



# COURT FIELDS SCHOOL

Parent and Student Guide

Online Learning

(V5 12th November 2020)



# Achieve | Belong | Participate

## Contents

1.	Introduction	2
2.	Registration, attendance and Daily Check in	2
3.	Self-Isolation, Online Learning and Learning@Home	3
4.	Self-Isolation	3
5.	Online Learning Curriculum	3
	Preparing for Online Learning	3
	Online Learning Timetable	4
	Live Lessons	4
6.	Safeguarding	6
	Online Safety	6
	Wellbeing & Emotional Support	6
	Additional Support Networks with Advice and Guidance	6
7.	Contacting Teachers, Tutors and the School	6
8.	Guides to Online Learning Platforms	8
	Courtfields.net and Google Login	8
	Accessing Gmail & Emailing Teachers	8
	Emailing Teachers	9
	Accessing Google Classroom	10
	Accessing Class Charts	13
	Viewing your Timetable	13
	Attaching Homework for Feedback	15
	Accessing Class Charts for Parents	15

## 1. Introduction

This handbook is intended to give all parents and students as full guidance as possible on procedures for online learning in the event of a partial closure. A partial closure may include one year group being asked to learn from home for a fixed period of time, or part of a year group learning from home on a rotational basis.

## 2. Registration, attendance and Daily Check in

During the period of closure, students should register each morning via the daily check in. It is vital that students complete the daily check in each morning by 9.10am. Daily check in is our virtual registration system and allows us to monitor student engagement with online learning as well as student welfare.

The daily check in can be found on the school website and accessed via the link on the online learning page. Students have also been sent an email on their courtfields.net email address which will take them straight to the daily check in and there is a link on page 4 of this booklet.

If a student fails to check in via the daily check in each morning, a member of the attendance team will be in contact to ensure the student is awake and able to access online learning. For this reason it is vital that parents continue to contact us in the event of student illness or other circumstances which would lead to a child being absent from school and unable to complete online learning.

### 3. Self-Isolation, Online Learning and Learning@Home

We have 3 ways to support students to continue their learning if they are not able to attend school. For students who are required to stay at home due to close contact with a person who has been positively identified as having Coronavirus, students should follow instructions for **self isolation**. Instructions for this can be found in **Section 4. Online learning** is for use when a whole or part year group is asked to stay at home following a positive case. Instructions for this can be found in section 5. **Learning@Home** will be put in place if we have a full lockdown and school closure, as happened in the summer, and instructions will be sent to all parents separately.

### 4. Self-Isolation

In the event that a student has to self-isolate for a period of time up to and including 14 days, work for this time is available on Class Charts.

Students should log into their Class Charts and set it to 'search by due date.' Students should scroll down to the last day of term (CURRENTLY December the 18<sup>th</sup>) and identify work which begins with the code SHLD. They should have sufficient work for 2 weeks minimum for a variety of subjects.

All completed work done in self isolation should be sent via Gmail to the normal class teacher. Work completed will continue to be marked in line with school policy.

### 5. Online Learning Curriculum

#### Preparing for Online Learning

We would expect that most students are already fully prepared for online learning. Please use the checklist below to ensure that you are ready for online learning, and take the appropriate steps if you or your child is not.

We would advise all of our students to use this checklist to ensure that they are prepared for a move to online learning BEFORE it becomes necessary. It is far easier for us to resolve issues with online access while you are in school and we can see you face to face and give you live demonstrations.

Please note that for access to the majority of these links students will need to be logged into their Courtfields.net accounts. Students can log in by going to the Court Fields homepage and clicking on 'Log In.' If there are any problems with this please email [support@courtfields.net](mailto:support@courtfields.net) or phone the school on 01404 664201:

- Ensure that you have ICT and internet access at home. **Contact [support@courtfields.net](mailto:support@courtfields.net) or ring the school front office on 01823 664201 if you do not.**
- Ensure that you have access to all Microsoft Office applications. **Follow this link to download these if you do not: <https://courtfields.net/Office365/>**
- Ensure that you know how to log in to Courtfields.net **Follow this link <https://courtfields.net/links/> and click on 'google Access'**
- Ensure that you have access to Google Drive. **Follow this link <https://courtfields.net/google-2/>**
- Ensure that you have access to the 'online Learning' page of the website (this will only become available in the event of partial closure) and can access the daily check in. **Follow this link <https://docs.google.com/forms/d/1TgchwD48XWptyXnc0SErwGU2yV2Q0unJBIP669nblI0/edit?usp=sharing>**
- Ensure that you have access to your school Gmail account **Follow this link for support <https://courtfields.net/links/> and click on 'google Access'**
- Ensure that you know how to search for a teachers email address and send an email **See the guidance at the end of this booklet.**
- Ensure you know how to add an attachment to an email **See the guidance at the end of this booklet.**
- Ensure that you have access to Class Charts, know how to find work set for you and upload completed work. **Follow this link for support: <https://courtfields.net/web-apps/>**
- Ensure that you know have access to all apps and platforms used in your subjects. **Follow this link for information and guidance: <https://courtfields.net/links/>**
- Ensure that you know how to join a Google Hangouts live lesson. **See the guidance at the end of this booklet.**

## Online Learning Timetable

We will follow the normal school timetable for all students. Students will have 5 subjects per day and these will be set at the same time their normal lesson would have been. It is the expectation that students complete each subject in the normal time slot for that lesson and upload work at the end of the time slot. Students can access their timetable on Class Charts.

In order to ensure students are able to manage their work independently, the following alterations will be made to the timing of lessons:

- Years 10 and 11 will be given full 1-hour lessons
- Year 9 will be given 45-minute lessons
- Years 7 and 8 will be given 35-minute lessons

All work will be set via Class Charts and students will be expected to upload completed work here as well, either as electronic documents (i.e. Word documents) or photographs of handwritten or practical work.

The school's feedback policy will remain in place, and feedback will be given at least every 6 lessons. Students will be expected to respond to feedback using green pen or font.

## Live Lessons

The work set will follow the normal schemes of learning that the school has in place. Live lessons will run as follows:

- KS3 – English, Maths and Science - 1 live lesson per week during a timetabled slot for that lesson.
- KS3 – all other subjects - 1 live lesson per fortnight during a timetabled slot for that lesson
- KS4 - core and option subjects - at least 1 live lesson per week during a timetabled slot for that lesson
- KS4 – core PB and PE – 1 live lesson per fortnight during a timetabled slot for that lesson

The times of live lessons will be shared with students in advance via Class Charts along with instructions for joining the lesson. Live lessons may not last for the entire lesson time. In these cases, follow up work will be set and students will be asked to upload this to Class Charts.

Please note that it is important that only members of a class are 'present' for live lessons. In order to protect the privacy of all of our students, we request that parents, siblings and other adults are not in the room when virtual live lessons are taking place.

Students may choose to have webcams turned on during live lessons but are not expected to do so. They may choose to communicate verbally during the lesson, or can use the 'chat' function to ask and respond to questions.

## 6. Safeguarding

In the event of any safeguarding concerns while school is closed or partially closed, please contact us either via SAFE which is located in the safeguarding section of the website or via email [safeguarding@courtfields.net](mailto:safeguarding@courtfields.net) If you believe a child is at immediate risk of harm please contact Somerset Direct 0300 123 2224 or email [childrens@somerset.gov.uk](mailto:childrens@somerset.gov.uk)

### Online Safety

As many of our students will not be in school, please ensure you continue to discuss and support students to remain safe online. Many students screen time will increase not being in structured lessons as well as needing their devices to access key learning tasks. Please encourage students to not have phones where possible while completing school based tasks and monitor usage. Below is the NSPCC Online Safety guidance for parents to support you while your child is not accessing daily school.

<https://www.nspcc.org.uk/keeping-children-safe/online-safety/>

### Wellbeing & Emotional Support

Every Mind Matters has now released expert advice and top tips on how to look after your mental wellbeing if you need to stay at home during the coronavirus (COVID-19) outbreak. It also includes guidance if you're feeling worried or anxious about the outbreak. Please visit: [www.nhs.uk/oneyou/every-mind-matters/](http://www.nhs.uk/oneyou/every-mind-matters/)

### Additional Support Networks with Advice and Guidance

Kooth Counselling - [www.kooth.com](http://www.kooth.com)

NSPCC - [www.nspcc.org.uk](http://www.nspcc.org.uk)

Childline - 0800 1111

Young Minds - [www.youngminds.org.uk](http://www.youngminds.org.uk)

Students Minds - [www.studentminds.org.uk](http://www.studentminds.org.uk)

Time to Change - [www.time-to-change.org.uk](http://www.time-to-change.org.uk)

The Mix - 0808 808 4994 or Text 'THEMIX' to 85258

Shout (Crisis Line) - [www.giveusashout.org](http://www.giveusashout.org) or text 85258

Parents/carers may also find things difficult during this worrying time. Please see below for sources of support for you:

**Citizens Advice** - [www.citizensadvice.org.uk](http://www.citizensadvice.org.uk) or call 03444 889 623

**CAP** (Christians Against Poverty) [www.capuk.org](http://www.capuk.org)

**Wellington Food Bank** - Operates Monday & Thursday from the United Reform Church 3pm - 4pm. Alternatively you can contact [info@taunton.foodbank.org.uk](mailto:info@taunton.foodbank.org.uk) or visit [www.taunton.foodbank.org.uk](http://www.taunton.foodbank.org.uk)

**Samaritans** - [www.samaritans.org](http://www.samaritans.org) Call 116 123

**Mind** - [www.mind.org.uk](http://www.mind.org.uk) or call 0300 123 3393

**Anna Freud**, National Centre for Children and Families have some excellent resources to support parents - [www.annafreud.org/parents/](http://www.annafreud.org/parents/)

## 7. Contacting Teachers, Tutors and the School

Students should contact their teachers using their school Gmail account. All teachers email addresses can be looked up by starting a new email, clicking on 'to' and searching for the teacher by surname. There is guidance at the end of this booklet.

Parents wishing to contact either teaching staff, tutors, heads of faculty or year or members of SLT should telephone the school office in the first instance on 01404 664201, unless they already have an email address for that member of staff.

It is our school policy to respond to all communication within 48 hours, although we will always aim to do so as quickly as possible.

## 8. Guides to Online Learning Platforms

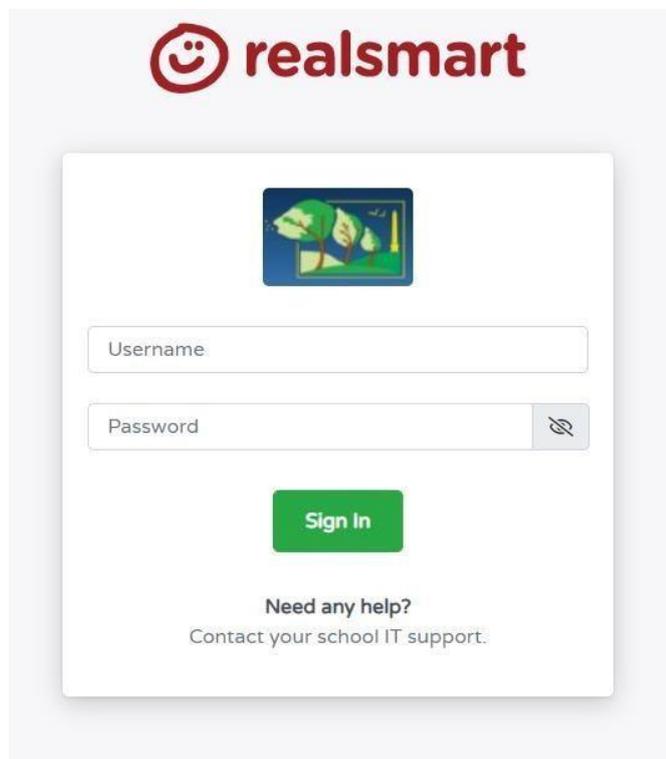
### Courtfields.net and Google Login

Connect to **courtfields.net** and click the **Login** button found at the top right



Login with your **username** and **password**

If you require this being **reset**, please email a teacher or send an email to **support@courtfields.net**



### Accessing Gmail & Emailing Teachers

Login to courtfields.net site, at the top the google icons will be available, select the **Gmail icon**.



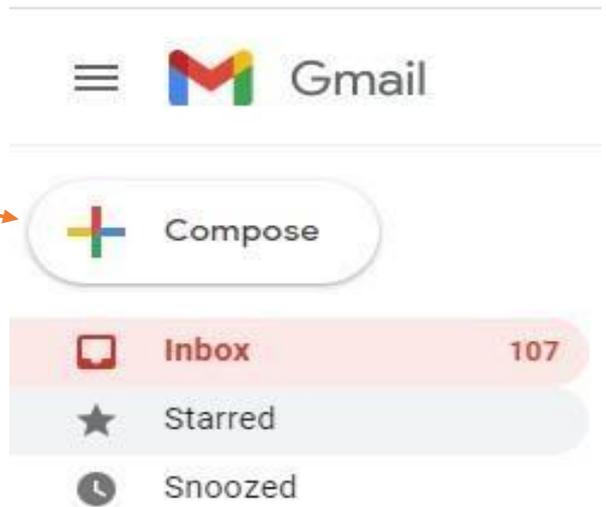
This will take you through to your **Inbox**.

If you are not seeing the emails you expect but instead see emails addressed to a personal Gmail account. Please follow the previous steps using a **different web browser**.

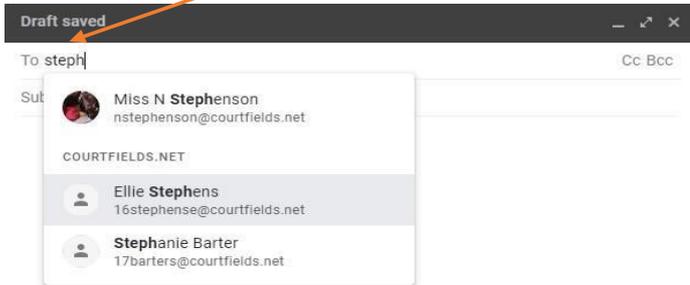
### Emailing Teachers

To email a teacher and find their email address, select **compose** at the top left.

In the **“To”** section of the email, enter the **Teachers surname** I.E Stephenson and select



the teacher.



Alternatively, if you know the staff members

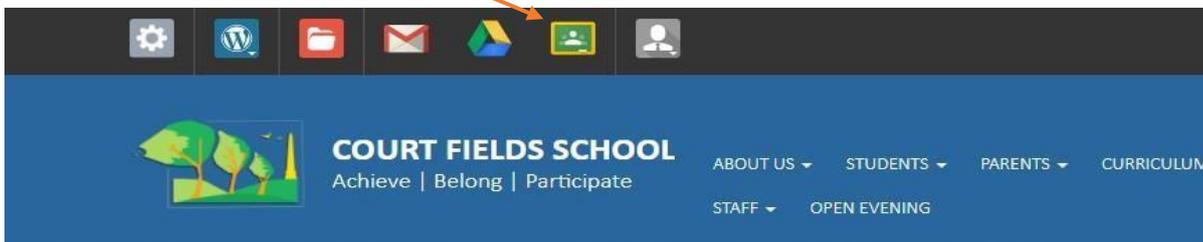


name, all staff emails are as follows:  
**“Initial + Surname + courtfields.net”**

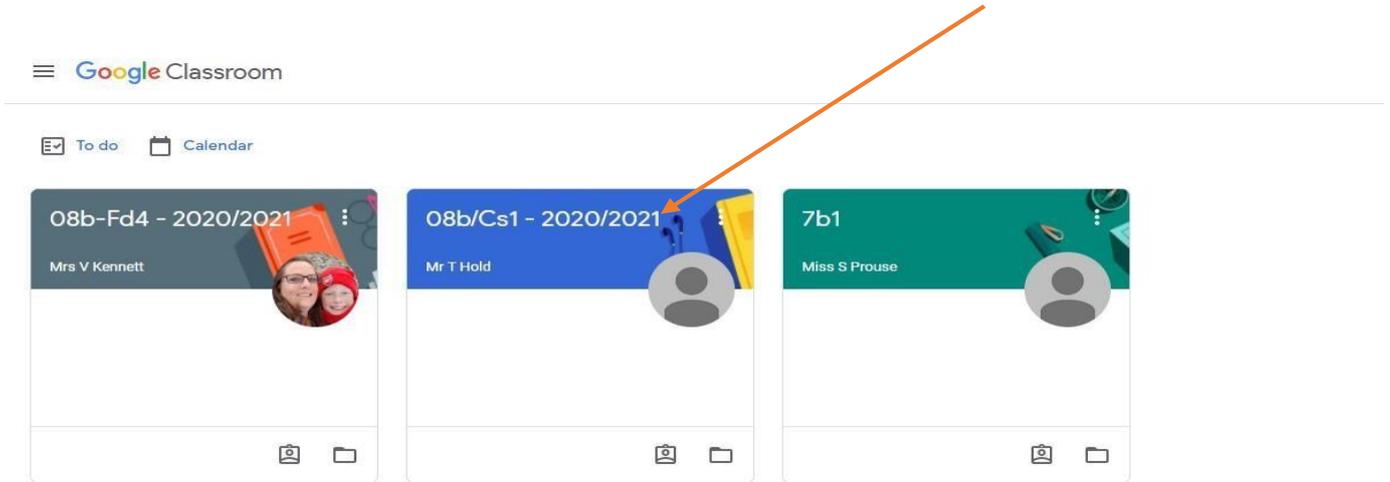
**I.E nstephenson@courtfields.net**

## Accessing Google Classroom

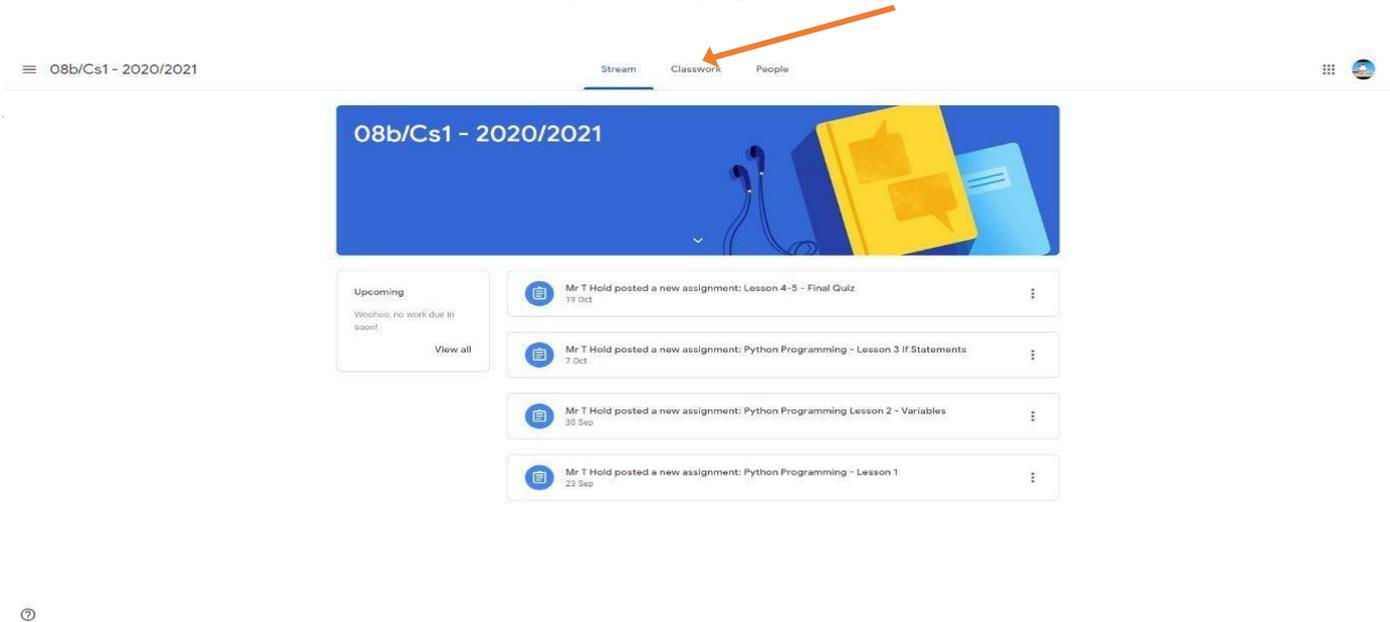
Login to courtfields.net site, at the top the google icons will be available, select the **Google Classroom Icon**.



Once into google classroom you will be able to see any of your classes which have ever assigned work using google classrooms. **Select the class** which you have work assigned to you.



From here, select **classwork** at the top of the page



Once completed, go back to the google classroom and submit the work if needed.

 View your work

 Google Calendar

 Class Drive folder



Lesson 4-5 - Final Quiz

No due date



Python Programming - Lesson 3 If Statemen...

No due date



Python Programming Lesson 2 - Variables

No due date



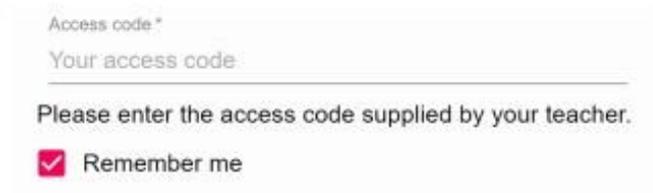
Python Programming - Lesson 1

No due date

## Accessing Class Charts

Students have all been given log in information. If a student has forgotten their log in information they should contact their tutor on google mail, or ICT support at support@courtfields.net

1. Enter your **email address** and **password** into the fields provided.



Access code \*

Your access code

---

Please enter the access code supplied by your teacher.

Remember me

2. Click on the **Log in** button.



3. Enter your **date of birth** if prompted and click on the **OK** button.



Date of birth

Please enter your date of birth below.

Date of Birth

12/06/2009

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OK CANCEL

## Viewing your Timetable

Students should be following their normal timetable and completing work set during the time period that they would normally be in each class. Timetable information can be found on Class Charts following the guidance below.

Selecting this tab will present you with your **timetable** for the current day. This includes the **time** for each lesson, the **lesson name**, the **teacher's name**, the **room** where the lesson will take place and the **lesson subject**. If your teacher has left **timetable notes**, you will also see them for the lesson in your timetable.

Your current lesson will be highlighted in **blue**, as shown on the right.

To view your timetable for another day of the week, click on one of the other **displayed dates** along the top of the timetable.

To change the displayed week, click on the orange **Date** button and select a date from the week of your choice.



## Attaching Homework for Feedback

For certain homework tasks, you may be asked by your teacher to [upload your work](#) as an [attachment](#).

When viewing a homework task in more detail, you will see the [Upload attachment](#) button if your teacher is expecting your work to be uploaded.

To submit a homework attachment, click on the [Upload attachment](#) button and select the files of your choice. Successfully uploaded files will then appear above the button.

If your teacher leaves feedback on one of your homework attachments, you will see a [Feedback](#) icon appear on the associated homework task.

To view the feedback, click on the [expand](#) icon in the bottom right hand corner of the homework tile. Your teacher's feedback will appear directly below your homework attachment.

### Homework Details

RECREATION - C6R/RC5 - MRS A ABELL

**Issue date:** Friday 20/03/2020

**Due date:** Friday 27/03/2020

**Estimated completion time:** 10 minutes

#### Write a book review

Write a 500 word review on the book of your choice

#### My attachments

 My book review.doc 

[+ UPLOAD ATTACHMENT](#)

You can upload a maximum of 5 attachments, each up to 250mb in size.

Supported file formats: .doc, .docx, .xls, .xlsx, .ppt, .pptx, .pdf, .pub, .txt, .png, .jpeg, .jpg, .gif, .rtf, .mp3, .odt, .odp, .csv

RECREATION - MRS A ABELL 

#### Write a book review

**Issued:** Friday 20/03/2020

**Due:** Friday 27/03/2020

[To-do](#)

[Feedback](#)



#### My attachments

 My book review.doc 

Teacher's note: Excellent work!

[+ UPLOAD ATTACHMENT](#)

## Accessing Class Charts for Parents

We would request that all parents download and ensure they have access to the Class Charts app. This will allow you to oversee your child homework, identify any outstanding work and ensure work is being uploaded for feedback.

## Logging in to the Class Charts Parent app

When you tap the parent app icon on your device, you will be presented with the Class Charts Login screen.

Simply enter the email address and password you used when creating your Class Charts account and you will be able to log back in.

If you cannot remember your password you can click on the [forgot password](#) link to receive a password reset email.



### Log in

Teacher **Parent** Student

Enter your **email address**

I already have an account

Enter your **password** [Forgot password?](#)

I don't have an account yet

Remember me

Log in

## Logging in to the Class Charts Website

To log back into your Class Charts account, first ensure that you have selected the parent option.

Next, select the [I already have an account](#) option and enter your login details.

If you cannot remember your password you can click on [forgot password](#) to reset it.