REMOTE LEARNING

Family and Student Handbook

"Giving of your best. Always.

If not your best, What?

If not your best now, When?"

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Studying @ Home

Welcome

This handbook outlines how we continue to provide a quality and meaningful learning experience as we move to remote delivery of learning. In order to ensure consistency, continuity and compliance the following document has been constructed to provide some guidelines as to the structure of remote learning whilst the students are at home.

Introduction to Teaching and Learning remotely

Although our students may not be physically present at the Academy, they are still expected to maintain a consistent approach to their academic studies via remote learning. **Your child's teachers will continue to prepare learning activities for him/her to access online or digitally to ensure that his/her educational needs are met whilst he/she is at home. Ideally, then, it is very important for your child to have access to a digital device, such as a personal computer or laptop.** Hard copy formats of the studies could also be provided for students if online facilities cannot be accessed regularly or reliably: please, if this is required, email your child's Head of Year to request hard copies of work for all classes. It is important that students and families understand that remote learning is just a different way to do school, not a holiday, as discussed in the Academy's earlier Year Group Assemblies.

Studying @ Home
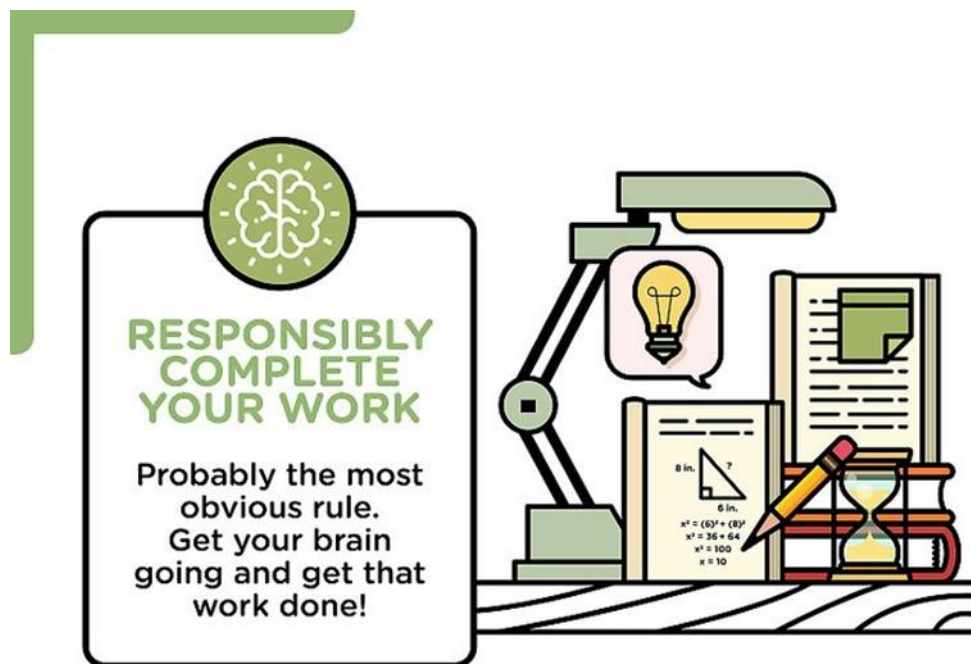
You will be expected to study all of your usual subjects. Each day, as a minimum, you should complete:

- one hour studying English;
- one hour studying mathematics;
- one hour studying science;
- one hour studying another subject;
- You must also undertake one hour of private reading

How to access remote learning at Braunton Academy

The place for students to go for all the information is 'Class Charts'. It is imperative that students check 'Class Charts' daily. All work will be sign-posted from 'Class Charts'. Each post will indicate what students need to complete for the timetabled period. Students may be directed to 'Google Classrooms' or other on-line learning platforms. Students are to continue to complete their work in the relevant subject book or on their digital device, as they would have done in class or as otherwise instructed by the teacher.

NOW THAT THE SCHOOL HAS MOVED TO REMOTE DELIVERY PLEASE BE AWARE THAT:

- Google Classroom is a learning management system (LMS) for streamlined delivery of online learning including assignments, collaboration and feedback.
- ALL Braunton Academy students and staff are set up with Google accounts. This is ideal for online delivery because the students are already familiar with the platform and have used it at school to access and submit work. This makes the process of moving lessons online uncomplicated and incurs no cost for any party.
- All students have their own Gmail address which they can use to directly communicate with their teachers.
- Google Classrooms and Gmail do not require the installation of ANY apps, licensing, extra bandwidth or reams of instructions.

AS WITH ANY QUALITY TEACHING, STUDENTS WILL BE PROVIDED WITH:

- clear instructions and explanations regarding the learning activity
- the support to promote growth in confidence with new material through scaffolded practice
- support and guidance in the application of new knowledge or skills
- feedback on how to progress
- clarity as to when and how students should submit work
- access to any resource materials via the chosen learning platforms.

Communication & Expectations when it comes to remote learning at Braunton Academy

- Communication with teachers will be by Google Classroom and email: Should you or your child have any queries concerning their learning, then the teachers' direct email addresses are posted on the website, underneath the 'Curriculum' tab > 'Home Learning'.
- Any communication with students will be completed by teachers during normal working hours
- Do not expect immediate responses to emails or Google Classroom messages as teachers are involved in a number of professional obligations throughout the day
- With respect to exams/tests turnaround and marking times - these may increase whilst teachers are working remotely to ensure quality delivery, marking and returning of tasks.

Information for Parents

Provide support for your children by:

• Agreeing and establishing routines and clear expectations for learning
• Defining a space for your child to work in and ensuring that their computer is placed in a shared or visible area of the home.
• Regularly monitoring communications from teachers and checking Class Charts.
• Beginning and ending each day with a check-in using the sorts of questions parents would normally ask if they had been at school all day (e.g. What did you learn today?)
• Taking an active role in helping your children process their learning

Encouraging a routine of physical activity and/or exercise
• Supervising your child's online engagement and check in with your child regularly to help them manage stress
• Monitoring how much time your child is spending online
• Keeping your children social during isolation, but set rules around their social media interactions
• Considering using filters to help manage your child's online access. Parents should refer to the resources in the Government's eSafety Toolkit and can be accessed at:
www.esafety.gov.au/toolkit-schools

Provide support for your child's wellbeing

BEING CONFINED TO HOME FOR AN EXTENDED PERIOD OF TIME CAN CAUSE STRESS AND CONFLICT.

• Talk to your whole family about current social issues to help them understand what is happening at the moment and why, in order to reduce their anxiety.
• Help your children think about how they have coped with difficult situations in the past and reassure them that they will cope with this situation as well, with your support.
• Remind them that the present situation will not last forever. It is merely a precaution at the moment.
• Encourage regular exercise for the whole family using any equipment you have at home or accessing any of the apps available for download.
• Encourage your children to keep in touch with family members and friends via telephone, email or social media (where appropriate)

Information for Students

HERE ARE SOME GUIDELINES FOR STUDENTS DURING REMOTE LEARNING:

• Establish a daily routine and use your existing timetable to plan your 'school' day at home
• Create an effective learning space in a common area such as the kitchen or lounge room that is safe, quiet, comfortable and free of distractions
• Regularly monitor Google Classroom and emails to check for announcements and feedback from teachers
• Complete the work as set by your teachers
• Complete tasks with integrity and make sure that you are always doing your best work
• Work hard to meet timelines, commitments and due dates
• Communicate proactively with your teachers if you cannot meet deadlines or require additional support
• Maintain a healthy wellbeing by taking breaks throughout the day and participating in some exercise or another activity away from the computer screen (reading, creative activity, play).
• Maintain a familiar schedule in regard to regularly eating and drinking
• Comply with any school policies such as Behaviour Management, Anti-Bullying, Acceptable use of information technologies, Student Code of Conduct as they still apply to the way that you behave and interact with the teacher and students in an online environment.
• Seek out and communicate with school staff as different needs arise (e.g. Contacting your Head of Year and/or Form Tutor to get assistance with login information or asking for hard copies to be posted)
• Understand that personal or sensitive information should not be shared online
• Know that your teachers will be in contact with parents/carers if you are not submitting work as requested

Managing your time

•Effective time management

This is one of the most useful skills you can learn while at school - a lifelong skill that will benefit you in many ways.

• **Plan how much time you are required to spend studying a specific subject** every day and set yourself realistic deadlines.
• **Establish a routine -** Study hard subjects first.
• **Pace yourself.**
• **Remember extracurricular activities** that you might have - make sure you have enough time for studying.
• **Shut down your computer every night**

Remember your Cognitive Toolkit

•Turn your notes into flashcards

Turning your notes into flashcards is very useful when you are studying for an assignment or an exam. For instance, if you are studying geometry formulas, write the name of the formula on one side and the formula itself on the other side of the card. Use paper index cards or try some online resources and mobile apps for creating flash cards.

•Study the important vocabulary

•Rewrite your notes at home

Remember your Cognitive Toolkit

•Break things into smaller parts
- Using mind-maps, drawings, etc.

•Make associations

•Ensure you complete all aspects of your set studies
- Remember your teacher and classmates will be returning expecting to follow on from the studies you have completed at home

Look After Yourself

Reward yourself

• Positive reinforcement is a great tool for staying motivated. Reward yourself in small ways after completing tasks. Treat yourself to having your favourite snack, watching a movie or playing a computer game. Find whatever keeps you going!

Finally, Be considerate to both yourself and to others

• Studying does not have to be very stressful and time-consuming all the time. It is all about taking a different approach and finding what works for your.

Hopefully, you found these tips useful.

Frequently Asked Questions (FAQ)

Q: WHAT DO I DO IF I HAVE FORGOTTEN MY LOGIN DETAILS?

A: Please contact XMA for assistance with Google. For Google Classroom codes or for any other learning platform logins, please email your class teacher.

Q: WHAT IF I CAN NOT ACCESS THE INTERNET EVERY DAY?

A: Teachers will have work posted by 8:45am each Monday morning of the school week. If necessary, you can download any information or files and then work offline in the Gsuite (Google docs, etc)

Q: HOW DO I SUBMIT WORK IF IT NEEDS TO BE HANDWRITTEN AND/OR CAN NOT BE COMPLETED ONLINE?

A: Students should scan or take a photograph of the work and post this to Google Classroom or email it to the classroom teacher. Keep the work in your folder or book so that the teacher can mark it later, if necessary.

Q: WHEN WILL SCHOOL WORK BE POSTED FOR MY LESSONS EACH DAY?

A: School work for the week's lessons will be posted on Class Charts by 8:45am on the Monday morning of each week for all students to access.

Q: WHAT DO I DO IF I AM NOT RECEIVING WORK FOR A CLASS FROM CLASS CHARTS?

A: Contact the classroom teacher by email in the first instance and wait 24 hours for a reply before contacting your Head of Year.

Q: WHAT DO I DO IF I CAN NOT ACCESS THE INTERNET WHEN AN ASSESSMENT TASK IS DUE?

A: Communicate with your teacher via email as to the problem so you can discuss when you will be able to hand the work in. Assessment tasks have precedence over classwork, however, you should still be completing both.

Q: CAN I BE MARKED ABSENT?

A: The Academy must have evidence that students are engaging in online learning this will be done by you returning tasks as requested by your teachers. In order for you to be marked as 'present' whilst engaging in remote learning, you are required to complete the studies/assignments/tasks you have been set as evidence that you actively engaging with your education.