Working Online
A Guide for Parents

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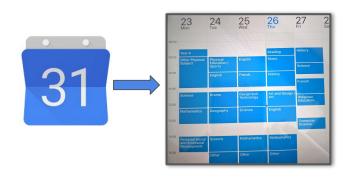
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Excellence Through Endeavour

The aim of our online offer

- Provide a safe space for students to access their classwork
- participate in discussions
- ask questions
- complete work

Online learning schedule

Your child should be following their normal timetable. They can review their timetable in the **calendar** on their iPad

Routines

It is important that your child maintains routines. This will ensure that they are productive during the day, are able to regulate their emotions, get a good night's sleep and continue to learn.

A good routine for online working:

- Wake up at a fixed regular time (and in time for the first lesson of the day - which starts at 08:35)
- Follow the school timetable
- Take breaks
- Complete all pre-learning tasks by the due date
- Get plenty of sleep
- Eat well and regularly

Rewards and consistency

In such unprecedented times we often lose sight of the usual structures we have in place.

Here is a reminder about some simple but effective routines:

- Check if your child is up - call them if you have gone to work
- Develop a reward structure at home
- Ask to see what they have done
- Ask them to explain how they log in and how their teacher communicates with them
- If you are at home you may wish to ask them questions after each lesson
- Promote movement between lessons, a healthy snack at break time and a good lunch at lunch time
- Ensure water is being consumed throughout the day

What to expect during an online lesson

1 Lessons start at 8:35 am during school term-time.

2 Your child's teacher will post a 'Hello' message. Students will be required to respond to this. We use this as a quick-check to make sure students are online at the set time.

3 Lesson activities may require reading instructions, watching explanatory screen-casts, typing, drawing, making, photographing, or videoing work.

4 If your child is stuck, they should ask a question in the classroom post or by adding a private comment. The class-teacher will be on-hand to answer these queries.

5 At the end of the lesson, the teacher may turn off any comments or questions so they can start their next class

Asking for help online (advice for students)

The subject-teacher will be online during the entire lesson for all 28-30 students in the class.

To ask the teacher for help, ask a specific question, for example:

- ✓ Why do we have to divide the total by 3?
- ✓ Can you help me fix a syntax error on line 9 of my program?
- ✓ Which shading technique should I use?

Because students may be at different stages in their work, these statements won't help a teacher know which bit of the work you are talking about:

- ✗ I am stuck
- ✗ I don't get it
- ✗ It doesn't work

If a member of staff is unable to run the lesson, we will add a notice to the online classroom.

The students will be asked to complete alternative activities. Please encourage them to take full part in these.

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How to get the most out of online-learning

Where possible:

- **Check your child's timetable** to ensure they know the online-classrooms they need to go to, and in which order
- Ensure your child is logged onto their iPad or laptop/desktop and **ready to start at 8:35, in the correct classroom**
- Ask them to read, listen to, or watch the instructions and try the work
- If they get stuck, they should ask for help by posting their question. This should be as specific as possible because the teacher will not be able to see what they are stuck on
- **Check the To Do list on Google Classroom more often,** during the day
- Students should ensure they finish all school work for the day by 8pm. The iPads will lock to the *Clock* from 8pm till 6am as normal.

Working online - best practices

These guidelines are for adults but are equally applicable to our students, under the current circumstances

- ○ Set a good routine and stick to it
- ○ Set 2+ alarms
- ○ Exercise and stretch regularly
- ○ Stay off social media
- ○ Avoid friends and pets
- ○ Take short breaks

To encourage good work habits, we strongly encourage:

- ○ No phone-usage between 8:35 and the normal end of a school day
- ○ No YouTube or games consoles during the school day
- ○ Stretching and short exercises during breaks
- ○ Reading aloud to others

Can't find a particular classroom

All staff have checked their online-classes and invited any missing students. If your child has been invited, ask them to click 'join'. Otherwise, email us with the subject line: *classroom code*

Cannot edit online-book

The work has been 'Handed-in'.
To edit it, 'Unsubmit' the work.

Cannot access Hegarty Maths, ActiveLearn, Kerbooodle, Seneca Learning

Check username and password. Ask the subject teacher to check the login-details. You can do this by adding a private comment, on an assignment, in the subject classroom. Or email us with the subject line: *resource login*

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Minimising disruption to learning

Students will be rewarded for their active participation in the usual way.

Students who fail to log on at the appropriate lesson time, or to produce sufficient work during the lesson, will be sanctioned in the usual manner according to the RTS behaviour policy. You will also be contacted by the classroom teacher and asked to help reinforce our expectations.

Our staff will be working from home, following Government advice. They may call you from a non-school number. This is likely to show as 'Blocked' on your phones.

We appreciate your support in ensuring that students access the learning and make progress during this unprecedented break in their usual educational routine.