



**Parent and student guide
to remote learning**

Tibshelf Community School



September 2020



Message to parents and students

The purpose of this booklet is to provide the key information students and parents will need to maintain as cohesive learning environment as possible for all students in the event of individual students or groups of students accessing their learning from home.

This booklet outlines how as a school we will continue to deliver education in the case of any period of absence from school which is related to Covid-19. Our priority is to pursue the aims and objectives of the curriculum for all students and full curriculum coverage will continue to be provided by our staff.

There are some different circumstances in which students may be absent from school and these are as follows:

- 1. An individual student is at home and self isolating for a period of 14 days**
- 2. A small group of students are at home and self isolating for 14 days**
- 3. A year group bubble is at home and self isolating for 14 days**
- 4. School is closed to all students for a period of time**

The provision for each of the above circumstances is explained in this booklet. Please take the time to read through the information and refer to it should you need to over the coming months.

Lucie Wainwright

Deputy Headteacher

Contact details for parents

If you wish to discuss any aspect of remote learning or have a specific query regarding your child, please contact as detailed below:

Send your query using the school messaging service application—MyEd or send an email to :
info@tibshelf.derbyshire.sch.uk

A member of staff will then get back to you as soon as possible.

If you are not able to use either of the options above please telephone the school on 01773 872391.

Device access

We understand the difficulties of students who are working remotely accessing a suitable device or internet connection to complete work on.

If you need any support in enabling your child to access an appropriate device or internet connectivity, please contact school to discuss your needs. There are a number of ways in which we can support parents and provide help for your child to allow them to continue working from home.

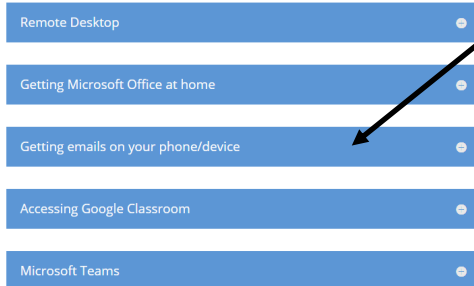
Getting emails on your phone or device

It is very important that students are able to access their school email address if they are working remotely. This will allow them to receive emails from staff and also for them to contact staff if they need support.



Access the Home Learning tab on the school website

Technical Support



Scroll down to the technical support section
In here there are help sections to enable your child to access their school email address

Regardless of which e-mail app you use, you will need the following information:

1. Your e-mail address- This is your school username, followed by: @tibshelf.derbyshire.sch.uk
2. Your network password- This is the password you use to log onto the computers

You will notice that in the Technical support section there is an extensive list of 'how to' guides that will support you in accessing the platform that the students will need to use.

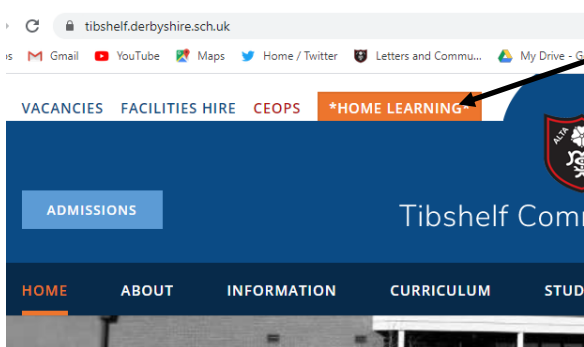
If you are experiencing difficulty in any of these areas, please contact school and our ICT staff will support you.

helpdesk@tibshelf.derbyshire.sch.uk

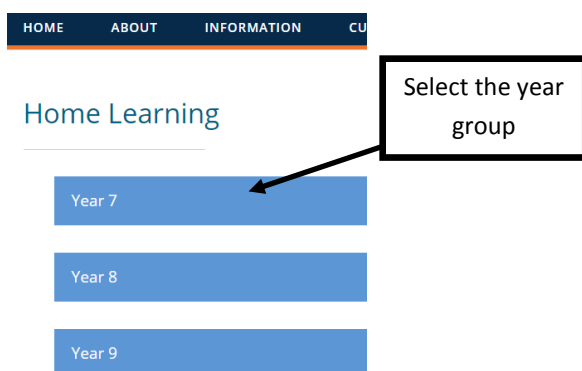
1. An individual student is at home accessing remote learning

Your child may be required to self isolate at home for a period of 14 days.

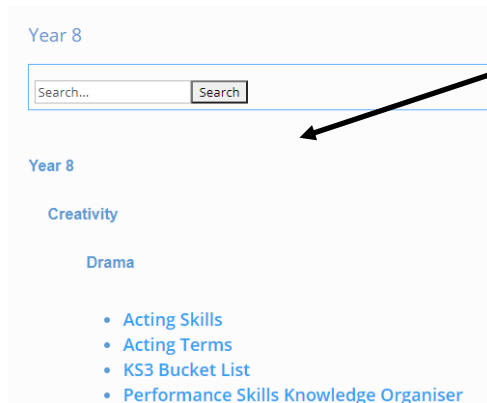
If your child is well and able to access remote learning, they should access the work via the school website and the online platform used by individual faculties.



Access the Home Learning tab on the school website



Select the year group



Search for a subject or scroll down to see each area

Knowledge organisers

Each subject has a number of knowledge organisers that contain the key facts and information for the unit of work.

The Knowledge Organisers are designed to help you learn a wide range of knowledge which in turn will mean you are more prepared for your lessons as well as GCSEs that you will sit in the future. To get the most out of your Knowledge Organiser, you should be learning sections and then self testing in your workbook.

1. Look, Cover, Write, Check, Correct— Do you recall all of the information?
2. Questions/Answers, Answers/Question— Ask a parent, carer, study partner to write you questions (or answers) and you write the answer (or possible question that would correspond to that answer). You can also write your own questions, but if you do this leave it at least a day until you answer them to see what you can remember after a while .
3. Mind Maps—Mind Mapping is a process that involves a distinct combination of imagery, colour and visual-spatial arrangement. The technique maps out your thoughts using keywords that trigger associations in the brain to spark further ideas. Once you have made your map, cover it and test yourself on different strands
4. Clock Learning—For this technique you draw a basic clock. You can then take a subject or topic and break it down into 12 sub-categories. Make notes in each chunk of the clock. Revise each slot for 5 minutes, turn the clock over and then try to write out as much information as you can from one of the segments.
5. Flashcards—To make your own, take some card and cut into rectangles roughly 10cm x 6cm. You then write the keyword on one side and the definition on the other. Then go through your cards looking at one side and seeing if you can remember the keyword/definition on the other side

1. An individual student is at home accessing remote learning

There are a number of excellent online learning platforms that students have access to. Please access work on the following platforms:



Seneca learning is an excellent resource for Science.

Students should have already set up their account and accessed their class using the code given to them by their teacher.

If they have forgotten these details, please ask them to email their Science teacher.

<https://senecalearning.com/>



MathsWatch

Mathswatch is an excellent resource for Maths.

Students should have already set up their account and accessed their class using the code given to them by their teacher.

If they have forgotten these details, please ask them to email their Maths teacher.

<https://vle.mathswatch.co.uk/vle/>



GCSE Pod is an online platform that all students have access to.

It is particularly suitable for students in years 9,10 and 11.

Many students have already accessed and set up their account. If you are new to the platform, please follow these instructions:

1. Go to www.gcsepod.com and click login
2. Click "New here? Get started" and select "Student"
3. Enter your name, date of birth and type in the name of your school

The school's name should appear—click on it to confirm



LinguaScope is an excellent resource for MFL

Students should have already set up their account and accessed their class using the code given to them by their teacher.

If they have forgotten these details, please ask them to email their MFL teacher.

<https://www.linguascope.com/>

1. An individual student is at home accessing remote learning



The Oak National Academy is an excellent platform that offers well structured lessons in a wide range of subject areas.

Please visit <https://www.thenational.academy/> to access the resources and lessons.

This is suitable for all year groups.



All students can access the accelerated reader site online.

Navigate to the sign in page using the 'Useful links' on the school website or simply type 'accelerated reader' into a search engine.

Students can then use their details to log into their account

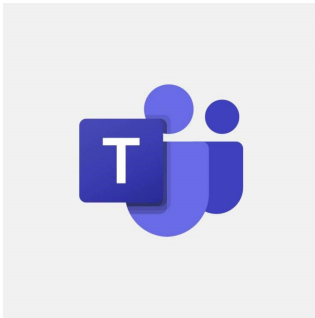
https://uk.ixl.com/	Interactive questions for maths and English. Suitable for all year groups.
https://www.senecalearning.com/	A range of science resources that students can access. More suitable for year 9.
https://ed.ted.com/	Video based lessons and talks for students.
https://www.natgeokids.com/uk/	Activities and quizzes for students.
https://thekidshouldseethis.com/	Wide range of educational videos
https://idea.org.uk/	Digital enterprise award scheme you can complete online.
https://www.bighistoryproject.com/home	Multi disciplinary activities to complete
https://corbettmaths.com/	Maths worksheets and videos
https://quizlet.com/en-gb	Quizzing for all subject areas.
https://www.memrise.com/	Learning a language for all abilities.
http://www.mathslearn.co.uk/	Maths tutoring and videos

2 / 3 Groups of students are accessing remote learning

If there are larger groups of students who are working remotely, we will continue to provide education to all learners. School will inform you if this is the situation and when we will begin delivering live lessons.

Students should be prepared to follow their school timetable throughout the day and at the normal school times.

We expect them to be ready to start lessons at 8.30 and attend all lessons on their timetable. They will do so using Microsoft teams on their device.



Below are simple, step by step instructions to getting logged onto Teams.

Before you start, you will need the following information:

- Your School Username (This is the username that you use to log onto the school computers)
- Your School Password (This is the password that you use to log onto the school computers)
- Your school e-mail address
(This is [Your School Username]@tibshelf.derbyshire.sch.uk)

Download Microsoft Teams on any device

Connect on Teams anywhere with Windows, Mac, iOS and Android devices, or bring remote participants into meeting spaces of all sizes with Teams.

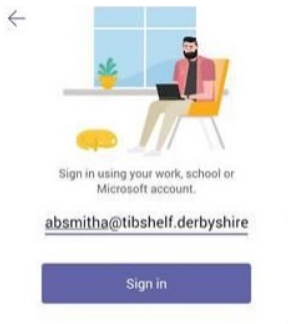
Download Teams

On your device go to:

www.microsoft.com/downloads

And click the "Download teams" button

Depending on your device this will either start the download or take you to the app store



Once downloaded, open teams and sign in with your school email address

You will then be asked for your username and password.

If you've typed everything correctly then Teams will log you in.

If you have any problems or need support please contact us at:

helpdesk@tibshelf.derbyshire.sch.uk

2 / 3 Groups of students are accessing remote learning

At the start of each lesson, students will need to join the class using the Teams App.

Teachers will be greeting students and taking a register of attendance. They will then start the lesson and continue to deliver the curriculum in this way.

It is unlikely that students will remain 'online' for the entire lesson, but will be set tasks and work that will be completed in that lesson time. Students may be asked to re-join the class at the end of the lesson to summarise their work.

There are a number of ways in which students may be asked to complete and submit work to teaching staff.



Email

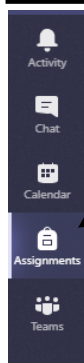
Students may be asked to email work to their teacher.

Please only use the school email address to do this.



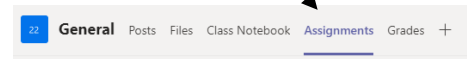
Teams

Some staff will ask you to complete quizzes and assignments on Teams.



Assignments will be here on the left side of the screen

Or here in the class 'Team' area



Google Classroom

Some staff will ask you to complete work in google classroom.

Many year 10 and 11 students have already been taught how to use this platform and complete coursework.

4. School is closed to all students

If school is closed to all students then we will continue to provide a full time curriculum all learners.

All lessons will be delivered live and students will be expected to follow their normal timetable.

Please follow the steps set out in the previous pages and support your child in being ready to learn from 8.30 a.m.

Timings of the day

Below are the timings of the school day.

Tutor time will not run as a taught lesson, but will be a time that any student may contact their tutor for support if they wish to.

Virtual assemblies will be sent out to students to watch during this time slot on a weekly basis.

	Year 7,8,9	Year 10,11
8:30 – 9:30	Period 1	Period 1
9:30 -10:30	Period 2	Period 2
10:30 - 10:40	Break	Break
10:50 - 11:50	Period 3	Period 3
11:50 - 12:50	Period 4	Period 4
12:50 - 1:25	Lunch	Tutor Time
1:25 - 1:55	Tutor Time	Lunch
1:55 - 3:00	Period 5	Period 5


What will live lessons be like?

Teaching and learning during a live lesson may feel very different from a normal class. We do not expect that students will remain 'online' for the full hour in each lesson. It is likely that students will be 'live' for the first part of the lesson and will be set tasks and work to complete. In some lessons, students may need to log on for the last 10 minutes to feedback their work.

When students are involved in live lessons, it is important that they conduct themselves in a safe and appropriate manner.

Students must:

- Join the lesson on time—a register log is taken of students joining and leaving
- Be appropriately dressed
- Blur the background of the screen
- Behave in an appropriate manner when online in live lessons



Advice for learning at home

Students

- Set up your workspace for the day in plenty of time before the first lesson
- Choose somewhere you will be comfortable and be able to concentrate with as few distractions as possible
- A pair of headphones are recommended for use during the live lessons
- Make sure you have any books that you will need and the usual equipment you use at school (pen, pencil, ruler, calculator etc)
- Take breaks away from the screen at the designated time—it is important to move around during the day as you would do at school
- Look after any work that you do and bring it into school on your return
- Do speak to your parents / carers about your work, share what you have done with them
- If you have any technical issues in accessing the lesson, please try to email your teacher to let them know. You then need to contact the helpdesk

helpdesk@tibshelf.derbyshire.sch.uk

Parents

- Try to help them set up a suitable work space in the house that will enable them to access their lessons
- Encourage them to be organised in the morning and to maintain a routine. Getting up, dressed and ready to learn on time is very important
- If your child is unwell and unable to attend the live lessons, please contact the absence monitoring line in the usual way. Registers of attendance will be kept for all lessons and absence will be chased up.
- If you are having technical difficulties, please contact the helpdesk who can support you remotely
- Speak to your child about the work they have completed each day. Reward their hard work and this will encourage them to keep learning and doing their best.
- Ensure that they take a break away from their work and screens throughout the day. Encourage them to move around and get outside for a break when appropriate.