



Remote Learning:

Guidance for Pupils and Parents
for accessing work and support
from home.

Remote Learning at Garstang Community Academy

At Garstang Community Academy, our remote learning will provide immediate, accessible work for students who are not able to attend school.

All students and parents have access to School Synergy. When logged on to Synergy, students can access their timetable, classwork and homework.

We aim to support our pupils with their learning by giving them a structured routine. Work will be set exclusively via Synergy and will be monitored by subject staff; however, the onus is on parents to ensure the completion of work. Our expectation is that your son/daughter follows their normal timetable using School Synergy.

Instructions for accessing work

Individual or Small Groups of Isolating Students:

Students who are unable to attend school due to Covid related reasons must follow the instructions below providing they are well enough to do so.

1. Follow your timetable on Synergy as if you were at school
2. Click on each lesson to access your classwork
3. Complete the classwork for each lesson and submit this to your teacher on Synergy, if they request it, or **present the work to your teacher when you return to school**. If you are submitting work to Synergy, by completing the work electronically (e.g. on Microsoft Word) and then uploading the file or accessing Synergy on your phone and uploading a picture of your work.

Year Group Bubble or Larger Student Groups:

In the event of a large group of students, or even whole year group bubbles being asked to work from home temporarily students must follow the instructions below.

1. Follow your timetable on Synergy as if you were at school
2. Click on each lesson to access your classwork.
3. You will be set a classwork assignment for each lesson. Complete the classwork and submit this to your teacher on Synergy when requested do to so. This can be done by completing the work electronically (e.g. on Microsoft Word) and then uploading the file or accessing Synergy on your phone and uploading a picture of your work.
4. Some lessons may be 'Live' lessons, delivered via Google Meet (see below).

Year 7 & 8

For each timetabled period of Maths, English or Science there will be approximately 30-40 minutes of Directed Learning. All other subjects will set approximately 30 minutes of Directed Learning tasks. Our expectation is that pupils complete the work set and associated Independent Learning tasks to the best of their ability, during each one hour timetabled period.

If pupils are completing work within the allocated time, they should access additional lessons on the 'Oak National Academy Website' or use the links to extra resources in appendix B, to complete independent learning and revision.

Year 9, 10 & 11

For each timetabled period of core and options subjects there will be approximately 50 minutes of Directed Learning set. Our expectation is that pupils complete the work set and associated Independent Learning tasks to the best of their ability, during each one hour timetabled period. If pupils are completing work easily within the allocated time, they should access additional lessons on the 'Oak National Academy Website' or use the links to extra resources in appendix B, to complete independent learning and revision.

Please notify school immediately if you have any concerns about your child's ability to access the work set for any reason using info@garstang.fcat.org.uk

Support

School Synergy allows students to access help from their teachers via the 'class discussion' tool. If necessary, additional help can be accessed for a specific subject using the subject email address in appendix A. Questions or enquiries will be responded to by a subject teacher as soon as they are able to do so.

Parents of SEND pupils can access advice regarding workload and extra support via learningsupport@garstang.fcat.org.uk

Live lessons

In the event of a whole year group bubble being asked to work from home temporarily your son/daughter may have access to some live lessons. Live lessons will be delivered via Google Meet. The link to the live lessons will be in Synergy and accessed through their timetable on synergy.

Please ensure that you and your child have read and understood the 'live lesson' safeguarding policy regarding live lessons. Students must only attend live lessons if parents agree to the terms and conditions in the safeguarding policy. (See appendix C)

Useful IT information

All students have a school email address which is needed to log into Synergy and their personal Google account.

Student email addresses use the following pattern: the year that the student will graduate from school, followed by surname and first initial of forename*. This is then followed by @garstang.fcat.org.uk

For example, Harry Potter who started year 7 in 2021 will graduate in 2026...

26potterh@garstang.fcat.org.uk

*In very few circumstances some students will need the first two letters of their forename. Students this applies to are aware.

Synergy

All pupils and parents should have login details allowing them full access School Synergy. The easiest way to access Synergy is by clicking on the link at the bottom of the school website homepage. Once on the School Synergy homepage, students should use their school email address (see above) and their school computer password to login (please do NOT try to login via the Microsoft 365 button). Synergy will give students access to their timetable and lessons. It is vital that students can login to Synergy.

Google

All students have a Google account which gives them access to the following Google Apps:

- GMail - personal email account
- Google Drive - online storage
- Google Meet - for accessing live lessons
- Google Calendar – this will have links to scheduled live lessons in a lock down situation
- Google Slides – this can be used to open and edit PowerPoints
- Google Docs – this can do used to open and edit word documents
- Google Sheets – this can be used to open and edit Excel documents
- Google Forms – this can be used for quizzes and online polls
- Google Classroom – this could be used to communicate with classes in a lockdown situation

To access their Google account please click on the 'Student Email (Gmail)' link at the bottom of the school website. Students will then need to enter their full email address (the same as for Synergy – see above) followed by their password, which was set up during a session in school time in the Autumn Term. They can then click on the 9 dots in the top right corner to access other Google Apps.

For those that do not have Microsoft Office on their home device, they will need to be signed in to their Google account in order to open and access school work in Synergy.

Please use the remote learning tab on the school website to find support videos explaining how to access Synergy and their Google Account.

<https://www.garstangcommunityacademy.com/remote-learning>

If you need further assistance or help with any IT related issues please call reception or email studentITSupport@garstang.fcat.org.uk

Engagement: Rewards and Sanctions

Student engagement will be monitored by Year Leaders and Subject Leaders, and our normal awards and consequences still apply. There will be ongoing awards for great work and great engagement; however, poor engagement will be subject to consequences which will then be implemented on return of the student to school - students who have not completed work will be given a catch-up plan for completion - much of this may need to be done in their own time, at lunchtimes and after school.

Appendix A

Contact Emails:

Science@garstang.fcat.org.uk

Maths@garstang.fcat.org.uk

English@garstang.fcat.org.uk

Humanities@garstang.fcat.org.uk

MFL@garstang.fcat.org.uk

CreativeArts@garstang.fcat.org.uk

DT@garstang.fcat.org.uk

PE@garstang.fcat.org.uk

Business@garstang.fcat.org.uk

computerscience@garstang.fcat.org.uk

slt@garstang.fcat.org.uk

info@garstang.fcat.org.uk (for general enquiries)

inclusion@garstang.fcat.org.uk

studentITsupport@garstang.fcat.org.uk

Y7YearLeader@garstang.fcat.org.uk

Y8YearLeader@garstang.fcat.org.uk

Y9YearLeader@garstang.fcat.org.uk

Y10YearLeader@garstang.fcat.org.uk

Y11YearLeader@garstang.fcat.org.uk

Appendix B

<https://www.thenational.academy/>

Oak National Academy

Online Classroom

Nearly 10,000 free video lessons,
resources and activities, covering most
subjects, from Reception to Year 11

Find Lessons



Find lessons



Subjects



Schedule



Search



Specialist

<https://www.bbc.co.uk/bitesize/dailylessons>

<https://www.bbc.co.uk/bitesize/levels/z4kw2hv>

<https://www.senecalearning.com/>

<https://www.khanacademy.org/>

Appendix C

Policy for using Google Meets for live lessons



Safeguarding students

Terms and conditions for attending live lessons via Google Meets



1. Students must be punctual for live lessons
2. Students must be in a quiet, distraction-free location throughout the lesson
3. Students must not have their cameras on
4. Students are not permitted to be on other social media whilst attending a live lesson and must use the necessary equipment and computer programmes as intended
5. Students must not record or take images of the live lesson
6. Students must not record, store, or distribute audio material without permission
7. Students must not unmute themselves or use the chat/messaging feature unless instructed to do so by the teacher
8. Students must use appropriate language when answering questions
9. Students must have excellent behaviour at all times, contribute to the lesson in a positive manner and not be disruptive at any time. The school behaviour policy will be enforced during live lessons.
10. Students must show respect for everyone in the online classroom; anti-bullying policies apply during live lessons
11. Students must have a stable connection to avoid disruption to lessons