

# A Parent Guide to Remote Learning

## *IS YOUR CHILD READY TO LEARN?*

Please support your child with organising themselves for the day ahead by:

- ✓ Asking them to be dressed and breakfasted **by 8.15am**. They do not need to wear their school uniform but should be wearing suitable clothing for live lessons.
- ✓ Finding them a **quiet place in the house** with a desk or table, where possible.
- ✓ Checking they have their equipment for the day at hand – laptop, exercise books, rough book/paper and stationery.
- ✓ **Checking that your child has logged on to Synergy**. They will be **following their timetable throughout the day**, engaging in set pieces of work, recorded lessons and some live lessons.
- ✓ **Reviewing the work set** for the day with your child. Have they got everything they need to engage in these lessons effectively?
- ✓ Reminding them to check their **school email account** each morning, by logging into Office365.
- ✓ Your child will be asked to join a live tutor session each morning, by following the **zoom link on the student bulletin**. This is your child's opportunity to ask general questions about online learning and inform us of any issues.
- ✓ **Emailing the teacher directly or sending a message via Synergy** if there are any issues with the work set. They may be teaching but will respond as soon as they can.
- ✓ Any **issues with logging in** to Synergy should be directed to our Senior ICT Technician –
- ✓ Email: [s.aunger@lostockhallacademy.org](mailto:s.aunger@lostockhallacademy.org)
- ✓ Please also check your own School Synergy account daily for the most up to date information about school arrangements and your child's learning.

## *CLASS WORK ON SYNERGY*

**Students have received lessons on how to use Synergy in school, however, if your child is struggling in any way here are some support tips:**

- ✓ Read the '**Student Guide to Remote Learning**' and the '**Synergy Guide to Class Work and Homework**' with your child. These documents can also be found in the bulletin area of your child's Synergy account.
- ✓ Students have **access to software** that enables them to produce high quality work online through their school Office 365 account. Once they have logged onto their email the dots/tiles in the top left hand corner take you to the different software.

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## LIVE LESSONS ON ZOOM

The following protocol is in place where live Zoom lessons are being conducted:

- ✓ The teacher will post the **joining code** in the **Class Work** area of Synergy.
- ✓ If your child is using a laptop, they will need to copy and paste the **URL address** into the internet browser. This will take them directly to the lesson.
- ✓ If your child is using a tablet or phone, they will need to **download the app**. They should then use the joining codes to enter the lesson.
- ✓ Students should be in a **suitable place for their lesson**. Students should think carefully about what others may see and aim to depersonalise space, e.g. sit in front of a wall.
- ✓ Zoom will place students in a **waiting room** until the lesson begins. Students are being asked to be patient—the teacher will be admitting students one by one and confirming identities whilst completing a register.
- ✓ When a student is admitted to a lesson, they must have their **video on**. This is part of our safeguarding policy for remote learning.
- ✓ Your child must enter the classroom using their **own name on their device** and **identify themselves on entry** by being visible.
- ✓ At the beginning of lessons, the teacher will remind students that **all live lessons are recorded**.
- ✓ **The LHA Way applies to Zoom lesson**. Students are expected to be respectful of each other, follow teacher instructions, engage in lessons, try their best and make the most of the learning opportunity.



SCHOOL  
SYNERGY

Office 365

