordinary times. Please be patient with us!