



Garstang Community Academy

Student Guide to Planning and Coping with Remote Learning

Getting Set Up:

You should make sure that you still have a strong routine in place – getting up in good time to have a good breakfast, getting dressed in comfortable ‘day clothes’ and being ready to go before 8.45.

Try to have a clear work space where you work each day, and you tidy at the end of the day ready for the next. If possible, this will be a quiet space which isn’t regularly disturbed by family members, Amazon deliveries and pets.

Try not to have your phone too close to hand during ‘lesson times’ – check it before the day starts and at break/lunchtime, but otherwise put it away.

The expectation is that you will try to structure your day to match the ‘Lockdown Day Plan’:

8.45 Prepare for the day and/or watch year groups assembly as appropriate.

Preparing for the day should include:

- logging on to MS Office 365,
- going through any emails in MS Outlook to check for any Teams links for Live Lessons
- Checking your Teams/Outlook calendar to plan what Live Lessons you have for the day, when they are, and how you’re going to access them.
- Logging on to Synergy and checking what the day ahead looks like.

9.10 Lesson 1

10.10 Break – find time to do something slightly different – don’t just sit in front of your screen for longer playing games, checking messages etc :

- get up and have a walk around,
- possibly have a snack,
- definitely have a drink of water
- have some real human interaction if possible – e.g. say hi to a parent/carer and tell them how it’s gone so far.

10.30 Lesson 2

11.30 Lesson 3

12.30 Lunchtime – again, find time to do something slightly different have some lunch and possibly some of the things suggested for break.

1.05 Lesson 4

2.05	Lesson 5
3.05	End of structured lessons – have a 10 minute break - get up and have a quick walk around and have a drink of water etc.
3.15	Finishing and submitting – take time to just finish off the last few things and get them submitted on Synergy by 4.00pm
4.00	End of school day expectations. Tidy your work space ready for the next day – file work of the same subject together and throw away anything you won't need again.
Evening	Take time for some fresh air as often as you can – keep safe and socially distanced, but going for a walk is really good for you and can help clear your head. Try to interact with some real live humans – brothers, sisters, parents and carers – share your experiences of the day. Try to build in regular 'Face Time' with friends – keep in touch.

We do expect you to do 5 hours work each day that you work to the best of your ability, and submit your work. Most of your work during the day will be structured videos, live lessons and work you have been set to do. If you do find you have spare time, you can access some extension work in appendix B of [Remote Learning: Guidance for Pupils and Parents for accessing work and support from home](#) but you could also do some free reading, some extension work/reading from one the day's lessons, additional PE activities, re-watching the Loom videos from previous lessons.

What to do if:

I'm struggling to make the 4.00pm deadline. Either regularly or as a one off.

Firstly, try not to worry too much if you have missed a deadline and get a notification through to your parent/carer – it's just our way of keeping in touch with home and letting them know what's going on. We'll only start to worry if it happens too often, or you don't find time to submit the work which was late.

If you know that you will struggle most days to meet the 4.00pm deadline but will always submit it later (this might be because e.g. the laptop isn't available from 3.00 – 4.00pm but you can get on it at 5.00 to submit anything you missed) then just let us know – get your parent/carer to email your Progress Leader and tell them the situation (or just do it yourself if you need to) and we can think about taking you off the list of students who get messages sent home in the evening.

Likewise, if you know you'll have a problem on a particular day, or if you've had a particular issue meeting the deadline for that day, please just let us know – get your parent/carer to email your Bubble Tutor and/or your Progress Leader (or, again, just do it yourself if you need to.)

I'm struggling with my technology – I can't get on the internet, and the rest of my family need the iPad/Laptop at the same time as I do.

Let us know and we'll do our best to do what we can to help– email Mrs Crowe through the slt@garstangcommunityacademy.com email address.

I'm struggling with the content of a subject, or with the particular platform they use.

Just email the subject@ email and someone will try to help you as soon as they can. – a whole list of these can be found in appendix A of [Remote Learning: Guidance for Pupils and Parents for accessing work and support from home](#)

I'm basically just struggling with everything and Lockdown

Get in touch with us! Email your Bubble Tutor, your Progress Leader or Mrs Robinson and they will try really hard to help you to get through this – even though it might feel like it, you are definitely not alone in feeling anxious about what's going on.

If this doesn't work, you can still call the school (01995 603226) and the lovely people on reception will put you in touch with the right person to help.

I'm really struggling with everything, pretty much right now.

You can contact us using the 'Keep me Safe' button on the school's website, or call the following organisations:

Childline 08001111

Samaritans 116123

There are also some other sources of specific support at this site

<https://youngminds.org.uk/find-help/>

and also [other](#) organisations.

Just remember, you can only do what you can do – just do your best, and keep in touch with us to let us know if there's any way we can help.