Preparing for remote learning

As the School closes we need to ensure that pupils are able to continue with their education at home. As far as possible pupils will have had an opportunity to collect their books from school to ensure they are able to access relevant material at home and to complete work in their exercise books. Where this is not possible pupils will still be able to complete tasks using downloads from Show My Homework and completing work on paper. Any pupil who is not able to access work electronically or who will not be able to print or acquire paper at home should have informed their Housemaster who will ensure materials reach any pupil who is in this situation.

Working at home

- It is important to maintain the structure of a school day in order to keep on top of your work and to make good progress over the remote learning period.
- This means starting work by 9.00-9.30 and working through the day factoring in break times.
- Find a space where you can work for uninterrupted periods; most of you will already have this for your homework.
- Do take breaks and move away from your work space in order to move about a little; a change of scene every hour or two is a good idea.
- Draw up a timetable with the same lessons on your home timetable as on your School timetable.
- When you are finished for the day store your materials in an organised way and make sure you have a plan for the next day.

Accessing work

- Work for pupils will be set using Show My Homework. Please check regularly and keep up to date with tasks set. For the most part teachers will be setting the work on the days on which you have the particular subject.
- If for any reason you do not have your log in, remember SMHW can be accessed from the School website:
  - On school website go to ‘Parents’ tab
  - Select ‘Show my Homework’
  - Click on the Show my homework link
  - At the top of the page ‘view homework calendar’
  - Use filters to find the work that has been set.

Communication with teachers
When setting work teachers will be bearing in mind the fact that pupils are not able to ask questions and benefit from the explanations and demonstrations that they would get in the classroom. Teachers will therefore be taking care that tasks are explained clearly and they will add extra materials and resources to Show My Homework to help pupils’ understanding. Keep an eye on the School website for additional information and updates.

Pupils, particularly those studying for GCSEs and A levels, might find that they do want to contact their teachers for some guidance or feedback. If contacting a teacher the following protocols apply:

- If a pupil contacts a teacher by email, School rules and policies must be followed.
- All communication must be made via your School email address and the School email address of the teacher.
- During an email exchange with a teacher, School standard of behaviour and formality is expected of both pupil and staff.
- Teachers will not answer an email if sent from a pupil’s private email address.
- If a reply is not forthcoming to an email it might be advisable to resend and to copy in the Head of Department or another teacher of the same subject.
- Communication should be kept to core working hours (9.00am -3.30pm).

Assessment

- How and when work is checked and marked will vary from subject to subject, and will depend on the length of time the school remains closed.
- It will be expected that pupils return to school after the closure period with all the work completed.
- As far as is possible and reasonable teachers will check work sent by e mail and offer feedback.
- In some instances mark schemes and self-assessment tools will form part of the task set.

This is unchartered territory for us all but rest assured teachers will be doing their utmost to minimise the disruption to learning. Pupils are asked to engage positively and constructively with all that is in place and to use time at home doing all the work set for them and cultivating their wider intellectual life, for example by selecting some reading from the lists found under the Senior and Sixth Form tabs on the School website.

Any pupils who may be struggling with working at home or who need advice during the remote learning period can e mail their Housemaster, ADS or a member of the Senior Staff for support.