

## Remote Learning Advice and Guidance for Parents



### Slough and Eton Church of England Business and Enterprise College

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

Work Hard	Be Nice	No Excuses
The Bible tells us:  'Whatever you do, work at it with all your heart, as if for God and not for men.'  Colossians 3:23	The Bible tells us:  'Love your neighbour as yourself.'  Matthew 22:39	The Bible tells us:  'You, therefore, have no excuse.'  Romans 2:1

#### When will your child 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 students 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 your child is self-isolating because they or a member of the household has symptoms of Covid.

Included for your reference, at the end of the document, is the Student Guidance for Remote Learning that was emailed to students on 15<sup>th</sup> January 2021.

January 2021



## Remote Learning Advice and Guidance for Parents

During the national lockdown, students will be required to continue with their education, whilst working remotely from home. If students are attending school as part of the Key Worker provision then they will also access the remote learning available whilst they are on the school site.

'Live Lessons' will be scheduled at the specific times of the school day as follows:

Lesson	Timings
Period 1 and 2	08:40 - 10:10
Period 3 and 4	10:35 - 12:05
Tutor Period	12:30 - 12:50
Recovery Curriculum	13:00 – 13:20
Period 5 and 6	13:30 - 15:00

Live lessons will be offered and scheduled every day and students are expected to attend these lessons. Please encourage your child to engage with the remote learning that is on offer to them. If students are unable to access the live learning through Microsoft Teams then the lesson resources, with lesson instructions and recording of the lesson if live (available for 20 days), will also be made available through Microsoft Teams for all students to access and work through independently.

In addition to lessons taught by staff, the Recovery Curriculum lesson will be set centrally and is selected by Curriculum Leaders to re-visit topics and embed learning. The Daily Quiz will also be emailed to students.

Students should access lesson materials through Microsoft Teams, complete work and return it to their teacher via Teams. The students have been emailed videos relating to the use of Teams and access to the correct modules. As we become more accustomed to Teams, ClassCharts will stop being used as a way of sharing work.







If you require additional learning support for your son / daughter then you (or your child) should contact their teacher directly.

If you require additional pastoral support for your son / daughter then you (or your child) should contact their Form Tutor or Head of Year.

### **Parents with children who are learning remotely are expected to:**

- Make the school aware if their child is sick or otherwise cannot complete work.
- Support their child in accessing remote learning by providing a suitable space for them to work, away from distractions, wherever possible.
- Ensure their child follows the Remote Learning guidance document for students.
- Seek help from the school if they need it for any learning or pastoral matters.

## How can I support my child working remotely?

	<p>Encourage your child to follow their school timetable for remote learning.</p> <p>Student well-being is crucial; it is important that there is some downtime included within the day.</p>
	<p>We recommend that students follow their normal timetable to help them structure their day. On-line lessons will be scheduled for 90 minutes but not all of the lesson will be on a device to allow for regular screen breaks throughout the day. Please encourage your child to take this opportunity to have a break from the computer.</p> <p>Please support your child with their time management.</p>
	<p>If students are unable to access the live lessons then the resources for each work will continue to be provided on Teams for students to access independently. These will be found in the Assignments tab.</p> <p>The work set may be challenging for some students to complete (on their own but please encourage your child to attempt the tasks). If they are really stuck then your child should email their class teacher for additional help and support.</p>
	<p>Please ensure that your child has followed the procedures set out in the student guidance document and has accessed the links to help them with using Microsoft Teams.</p> <p>If you are having any other difficulties accessing the work then please do contact the school. The Deputy Headteacher for Remote Learning, Mr Thatcher will be able to assist you with your queries. Please email - <a href="mailto:remotelearning@slougheton.com">remotelearning@slougheton.com</a></p>
	<p>We recognise some students and especially those with special educational needs will find remote learning especially difficult. Members of the Learning Support Department are available to support your child as much as they are able within the challenges of home learning. In the meantime if you have any questions or queries regarding provision please contact our SENCO Emma Oakley (<a href="mailto:senco@slougheton.com">senco@slougheton.com</a>) or Resource Base Manager Navjot Sandhu (<a href="mailto:NSA@slougheton.com">NSA@slougheton.com</a>).</p>
	<p>As the students are now using an array of online learning during this new normal, there is an increased risk of them falling victim to predators seeking to groom or exploit the young.</p> <p>We are ensuring that the websites that we are recommending are safe for our students. However, sadly, with advanced technology comes a greater opportunity for systems to be bypassed and we have already heard of incidents nationally where people claiming to be 'online tutors' have attempted to engage with young people.</p>





Please could I ask for your support in keeping your child safe from harm in following the guidance below:

- Take time to monitor your child's online activity. Visit [www.thinkyouknow.co.uk](http://www.thinkyouknow.co.uk) with your child. Think You Know is run by CEOP and provides age-appropriate help and guidance to children about how to stay safe online.
- Ensure your child is only using their school's online learning portals or established, trusted websites (for example My Maths or Seneca Learning).
- Not to 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.
- Remind your son or daughter that should anyone try to contact them as an individual they should tell an adult.
- Report anything suspicious to the Child Exploitation and Online Protection command (CEOP) via [www.ceop.police.uk](http://www.ceop.police.uk) (there is also advice and guidance about reporting on this site).
- Please take some time to have a conversation with your child/children and ensure that they are engaging in safe on-line activity now and always.
- Should you have any concerns with regards to the safety of your child or others, please do not hesitate to contact Mrs Goodyear (Assistant Headteacher – Designated Safeguarding Lead)

#### Useful Contacts:

**Safeguarding:** Mrs Goodyear [safeguarding@slougheton.com](mailto:safeguarding@slougheton.com)

**Remote Learning:** Mr Thatcher [remotelarning@slougheton.com](mailto:remotelarning@slougheton.com)

**SENCO:** Miss Oakley [senco@slougheton.com](mailto:senco@slougheton.com)

**Resource Base Manager:** Mrs Sandhu [NSA@slougheton.com](mailto:NSA@slougheton.com)

#### Heads of Year

**Year 7:** Mrs Hind [SHI@slougheton.com](mailto:SHI@slougheton.com)

**Year 8:** Dr Joshi [PJO@slougheton.com](mailto:PJO@slougheton.com)

**Year 9:** Miss Waller [KWA@slougheton.com](mailto:KWA@slougheton.com)

**Year 10:** Miss Johnson [LJO@slougheton.com](mailto:LJO@slougheton.com)

**Year 11:** Ms Dessai [RDE@slougheton.com](mailto:RDE@slougheton.com)

**Year 12:** Miss Tayab [FTA@slougheton.com](mailto:FTA@slougheton.com)

**Year 13:** Mr Ziomek [JZI@slougheton.com](mailto:JZI@slougheton.com)



## Student Well-being

During such unprecedented times, it is natural for young people to feel anxious and become overwhelmed. It is important that students' well-being and mental health be prioritised.

The following links may be useful to support you with supporting your child's well-being:

	<p><b><u><a href="https://www.otb.ie/home-support">Wellbeing journal for kids</a></u></b> <a href="https://www.otb.ie/home-support">https://www.otb.ie/home-support</a> Outside the Box has produced a free activity journal to help children to enhance their mental wellbeing through a range of activities.</p>
	<p><b><u><a href="#">Young Minds</a></u></b> What to do if you're anxious about Coronavirus</p>
	<p><b><u><a href="#">Ways to Cope with Lockdown Loss</a></u></b> Advice on making sense of how you might be feeling now, after a couple of months of lockdown.</p>
	<p><b><u><a href="#">Childline</a></u></b> Specific advice, support and information about the current situation.  Children can also have their own private 'locker' to log their feelings and play games and read helpful advice and information about how they feel, and how others have dealt with situations and feelings. There is also one to one access to a counsellor if they need it.  <b>Freephone: 0800 1111</b>  <b><u><a href="#">Childline Calm Zone</a></u></b> - For breathing exercises, activities, games and videos to help let go of stress.</p>
	<p><b><u><a href="#">The 'Apple' technique</a></u></b> For managing anxiety and worries.</p>
	<p><b><u><a href="#">Mindshift</a></u></b> An app to help manage anxiety.</p>



**Student Guidance**  
**Remote Learning @ Slough and Eton**

Remote Learning at Slough and Eton will follow one of a mixture of the following, outlined below. Your teachers will strive to teach 'live lessons' for all lessons, with the other 2 formats used when this is not possible.

1. 'Live Lessons' - where the teacher delivers the content with the class present and then work is completed and submitted via Teams.
2. Pre-recorded videos to watch or narrated Powerpoints with tasks to complete and submitted via Teams.
3. Assignments and work set on Teams with no teacher input.

**All 'live lessons' on Microsoft Teams should adhere to the following protocol**

- Students must use their [username@slougheton.com](mailto:username@slougheton.com) email address for all 'live lessons'. Personal emails must not be used.
- 'Live Lessons' will be scheduled at the specific times of the school day.
  - Period 1 and 2 starts at 8:40 until 10:10
  - Period 3 and 4 starts at 10:35 until 12:05
  - Tutor Period starts at 12:30 until 12:50
  - Period 5 and 6 starts at 13:30 until 15:00
  - Recovery Curriculum will be set on the Year Group Teams and will not be live
- Students must ensure that they join the lesson from a location that is suitable for a school learning situation and have all the necessary equipment, including pens, pencil, ruler and paper or books.
- Students must engage in the 'live lesson' in the same way as expected in school – listen carefully to instructions, answer questions when asked to by staff, completing written work and submitting this on Teams at the end of the lesson (or as directed to by the teacher).
- If your camera is on, make sure there is nothing inappropriate in the background.
- Students should only use the chat function for relevant comments relating to the lesson or when directed to by the member of staff. **Sanctions will apply if students fail to follow this guidance.**
- All 'live lessons' will be recorded for those who have missed that lesson and to safeguard staff and students. This will be available to view in the Team after the lesson.
- Students need to be aware that the school's 'Acceptable Usage Policy' applies to 'live lessons'.
- Students and staff will be asked to follow normal school safeguarding and reporting procedures in the event of a safeguarding issue.
- Our school mantra of Work Hard, Be Nice, No Excuses will apply in the 'live lessons'

