

From Monday 4th January - Friday 8th January 2021, Years 7, 8, 9, 10 and 12 will move to Phase 3 of our blended learning programme:

Phase 3: Whole year groups working at home and switch to full remote teaching

Students who are at home will follow their usual timetable, including PDT, and will access high quality work for each subject via Google Classroom. They will register via a GoogleForm that will be linked up to each lesson. The teacher will be available throughout the lesson on Class Comments to answer questions, unless they are unwell in which case cover work will still be set on Google Classroom. Work should be submitted by students via Google Classroom. Students will continue to follow their usual homework timetable, apart from Y7 and Y8 who will only complete their English and maths homework activities. Each lesson will include a 'narration' - either a video or audio element that underpins clarity and engagement. In some cases, GoogleMeet will be available for this purpose, which is live audio access to the teacher (no cameras).

Guidance for parents/carers using GoogleMeet at home if the lesson involves this:

- a) Parents can only listen if they are working with and helping their child because the child is struggling and
- b) Parents themselves cannot ask a question, they cannot speak or type a question, it can only be the student.
- c) Students must comply with the ICT Acceptable Use policy and will face sanctions if they contravene this.

Information for students about learning at home:

Do:

- ★ Follow your **usual timetable**, as though you were still at school. The teachers will schedule work '**in real time**' on Google Classroom at the time you would have had their lesson. So, if you have Maths lesson 2 on a Thursday, you should be doing that Maths work from 10 until 11am.
- ★ Make sure you participate in the online 'lesson'- **non-attenders will be followed up**. The lessons will include timings to help you manage how much time should be spent on each activity. Some lessons may include audio or video recordings from your teacher explaining or modelling the activities.
- ★ Make sure you **submit your work at the end of the lesson via Google Classroom**. If it is handwritten or drawn work, take a photo of the work and turn that in.
- ★ Ask questions you have via **Class Comments** on GoogleClassroom during the lesson time. Remember to use your books and other online lesson resources to help you too. You may be able to help each other too by answering questions you see that have been posted that you know the answer to.
- ★ Complete and submit your **homework** as usual, outside the normal school day times.
- ★ Communicate **professionally and positively** online with your teachers and classmates. Continue to follow the IT Acceptable Use policy.
- ★ Take your usual break and lunchtime and get as much physical **exercise** as possible.
- ★ Get **organised** and have a clear space to learn at home.
- ★ Keep your parents/carers updated with **how you're getting on** with your work.

★ **PDT time** will be set via the Year group Google Classroom and you should complete these activities.

★ **Be kind and supportive to each other.**

Don't:

- Contact your teachers with questions by email outside the usual lesson times please (remember you do have an opportunity to ask questions in Classroom during the lesson). **Don't email** your work to your teachers; submit it all via Classroom.
- Let yourself get distracted by **other technology or games** during the school day.
- Miss the lesson time. **You and your education are really important** and we want you to **keep learning and keep progressing.**
- Spend time completing classwork that you didn't finish in the allocated lesson time. Your teachers have been asked to set you a realistic amount. It is much better to **stick to your allocated lesson time** for all subjects and complete what you can. Outside the usual school day times, you should be completing homework/revision and building in rest and other activities.

Other information for parents and carers for students who are home learning:

1. If a student is ill, please report the **absence and reason** via Edulink as usual in the morning. Students will not be expected to catch up missed classwork/homework due to illness.
2. Completion of class work will be checked but it will not be possible for teachers to mark it all in detail, unless tasks are being set that a teacher would usually give specific and more detailed **feedback** on, eg an assessment/exam practice/tests. Each teacher will continue to follow their departmental assessment policy which involves regular formative and summative feedback.
3. Please do **check Edulink regularly** and support your children to participate in digital learning as effectively as possible.
4. Students with **additional needs** being given further support digitally by Learning Assistants and Cover Supervisors.
5. If you have any issues with technology, please contact **IT support** itsupport@uckfield.college.
6. **Pastoral Leaders** will continue to support and follow up issues with students from home, as far as is possible. Please contact them via email in the event of a serious concern.