

Doing schoolwork from home

A guide for students

When may I need to work from home?

The fight against Covid-19 means that schools may have to **close** to some students or to all students. If that happens, you will be expected to keep up with your learning by studying at home. The three most likely reasons for you being asked to work from home are:

- Someone in your Year Group bubble has a positive diagnosis of Covid-19. In this case, you may be asked to work home for up to **two** weeks.
- So many teachers have to stay at home because they, or someone they live with, have symptoms that the School cannot safely open. In this case, you will return to school **as soon as possible**.
- The government asks schools to operate on a rota system, with some students working in school and some at home. In this case, you will work one week in school and **one** week at home **until the rules change**.

How will that work?

Your lessons will take place at the **same time** whether you are in-school or at home. If you have Geography during Period 2 on Tuesday morning in school, you will have the same lesson at the same time while you are at home.

All lessons will run online on Google Classroom (see p.5). Your teacher will take a register as normal. You are expected to attend all lessons from the start of the lesson until dismissed by your teacher. Absence from online learning will count towards absence from school.

Tutor time will run **twice** per week, including a weekly assembly. Your Tutor will contact you separately to tell you which days you will have Tutor time.

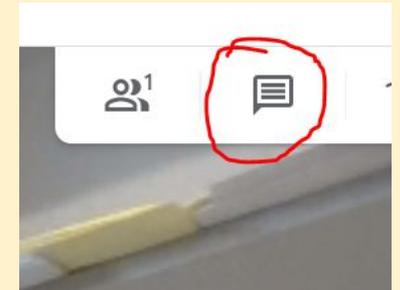
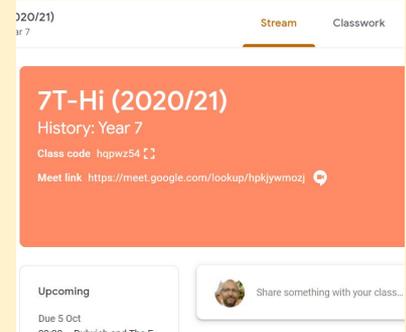
If you cannot access Google Classroom from home, you must let your Tutor know **as soon as possible**.

What are my responsibilities?

1. To establish and follow a productive daily routine that will keep you well and able to learn, eg. going to bed and getting up at reasonable times, taking regular exercise, limiting screen time, setting aside specific hours for schoolwork, etc. **This includes following your in-school timetable when studying at home.**
2. To complete all schoolwork effectively and to the set deadline..
3. To show the same level of engagement and respect when taking part in lessons online as you would in-school. This includes by being on-time and dressing appropriately.
4. To engage with your parent(s) and other family members politely and respectfully as they try to support your learning.
5. To communicate actively with your subject teachers and form tutors; in particular, if you have any concerns that might affect your wellbeing or learning.

How do I join a live lesson?

1. Log into **Google Classroom** in the same way you would in-school or to complete your homework.
2. Open up the 'class' you are trying to join.
3. There will be a **Meet link** at the top of classroom, just beneath the class name (see the example to the right).
4. Click on the Meet link. Your live lesson should open in your browser.
5. Your camera should be **on**, but remember to keep yourself on **mute** unless your teacher asks you to speak.
6. Click on the **Chat** icon (shown to the right) so that you can see the Chat. Your teacher may not want you to use the Chat, but this will save time if they do.
7. Close the browser tab in order to **leave** the lesson at the end of the period, or when told to do so by your teacher.



What will be different about learning online?

Lessons online are very similar to lessons in-school, but there may be differences. For example:

- You will be taught the same things online as you would be in school, but you *may* see a different teacher. Teachers may combine classes or swap classes so that they fit better with teaching in-school.
- You *may* be given instruction online but asked to complete your work **offline** in your exercise books. This is so that you don't spend all day staring at screens. Your teacher will tell you if they want you to log off for part of the lesson.
- You *will* be expected to work **independently** for longer during the Exhibit stage of the lesson than would be the case in classrooms.
- You *may* not easily be able to ask for **feedback** while you are working. Feedback may have to wait until the Review section of the lesson, or until you are next in school. Your teacher will explain how they will be providing feedback.

What if I get stuck?

Use the strategies below in order. If the first strategy doesn't work, move on to the other options. Learning is challenging... it won't always come easy to you. **Don't be afraid of making mistakes... HAVE A GO!**

1st	2nd	3rd	4th	5th	6th
					
<p><u>Think first!</u> Sometimes our brains just need a little time to process new information. Be patient!</p>	<p>Use <u>resources</u> recommended by your teacher such as <u>textbook</u> pages and <u>revision guides</u> - see if you can find the answer independently.</p>	<p><u>Google it!</u> The internet is your best friend, and it is right in front of you!</p>	<p><u>Ask a buddy</u> with the same work what they did - they might be able to help you!</p>	<p><u>Ask your family.</u> A parent, carer or an older sibling might be able to point you in the right direction.!</p>	<p><u>Email your teacher.</u> Do this as an absolute last resort. Remember how many students your teacher will need to help.</p>

What you should NOT do:

Do not give up on an activity or question straight away. This is like walking away from a football match as soon as the other team has scored. Don't be a quitter. Be strong, resourceful and resilient!