

Remote Learning Advice and Guidance for Students



The Emmbrook School

The Remote Learning Procedure promotes our school's core values:

| Family | Ambition | Integrity | Respect |
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| It is important – more than ever – at a time of isolation that the school community works together and maintains strong communication and support for each other. | The remote learning provision seeks to provide students with well-planned and sequenced resources so that students have meaningful and ambitious work provided each day. | It is right for all students to be able to have access to remote learning provision so that their education is not impacted by school closures or self-isolation. | Independent learning, through remote provision, promotes self – respect and care for each student's learning journey. |

When will you need to access remote learning?

- If there is a local or national lockdown or full school closure (due to Covid, extreme weather, power loss etc)
- If you are required to stay at home due to a partial school closure (this may occur if one year group is required to isolate or if there are high staff absences and the school cannot remain open at full capacity)
- If you are self-isolating because you or a member of your household has symptoms of Covid.



Remote Learning Advice and Guidance for Students working in isolation

If there is a partial school closure of a year group due to a Covid outbreak or as a consequence of high staff absence then students will be expected to engage with their timetabled lessons, remotely.

As staff will also be in school teaching, **the online teaching function of TEAMS will not be appropriate for a partial closure.** You will not be expected to engage with online lessons whilst teachers remain in school during a partial closure.

If a student is absent because they are required to **self-isolate**, and they are healthy and able to learn, then they should access their learning remotely via Microsoft Teams.

Students who are unable to attend the lessons in the classroom will have access to class materials through Microsoft Teams. Live online lessons will not be available for students who are self-isolating, unless the school closes as part of a local or national lockdown.

Students should access lesson materials through Microsoft Teams, complete work and return it to their teacher via Teams or email.

Teachers will provide feedback along with their feedback to other students in the class who have completed the same work.

Students who require additional learning support should contact their teacher directly.







Students who require additional pastoral support should contact their tutor or year group pastoral leader

Students who are learning remotely are expected to:

- Be contactable during the school day.
- Attend all scheduled online meetings, where possible, on time and ready to learn.
- Complete work to the deadline set by teachers.
- Seek help if they need it, from teachers or learning support assistants.
- Alert teachers if they are not able to complete work.





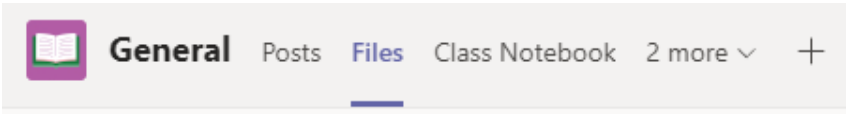
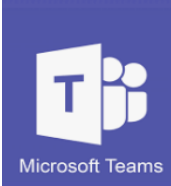

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| Plan Your Day | Access Your Work | Complete Your Work | Submit Your Work | Respond to Feedback | Seek help (if needed) |
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|  |  |  |  |  |  |
| <p>Use your school timetable to structure your day.</p> <p>Allow yourself 5 minute breaks between lessons.</p> <p>Spend 1 hour per subject ONLY (even if you don't completely finish the work set)</p> <p>Take time for a break and lunch</p> | <p>Work will be uploaded to your class area on TEAMS.</p> <p>Your teacher will give you specific instructions of what to do, how to do it and with the timings we expect you to spend on each task.</p> <p>They will also give you instructions on how to submit the work.</p> | <p>Read the lesson plan carefully and follow the instructions.</p> <p>After you have done the hour of work allocated by your teacher, stop - even if you haven't completed all the work.</p> <p>Use your phone as a timer to help you stick to time</p> | <p>You will sometimes be asked to submit some pieces of work to your teachers so that they can mark it and give you some feedback.</p> <p>This will all be done via TEAMS or email.</p> <p>Make sure you have read your teacher's instructions carefully so you submit the necessary work.</p> | <p>It is important that you read carefully through any feedback that your teacher has sent you and that you respond to any areas for improvement.</p> | <p>Your Head of Year or your tutor will be checking in with those of you who are not completing the work you have been assigned.</p> <p>We do understand that sometimes there are special circumstances where you are unable to complete the work and we will take that into account.</p> <p>Email your class teacher for specific subject support.</p> |



Remote Learning Advice and Guidance for Students working in isolation

Using Microsoft TEAMS to access Remote Learning:

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|  <p>Loading Microsoft Teams...</p> | <p>Students who are unable to attend the lessons in the classroom will have access to class materials through Microsoft Teams.</p> <p>You will have access to Microsoft TEAMS through your school email account and through Microsoft outlook.</p> <p>Click here to understand how to access Microsoft TEAMS.</p> |
|  <p>2020-11x-En1a</p> | <p>Work will be uploaded into your class area on Teams.</p> <p>Within your class your teacher will upload the work that you need to complete. This will be either in the files tab or the assignments tab</p>  |
|  <p>Microsoft Teams</p> | <p>Within TEAMS you will have an area for each subject you have on your timetable. This will be where all the work is uploaded. Your teacher may also use the assignments tab or class notebook that will enable you to submit work through TEAMS.</p> <p>Alternatively, work can also be emailed to your teacher (if the class notebook function is not yet activated)</p> <p>You can download the TEAMS app on your phone or download it onto your computer.</p> |
|  <p>Staying Safe</p> | <p>Whilst working online from home, please ensure you are keeping yourself safe at all times by following the advice below:</p> <ul style="list-style-type: none"> ▪ Only use The Emmbrook’s online portals such as Doodle and Tassomai or established, trusted websites that we recommend (for example BBC Bitesize). ▪ Do not respond to any offers of online tutoring from people you don’t know, be it via email or social media, even if it has been shared by friends/contacts. ▪ Should a stranger try to make contact you, let your parent/carer know straight away and do not engage in conversation with them. |