

Information for Parents and Carers

INTRODUCTION

This information is intended to provide clarity and transparency to students, parents and carers about what to expect from remote education at Longsands if local or national restrictions require individual students or entire cohorts to remain at home.

At Longsands we ask students to Word Hard, Be Kind, Achieve More. We are grateful to you for the support you provide to students in their education, both when they are in school and when they are learning remotely.

REMOTE LEARNING CURRICULUM

We teach the same curriculum remotely as we do in school wherever possible and appropriate. However, we will need to make some adaptations in some subjects at times.

We will use a combination of the following approaches to teach students remotely as per our blended curriculum offer:

- live teaching via MS Teams (online lessons)
- recorded lessons on video or PowerPoint
- printed workbooks
- online textbooks
- reading books students have at home
- commercially available websites supporting the teaching of specific subjects or areas, including video clips or sequences, such as GCSEPod and Hegarty Maths
- long-term project work or coursework
- revision work packs for exam classes
- other recognised websites such as the Oak National Academy website.

FEEDBACK ON STUDENT WORK

We will continue to check for understanding and give students feedback on their work. We will need to adapt some of the ways we do this to suit remote teaching and learning.

We will use a combination of the following approaches to check for understanding and give students feedback:

- questioning in live lessons, using verbal responses and the chat function
- providing answers, model answers and worked solutions so that students can self-assess their work
- multiple-choice questions
- quizzes that students mark themselves, or that are marked automatically, such as Microsoft Forms
- commercially available websites such as GCSEPod and Hegarty Maths that offer immediate feedback to students
- whole-class feedback, which might involve addressing common misconceptions or re-teaching
- individual comments.

We will continue to use House Points to reward students for their achievements.

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REMOTE LEARNING AND STUDY TIMES

Year 7, 8 & 9 Expectations	Year 10 & 11 Expectations	Year 12 & 13 Expectations
<ul style="list-style-type: none"> Students will follow the same timetable remotely as when in school Students will be set 5 hours of remote learning each day, with instructions on Doodle Students will not routinely be set homework tasks in addition to lessons Weekly year group assembly during tutor time led by the Head of Year Wellbeing phone calls and occasional tutor time Personal Development sessions will continue as scheduled. 	<ul style="list-style-type: none"> Students will follow the same timetable remotely as when in school Students will be set 5 hours of remote learning each day, with instructions on Doodle Students will be set homework in addition to lessons Weekly year group assembly during tutor time led by the Head of Year Wellbeing phone calls and occasional tutor time Personal Development sessions will continue as scheduled. 	<ul style="list-style-type: none"> Students will follow the same timetable remotely as when in school Students will continue to be set prep work and homework as they would when in school Weekly year group assembly led by the Head of Year every Monday during tutor time Weekly tutor session every Wednesday Wellbeing phone calls Personal Development sessions will continue as scheduled.

TIMINGS OF THE SCHOOL DAY

8.45 – 9.45 am	Lesson 1
9.45 – 10.45 am	Lesson 2
10.45 – 11.10 am	Break
11.10 – 12.10 pm	Lesson 3
12.10 – 1.10 pm	Lesson 4
1.10 – 2.10 pm	Lunch and tutor time (split per year group as noted below)
2.10 – 3.10 pm	Lesson 5

During periods of remote learning, tutor time will take place on an occasional basis as communicated on Doodle:

1.10 – 1.30 pm Tutor time for Years 9, 11, 12 and 13

1.40 – 2.10 pm Tutor time for Years 7, 8 and 10

Please note that the timings of the school day in the Astrea App do not reflect the current timings of the school day, which were amended in September 2020. However, the timetable periods and subjects are correct.

HOW WILL MY CHILD ACCESS REMOTE LEARNING?

- All remote learning tasks will be communicated on Doodle.
- Some lessons will take place online via Microsoft Teams. This is an online learning platform to collaborate and communicate that combines workplace chat, video meetings, file storage and the setting of assignments for students. The login for Teams is the same as the login for the school system and email. Students have a sticker in their Student Handbook with their login details.
- Students will be set a Doodle task to let them know if they have a live lesson on Microsoft Teams. Students should then ensure they are ready and waiting on Microsoft Teams to receive the call at the appropriate time.
- If there are any technical issues with Microsoft Teams please see our guidance further below.
- If a teacher is absent the relevant Head of Department will ensure appropriate work is still communicated via Doodle.

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HOW CAN PARENTS/CARERS SUPPORT THEIR CHILD?

- Take an active interest in your child's learning
- Try to ensure a quiet space to allow your child to work
- Establish a daily schedule and routine
- Encourage screen breaks and physical activity away from devices
- Ensure your learning device is in a public space in the home
- Monitor your child's wellbeing and mental health
- We have published 10 Tips for Students for Remote Learning with further suggestions – please see below.

EXPECTED BEHAVIOUR IN 'LIVE' TEAMS LESSONS

We are delighted with how well our students have adapted to 'live' Teams lessons. Their behaviour has overwhelmingly been mature & respectful, making it so much easier for us all to switch over to this temporary way of teaching and learning.

In the very rare instances when there have been issues, it has usually occurred in the chat room area of the Teams class. Please remind your child that they should only type responses in this area that are linked to the learning taking place within the lesson.

Please be assured that we monitor these channels carefully and have proportioned responses that we can use to keep our students safe. We will always contact parents/carers in the event of any inappropriate behaviour and we do have the ability to permanently mute a student from the mic, video and chat room areas.

ADDITIONAL SUPPORT FOR STUDENTS WITH PARTICULAR NEEDS

We recognise that some students, for example, some students with special educational needs and disabilities (SEND), may not be able to access remote learning without support from adults at home. We acknowledge the difficulties this may place on families, and we will work with parents and carers to support those students in the following ways:

- Our most vulnerable learners will be contacted to outline individual support offers to those most in need. This may include some on site intensive support for small groups of learners.
- We will be able to provide some remote support for vulnerable learners from both our SEND and Student Support Teams
- Should you require additional support for your child with Special Educational Needs and Disabilities please contact Mrs Martin at patricia.martin-morales@astrea-longsands.org

REMOTE EDUCATION FOR SELF-ISOLATING STUDENTS

Where individual students need to self-isolate but the majority of their peer group remains in school students will be set equivalent work on Doodle. In some cases it may be possible for students to join the lesson live on Microsoft Teams.

COMMUNICATE WITH US AT LONGSANDS

It is vital to us to ensure regular communication with all our families. There are a number of different ways you can communicate with us:

- For any Microsoft Teams, email or password issues please email enquiries@astrea-longsands.org
- Queries relating to SEND should be directed to patricia.martin-morales@astrea-longsands.org
- If you have pastoral concerns or want to speak with a Head of Year please email one of the following email addresses:

Head of Year 7	Mrs V Parsons	victoria.parsons@astrea-longsands.org
Head of Year 8	Miss K Bingham	kelly.bingham@astrea-longsands.org
Head of Year 9	Mrs S Postins	sarah.postins@astrea-longsands.org
Head of Year 10	Mr J Milne	jay.milne@astrea-longsands.org
Head of Year 11	Miss K Saunders	kate.saunders@astrea-longsands.org
Head of Year 12	Dr D Cullen	douglas.cullen@astrea-longsands.org
Head of Year 13	Mr T Walker	thomas.walker@astrea-longsands.org

ADDITIONAL SUPPORT

In addition to the work on Doodle and Microsoft Teams there are also a number of very useful websites, which students can access at any time.

- www.astrea-longsands.org/curriculum/knowledge-organisers/ - Students in Years 7, 8 and 9 can revise from the knowledge organisers by self-quizzing. These are useful for older students too.
- www.gcsepod.com/ - Students in Years 10 and 11 are encouraged to make good use of GCSEPod for learning and revision.
- www.thenational.academy.com - This is a fantastic website with over 10,000 free lessons and resources made by teachers for every student.
- www.mathskitchen.com/topics - This is an interactive GCSE revision website. Resources are categorised by topic, including video lessons and practice questions.
- www.pobble365.com - This 'picture a day' website is great for creative writing each day offering different challenges from diary entries to sentence challenges.
- www.natgeokids.com/uk - A mix of games, quizzes, videos and free downloadable resources which is perfect for keeping active minds busy.
- www.tate.org.uk/kids - Inspiration to get creative but with a nod to styles of famous artists. You can find quizzes, craft activities, videos and art history, easy to find information and easy to use.
- www.harpercollinschildrensbooks.co.uk/free-teaching-resources-activities - Engage children when the learning involves characters from stories they know and Harper Collins offers a wide range of free downloadable resources inspired by some of your favourite books.

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10 Tips for Students for Remote Learning

This guide may be helpful in supporting you with your work. If you have any additional tips, please share them with your teacher or form tutor who can let the rest of the class know. We ask students to **Word Hard, Be Kind, Achieve More**. As we navigate this new way of teaching and learning, do your best and be **kind to yourself**. If you need help of any kind, let us know, we're still here for you.

1. Resources



- Make sure you have your pencil case close at hand. You are likely to need normal school equipment, i.e. pen, pencils, colours, ruler, rubber, calculator, geometry set, green pen.
- You will need your exercise books or paper to write your work on. Certain subjects provide workbooks or vocabulary books. Make sure you have them to hand. You should also have your Knowledge Organiser available.
- Sit at a desk or table to work if you can. Try to make a separation between 'school' and home spaces, for example by tidying away your school resources after you have finished.

2. Remove distractions



- Find a quiet space to work where possible.
- If you have a mobile phone that you are not using for learning, try leaving it away from your workspace. You manage to last a day in school without it!
- It is a good idea to switch off notifications from social media and only check these accounts in your free time, this will help you to remain focussed on your lessons.

3. Routine



- Keeping to the school times will help to create a sense of normality, so keep an eye on the time – there's no school bell to remind you! Some of your lessons will be 'live' which will help with this.
- Help to organise your day by setting timings on a device (away from your workspace) to prompt to start of each period, lunch time and end of the day. Set it 5 minutes before the lesson is due to start to ensure you are on time for 'live' lessons.
- Keep to a good sleep routine, aiming to go to bed at the same time each night.
- Make sure you are up in good time to have breakfast before you start your lessons at 8.45am.

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4. Timetable



- At 8.45 each day, check Doodle for the work you have been set and for any instructions to join Teams lessons.
- If your parents/carers want to check your usual timetable, they can see it via the Astrea App (if they don't have the app, it is free to download and use from their app store).

5. To Do Lists



- Keep a list of all the work you are set. For example, you could use a table with four headings: Subject, Task, Completed, Submitted.
- Cross items off as you complete them. This is satisfying and will give you a sense of achievement.
- This is a good way of showing parents/carers what you have done today and will also help you to see what you have accomplished.

6. Breaks



- Sticking to the school timetable means you do get a break!
- In addition to the work set for you each hour you should be able to take mini breaks between lessons if you need to.
- During your breaks, walk around the house, grab a healthy snack and some water.
- Do something to help with positive mental wellbeing; you could read a book, meditate, tidy your workspace, stretch, or go for a walk.

7. Listen, Pause, Complete, Check



- When listening to pre-recorded lessons, pause them after the teacher gives instructions.
- Rewind them if you need to.
- Often a teacher will tell you to pause, complete the task and then press play again to check your answers.
- Have a green pen handy for self-marking.

8. Checking Your Work



- Always check through your work when finished to make sure you have answered all tasks as fully as possible and that your answers make sense. The tasks may well form part of your next lesson so it is important that you can understand what you have written when you read it back. This is also useful for revision purposes.

9. Support / Keep In Touch



- If you are stuck or do not understand something, contact your teacher via email.
- Feeling worried or anxious? You are not alone, there is plenty of support available <https://www.astrea-longsands.org/pupils-too/feeling-worried-or-anxious/>

10. Extensions or 'find out more' tasks...



- The Student Bulletin has weekly extension tasks for many subjects. If you have completed work set, use any spare time to improve your skills and knowledge.
- You could investigate further one of your topics from the day by watching a video, listening to a podcast or reading an online article. Oak Academy is a good resource to explore and learn from. <https://www.thenational.academy/>
- Year 7, 8 and 9: Self-quiz using your knowledge organiser. The Autumn and Spring knowledge organisers can be found here: <https://www.astrea-longsands.org/curriculum/knowledge-organisers/>
- Year 10 and 11: make good use of GCSE Pod for learning and revision: <https://www.gcsepod.com/>

LONGSANDS ACADEMY Remote Learning 2020/21

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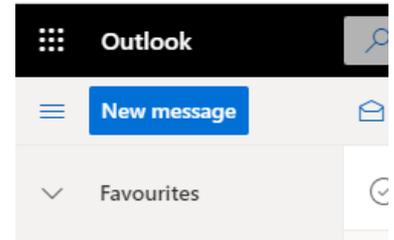
STUDENT TEAMS ONLINE SUPPORT

STUDENT INSTRUCTIONS

Accessing Teams

You can gain quick access to your Team via your school email
<https://outlook.office365.com/mail/inbox>

Login to your email and simply click on the 'waffle' grid on the left hand side of the screen and then choose the Teams option.



Teams App

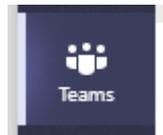
It is also possible for you to download the Teams app to a desktop/laptop or to your mobile devices – Phones / iPads etc.

The link for downloading both the desktop app and the app for mobile devices is
<https://www.microsoft.com/en-gb/microsoft-365/microsoft-teams/download-app>



Joining your live lesson

1. To access your lesson once logged into Teams, click on the Teams icon (in the desktop app this is on the left – in the mobile devices app this is along the bottom.



2. Then select the subject lesson you're joining, according to your group code, such as 11XT1. For example, the Teams icon opposite is the 11XT1 Biology GCSE class. You will only see the classes you are members of, so it should be very straightforward to work out.



3. Once you are in the lesson team you will see the class conversation and you will see there is an option to join the meeting – you need to click on "Join" and this will take you through to the lesson. If you don't see the "Join Meeting" option in the conversation it may just be that you are early. The join option will appear when the teacher is ready.



When you enter the live lesson please....

1. All lessons will have video and audio **recorded** and **saved (even if the teacher gets disconnected)**.
2. Ensure that your Video Cameras are OFF to begin with. Teachers will let you know when and if they can be switched on.
3. Start with your microphone off – you may use it to ask a question but please turn these off initially until you are asking a question or are asked a question. This will avoid any distracting background noise.

What do I do if I cannot attend the lesson?

Just like regular lessons you should be in attendance unless you are ill or there is an emergency of some sort. If you know you won't be able to attend a session, then the expectation is that you would email your teacher to let them know the reason why. Please be aware that all sessions will be recorded, and the video of the session will appear on the class team's conversation shortly after the session has attended (this may take a while depending on video upload speeds so please check back later to view again).

The lesson itself:

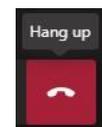
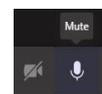
Teachers will start by reminding you about the rules and expectations of how the lesson will be conducted (below is also a reminder of key points in the extract from the Acceptable Use Policy you have signed). Given the importance of these live lessons in providing you with online support for your Year 11 courses, we do not expect there will be any issues, *however*, failure to be sensible or meet the given expectations may result in you being asked to leave the lesson and parents/carers contacted.

How will the lesson work?

The structure of your lesson will be determined by your teacher with regards to what they feel is most appropriate for you and they will outline the session for you at the start. If your connection goes you can re-join the meeting by clicking on the meeting in the Class Conversation in Teams.

It is important that you are able to ask and answer questions during the lesson and there are two ways in which you can do this.

1. **IMPORTANT** – please use the raise your hand icon on the bar when you want to ask a question – this will help keep the session clear without lots of people trying to talk at once. Your teacher will see your hand is raised and that you wish to contribute. Please lower your hand (click on same button) when you are done.
2. You can ask / answer a question using your microphone. Your microphone can be switched off and on easily on the options bar at the bottom of your screen (if you are using an iPad this bar may disappear after a few mins – just tap your screen and it will reappear).
3. If you do not have a microphone or don't feel comfortable in using it – you can use the chat function to ask / answer questions, remembering to use full sentences and appropriate language.



Ending the lesson

At the end of the lesson, simply click on the hang up button to end the call.

Reminder: Below is an extract from the Student Acceptable Use Policy you have signed on the use of Teams – please make sure that you remind yourself of these points.

- When accessing live lessons, I will follow the rules set out by the teacher which include: How and when to ask a question and how and when to use the video camera.
- I will not record or share the contents of any live lessons. All lessons delivered through Teams will be recorded by the teacher in order to share with pupils who were unable to attend the session and to document the lesson content.
- The questions I ask within lessons, or information I upload, will always be polite and sensible.
- I understand that all communication I send reflect on me and the academy. Whilst participating in live lessons, I will behave in accordance with the school policy, remembering to be polite, sensible and appropriate. I am aware that failing to do so may result in not being able to participate in live lessons in the future.