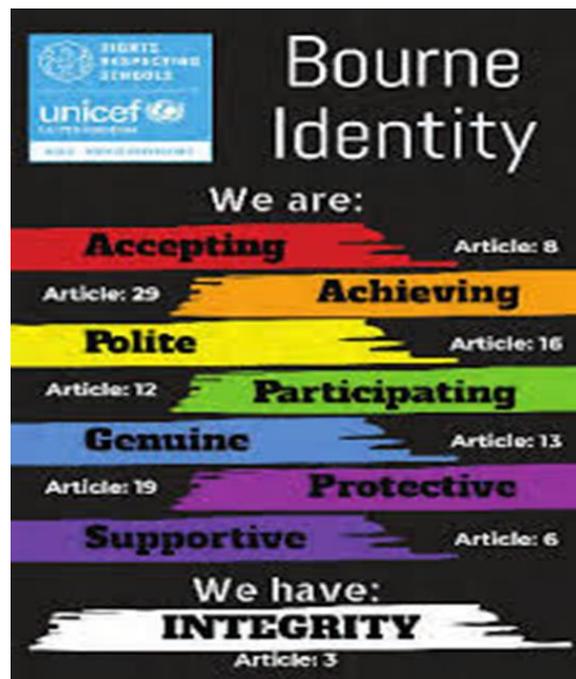




REMOTE LEARNING

A guide for students in years 7-11

Spring term 2021



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A MESSAGE FROM MRS HARDWICK -

We know this is a challenging time for everyone and hope you are all staying safe and well. This guide is here to support you as we once again embark on Remote Education and we hope it will provide you with some helpful information about how to study effectively from home and where to find the communication, work and feedback from your teachers.

It is important that you continue to make progress in your learning during these lockdown months and your teachers and support staff are all still here to help and ensure that is made possible for you. We recognise that it can feel very difficult at times and would urge you to keep in contact with us, as we will with you.

There is information in this booklet about establishing a positive routine, accessing your work and how to contact us should you need any further support. We would encourage you to do your best and to try your hardest with each lesson so that you do not fall behind.

As always, if you need support with your learning or your wellbeing, please do ask. We are here to help.

Take care of yourselves and we'll hope to see you all back soon.

HOW TO KEEP IN CONTACT WITH US -

Please do stay in touch. Remember your teachers are working online, too, and we are all here to help. The first point of contact for any subject specific issues should be your classroom teachers. You can email them via your Google Mail accounts.

If you have any pastoral concerns or issues, you can email your tutor, Student Manager or your Leader of Year.

Mrs Tibbetts	Year 7	<u>rtibbetts@bourne.org.uk</u>
Mrs Savage	Year 8	<u>ssavage@bourne.org.uk</u>
Miss Chappell	Year 9	<u>achappell@bourne.org.uk</u>
Miss Chappell	Year 10	<u>achappell@bourne.org.uk</u>
Mrs Whitlock	Year 11	<u>swhitlock@bourne.org.uk</u>

TIMINGS OF THE SCHOOL DAY –

08:30 - 08:45 - Tutor time

08:45 - 09:35 - Lesson 1

09:35 - 10:25 - Lesson 2

10:25 - 10:45 - Break

10:45 - 11:35 - Lesson 3

11:35 - 12:25 - Lesson 4

12:25 - 12:50 - Lunch

12:50 - 13:40 - Lesson 5

13:40 - 14:30 - Lesson 6

HOW TO ESTABLISH A ROUTINE -

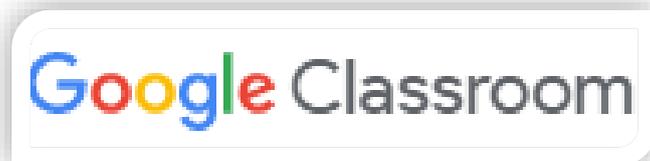
This booklet aims to support home learning but the most important thing is that you establish a positive routine for yourself. The following tips will help you to do this.

- Get organised by making sure you can access your Go4Schools and Google Classroom.
- Make sure you have a copy of your timetable. You can find this on G4S.
- Have a copy of the school timings nearby so you know what time the lesson starts and finishes. Also, so you know when it is time to take a break.
- Make sure you know all your logins to the remote learning sites.
- Establish a school routine at home. Use the timetable and school timings to help you get this set up.
- Make sure you login into G4S at the start of the day to see all your work for that day. Your teachers will set work according to your normal timetable so you should have six pieces of work or lessons to attend each day.
- Make sure you attend all live lessons. These will be scheduled according to your timetable and the normal time you would have each lesson if you were in school. If for any reason you cannot attend your live class, email your teacher.
- Maintain a positive attitude and just try your best at each subject. If you have any concerns about a lesson you may not understand or need help with then email the teacher.
- Your engagement will be monitored during lessons just like we would do if the lesson was taken at school. Try your hardest so you do not fall behind.
- Read and respond to feedback that your teachers give you on the work you submit. This will help you make any corrections and enhance your progress.
- Make sure you take your breaks away from the screen and get some fresh air, drink and some food.

ACCESSING REMOTE LEARNING USING GO4SCHOOLS AND GOOGLE CLASSROOM -



- Login to your Go4schools
- Check your timetable to see what lessons you have that day
- Scroll down to your work set for that lesson and click to see what is planned.



- Go to www.google.co.uk. In the top right corner will be a sign in button to click.
- Login to your google classroom using your SCHOOL email address (ending in bournecc.co.uk) and password.
- In the top right corner, you will see this:  Click on it and then click on Classroom.
- This will then take you to all your classes. You may have to join the class by simply clicking on join. Once you click on the class then it will show you your lesson plans for each lesson and all the work which has been set
- Make sure you turn in/submit any work you have completed on Google Classroom to your teacher.

OTHER ONLINE LEARNING SITES -

Your teacher will tell you on Go4Schools which site to use and how to access the work set on there, such as:



EXPECTATIONS DURING LIVE LESSONS -

For these sessions to be successful and safe, you will need to agree to the following rules for live lessons:

- You may only join the session if you are logged into Google using your school email address.
- Links to the session cannot be shared with anyone not on the original class distribution list.
- You must be dressed appropriately (no pyjamas), you should check the background to your image to ensure it is appropriate and contains no personal or inappropriate material.
- Your participation in this video lesson is covered by our Acceptable use Policy. If you have not signed this policy you will not be able to take part.
- Please be aware that 'normal' classroom expectations of behaviour will apply and you may be ejected from a meeting and future meetings if you fail to follow these expectations.
- You are not permitted to record or share any images from any video conference lesson.

Some good advice:

- Log on to the session a few minutes before the start time
- Have any resources required available (open on a device or printed) before the 'lesson'
- Ensure the image is clear once you are logged on
- Ensure you know how to turn off your microphone and video as this may be required at points in the lesson.
- Turn off your microphone please if there is a large amount of background noise but be ready to turn it on to contribute.
- Ensure you can use the chat function to talk to the teacher if you would like to ask a question during the session, as staff may mute each student's microphone and request the use of the chat function as appropriate.

TUTOR TIME

Tutors will regularly be checking in with their tutor groups. This might be through live, interactive sessions or it may be through emails and phone calls.

ASSEMBLIES

These will still go ahead and will be recorded by staff to make sure you can access them at a convenient time. Your tutors will normally post these onto the Google Classroom for your tutor group so do check.

WELLBEING SESSIONS

Each year group will have access to a wellbeing session which has been planned to help support your mental health during this time. This will be signposted via Go4Schools.