



## Remote Learning Guidance for Students

---

Reviewed 17/03/20

**This guidance will be emailed to your School email address**

### **What is remote learning?**

Remote learning allows you to be taught beyond the classroom by accessing tasks online. This allows you to learn through a guided study programme set by your teachers.

A remote learning task could include:

- An extended task over a series of lessons
- Worksheet and questions
- Background reading or supporting materials
- Assessment opportunities
- Past Papers, model answers and solutions

### **When will I be set work?**

You will be set work to complete in line with your usual timetable during a School day. Staff will aim to be available during the lesson to support you via the *Results* feature of Show My Homework.

If the School is closed, you will be asked to complete written work in your exercise books/files unless the work is to be assessed. You should now have your exercise books/files in your possession in case of a potential school closure. Your teachers will not therefore be taking in your books/files and will set different methods of assessing work whilst the School remains open.

### **How will my work be assessed?**

You will not be asked to submit work every lesson. The work that you will be required to submit will be made clear to you by your teacher.

Work to be assessed will be completed digitally and submitted using the Show My Homework *Submit* feature (see Appendix 1). Assessment may also be via Moodle, online assessments/quizzes or via testing upon School's re-opening.

It is recognised that, at times, you may have limited access to technology at home, especially if you have a number of siblings vying for access. You should, nonetheless, aim to complete the task as soon as possible. You must inform your teacher via the Show My Homework *Results* feature if you are unable to complete work for any reason.

### **What about homework?**

During a closure we will suspend the normal homework timetable. You will only be asked to complete the remote learning work set by staff on Show My Homework.

## **How do I contact staff?**

In the event of a School closure, email will be the main source of communication between staff and it is therefore important that these lines of communication remain clear. **Please avoid contacting staff via email** and use the Show My Homework *Results* feature to raise queries about your remote learning.

If your parent needs to contact a teacher, they can continue do so via the member of staff's email address. Addresses are prefixed by the member of staff's initials followed by @kes.net and are also available on the School website.

Teachers may be required to work from their homes. You and your parents should not expect an immediate response to any communications as you cannot be certain that the member of staff is in the position to do so due to their personal circumstances. A member of staff may be ill themselves, they may be placed into isolation, or may be required to care for a member their family which affects their ability to provide remote learning.

Please note that the Headmaster will send a daily Update to your parents.

## **What if I am ill?**

If you are ill whilst the School is closed, you should inform your teachers via the Show My Homework *Results* feature if you are unable to complete the work set.

## **How do I access Show My Homework?**

All work set on Show My Homework can be viewed by using the link provided on the School website homepage, with or without the need of a log-in. You have been provided with a personal log-in which automatically filters the website to only show your classes and allows you to submit work using the *Submit* feature.

## **How do I access my School email account?**

You must check your School email account at regular intervals during each School day. A link to access your School email account is given on the homepage of the School website. Usernames are a combination of your name and the year you joined the school. For example, if you are called Fred Bloggs and started the school in 2015, then your email address will be [15fbloggs@kes.net](mailto:15fbloggs@kes.net). Your email address is the same as your School network username with @kes.net added onto the end. Your password is the same as your password on the School network.

## **How do I access Moodle?**

Staff may ask you to access Moodle. You have a personal log-in which is linked to your School account. Your username is set as your School email address and your password is the same as your password on the School network.

## **How do I access Microsoft Office?**

All students can download Microsoft Office for free on any device as your log-in is linked to your School account. Your username is set as your School email address and your password is the same as your password on the School network.

## **What if I do not have access to the internet at home?**

If you do not have access to the internet at home your parents should contact Mr McCrink via the School Office.

## Difficulties in accessing Remote Learning

If you are having difficulties in accessing any aspect of remote learning, please contact the following staff via email or through the School Office

Show My Homework                      Mr Randall ([rjr@kes.net](mailto:rjr@kes.net))

Moodle                                      Mr McCrink ([sm@kes.net](mailto:sm@kes.net))

Email                                        Mr Clarke ([aac@kes.net](mailto:aac@kes.net))

## What about the GCSE and A Level Examinations?

If you are involved in public examinations will obviously be concerned about the potential impact on the summer series. The advice of Ofqual, the examinations regulator for England, is to continue to prepare for examinations and other assessments as normal.

## What if I have a safeguarding concern?

If you have a safeguarding concern, you are reminded that Mr Mills is the Designated Safeguarding Lead. You should raise any safeguarding concerns about yourself, or others, either directly to Mr Mills ([pem@kes.net](mailto:pem@kes.net)) or via *Share* on the homepage of the School website.

You should be mindful of your own mental health whilst working at home without the usual interactions. We encourage you to maintain in digital contact with your School friends.

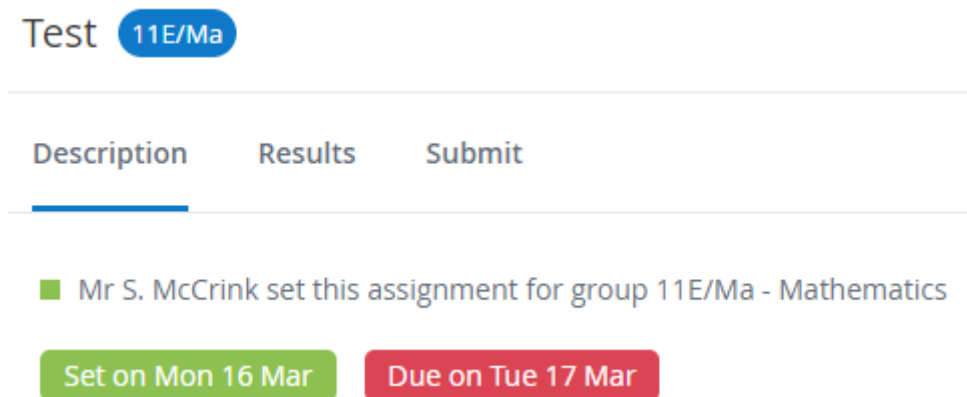
Whilst working at home you should:

- Limit the length of screen time to 50 minutes per hour
- Take regular breaks where you should exercise.
- Sit at a desk or table and don't complete work lying down
- Follow departmental Twitter feeds for enrichment and extension activities.

Please contact Mr Mills ([pem@kes.net](mailto:pem@kes.net)) or use *Share* if you have any concerns about your own well-being so support can be put in place.

## Appendix 1: Results Feature of Show my Homework

You can use Show My Homework to send communications and to submit work online. To access these features, you need to log-in to the Show My Homework website. From the main page or the calendar view, click on any set task and this will display the overall description.



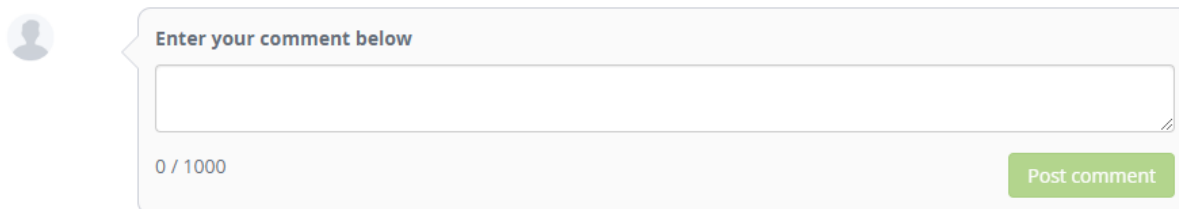
Test 11E/Ma

Description Results Submit

■ Mr S. McCrink set this assignment for group 11E/Ma - Mathematics

Set on Mon 16 Mar Due on Tue 17 Mar

To communicate with your teacher click on the *Results* tab. You will then be able to send a comment using the box displayed on screen,



Enter your comment below

0 / 1000

Post comment

If you wish to submit a task, click on the *Submit* tab. This will allow you to enter a comment if desired and submit files by dragging and dropping each file into the space provided on screen. Once you have added all your files, click the button at the bottom of the page to send the work to your teacher.