



Remote Learning: A Parent's Guide



Students have a separate Microsoft Teams classes for each of their subjects. They have been added automatically to these groups and do not require 'class codes' to join. Work is set through the classroom teams, along with any updates about scheduled live lessons and assignments.

All students are emailed daily by the Remote Learning Team to their school email address. All student school log ins follow a pattern:

firstname_lastnameXX@student.theappletonschoo.org - the XX represents the year they finish Year 11:

- Year 11 – 21 • Year 10 – 22 • Year 9 – 23 • Year 8 – 24 • Year 7 – 25

If any student is still having difficulty with their school log in or password they should contact the ICT Technical team on: ICTTechnicalOffice@theappletonschoo.org

The Year Group class team will include additional attachments of well-being, careers, extra-curricular challenges and weekly assembly materials as well as FAQ sheets detailing support for any technical difficulties. Please judge how much each child completes each day according to the needs of your child. We have learnt from your emails that a different response is needed for each child.

DAILY ROUTINE:

- It is a good idea to try and get your child into their normal working day habits. This way, they will be able to attend any live lessons that are scheduled.
- Teachers will deliver online lessons according to the usual lesson timings and timetable. However, each day's lesson materials will be made available under 'class files' and recordings of any live elements of lessons will be shared afterwards so that anyone unable to join a lesson live can still access the lesson content and benefit from their teacher's guidance.

ONLINE LESSONS:

- Your child is not expected to be able to print worksheets (but may do if they wish).
- Many assignments can be completed on any online document. Your child should use their school exercise books/ folders/ digital workbooks as required and upload photos when required.
- As part of the lesson, your child may experience a live presentation of material and tasks, or be guided to pre-recorded presentations/other educational platforms such as EverLearner, Seneca etc and material regarding tasks set, or a mixture of the two approaches.

Staff are available to answer questions that students have about the work, offer support and give ongoing feedback as appropriate. This may be replying to emails/direct messages on assignments or through marking and grading individual pieces of work. Where suggested, your child should aim to make the relevant changes to their work.

TOP TIPS for Students:



1. Make sure you check your emails. There may be notices about upcoming live lessons and communication from your class teachers regarding feedback. You are also provided with a link to provide your school timetable at Edulink One using your school email address and password then clicking on the 'Timetable' icon:

<https://appleton.edulinkone.com/#!/login>

2. Make sure you have attached your files. Students often forget to attach the relevant files to their submissions, so please check that you have done so.

3. Upload photos. Some of the tasks may require students to take photos of their work. Please make sure that you upload the photos of your work/ return completed assignment files as evidence of what you have completed - these can also be marked and fed back upon.



4. Check if you are not sure. Your teachers will be able to help you if you are unsure about the work that is set. Use the "chat message" function or email your teaching staff directly and they will aim to respond to you as soon as they can.

5. Keep an eye on the deadlines. Most work will have a due date set. Make sure you know when it is and that you do not miss these dates. If you have a problem keeping to a deadline, speak to your teacher through the methods outlined above.

6. Make sure it is your own work. Although you have the internet available to you, we only really want to see what your knowledge and skills are like. This is the best way we can help you!



7. MOST IMPORTANTLY - Try your hardest! We know it is very difficult for everyone at the moment. But, make sure that the work you submit is your best work! An easy way to think about it is to ask yourself the following question - would you be happy for us to pass that work on to the exam board to prove your ability?