



Remote Learning Guidance for Students

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What is remote learning?

Remote learning allows you to continue accessing the curriculum beyond the classroom by tasks set 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
- 'Live Lessons' on Microsoft Teams

When will I be set work?

Your teachers will set work for each of your lessons, following your usual timetable, to enable you to continue accessing the curriculum from home. You should log in to Show My Homework and look for the tasks set, this may include informing you to log in to your class Team on Microsoft Teams. If there are specific questions about the work, these should be directed to the relevant teacher. You should follow the new timings of the School day and must ensure you attend any 'live lessons' promptly.

During this period of remote learning, lesson times will be the same for all year groups, as shown in the table below.

08.45 – 09:30	Period 1
09:30 – 10:15	Period 2
10:15 – 11.00	Period 3
11:00 – 11:20	BREAK
11:20 – 12:05	Period 4
12:05 – 12:50	Period 5
12:50 – 13:30	LUNCH
13:30 – 14.15	Period 6
14.15 – 15.00	Period 7

How will my work be assessed?

You will not be asked to submit work every lesson.

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 Teams, Moodle, online assessments/quizzes or via testing upon your return to school.

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.

Please ensure that, as well of the details of the task to complete, you read carefully any instructions that a teacher gives you about how to submit your work.

When submitting work, you must take photos of your work from directly above, not at an angle, and steps should be taken to avoid shadows and poorly lit images.

If you do not understand the instructions, or have technical difficulties submitting work, then you must let your teacher know through the messaging function on Show My Homework.

If you are submitting work on **Show My Homework**, unless your teacher specifically requests otherwise, you must submit work either as a Word file (saved as .docx) or as a PDF (using CamScanner or One Drive or by saving/printing your file to .pdf). You must not submit JPEG files (photographs).

If you are submitting work on **Teams**, unless your teacher specifically requests otherwise, you must use Word (saved as .docx) or One Note. If you want to submit handwritten work, you should take a photo and insert this as a picture in to your Word or One Note file. You must not submit a PDF or a JPEG file (photograph).

Following these instructions carefully will allow your teachers to be able to mark your work efficiently and provide you with feedback more easily.

What about homework?

During this period of remote learning, you should follow the normal homework timetable, although tasks may be shorter than normal. Teachers will try to strike a balance between recognising the intensive nature of remote learning and the requirement to cover examination specifications.

What about Assemblies?

Assemblies will continue to take place remotely every Tuesday morning, with details posted on Show My Homework. The timings are given in the table below.

Time	Assembly
08.50	Year 7
	Year 12
09.10	Year 8
	Middle School
	Year 13

When you are not in Assembly, you must attend your Tutor Period meeting on Teams.

What about 'Live Lessons'?

There is strong evidence, including from Ofsted, that a blended approach to remote learning provides the best approach to support your progress, and that this should include a mixture of live, interactive teaching and independent study. Whilst a full day of live lessons may appear desirable as it occupies your time, it is not optimal for the depth or breadth of your learning. Indeed, research shows that levels of concentration are considerably lower for online work than they are in a normal classroom environment and that excessive screen time leads to fatigue. The blended approach allows teachers to stay in contact with you, to discuss work and answer questions through regular live interaction but also allows them to set directed independent learning for you to deepen your knowledge and understanding as part of a sequence of lessons. This approach also has the important advantage of providing a degree of flexibility to families during the day, which is desirable, and in some cases necessary, for practical and personal reasons.

All remote learning will continue to be set using Show My Homework, although your teachers may also organise 'live lessons' or set tasks on Microsoft Teams. You will be informed of this via Show My Homework.

- You can access Teams from any internet browser and log in using your School login. We recommend you download the Teams app to your Mac/PC/Tablet.
- You must attend all 'live lessons' scheduled. If you cannot attend, you must let your teachers know in advance. If you miss a lesson, you are responsible for catching up any missed work.
- You must wear suitable clothing (as per non-uniform days) when taking part in 'live lessons'.
- Your devices/computers should be used in appropriate areas and, where possible, free from interruptions.
- If your device has a camera, this must be switched on to facilitate positive interactions between you and your teachers. If there is a specific reason why you wish to keep your camera switched off, your parents must contact your Head of School so that your teachers can be informed.
- You should take care to respect your privacy and check what your camera reveals in the background of your home. There is an optional blur background feature that you can use. You must not use virtual backgrounds as these may be off putting to other students and the teacher.
- Normal School rules on behaviour in lessons will apply. You will be asked to leave the 'live lesson' if your conduct does not match the high expectations of teachers.
- 'Live lessons' may be shorter than normal lessons and may be used, for example, to introduce an activity, or share feedback, as well as for explanation of new material.
- You must arrive on time. Lessons cannot be repeated due to late arrival or absence. If you cannot attend the lesson on time, then you should contact your teacher to give your apologies as you would in School. Teachers will keep a register of attendees.
- Wherever possible, make sure that you are connected to the mains or that your battery has sufficient charge for you to complete the lesson.
- You must remove other distractions from your workspace, for example mobile phones and televisions so that you are fully focussed on the lesson/meeting. You must not use social media or messaging services during the 'live lesson'. You may be asked to use the message function of Teams, but you should only do so under the direction of your teacher.
- You must not start a 'live lesson' meeting unless given express permission by a member of staff. You should remain in the 'lobby' until admitted by your teacher. You should not be in a 'live lesson' when a teacher is not present.
- You must not screen print or screen record any element of 'live lessons'. You must not share any elements of recorded lessons with anyone else.

How do I contact staff?

During a period of Remote Learning, 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.

What if I am ill?

If you are ill during any period of Remote Learning, 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 students 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. 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 a suitable device or to the internet at home?

If you do not have access to a device or the internet at home your parents should contact Mr Walton tmw@kes.net

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)

Moodle Mr McCrink (sm@kes.net)

Email Mr Clarke (aac@kes.net)

Microsoft Teams Mr Clarke (aac@kes.net)

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) 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) 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.