



## Remote Learning – Information for Parents

**Please see the school website for the remote learning assembly broadcast.**

During lessons in school and for remote lessons all teachers use the following lesson structure:

- 1) **Do now:** students complete some retrieval practice of previously taught content
- 2) **Share the objectives:** Students will be aware of what they are working towards in the session
- 3) **New learning:** the teacher will deliver the information that the students require for that lesson
- 4) **Practising:** students will apply their new knowledge
- 5) **Review:** teachers will check the students have understood so that they can plan for the next lesson

Teachers are not expected to broadcast their lesson for the full two hours, they will deliver some content 'new learning' but they are then available for the whole session to support students (who are expected to be learning for the full session).

### Applications required

In the event that a whole Year Group is working from home, all lessons will be live-streamed and students are expected to follow their timetable, 'remoting-in' to their lessons using Microsoft Teams and submitting work by email. Some teachers might also set work on ClassCharts as well but Microsoft Teams will be the main source for lessons and resources.

When working from home there are 4 different applications or apps which are required, these are:

- Class Charts Pupil App
- Microsoft Outlook
- Microsoft Teams
- Office.com

Please see this user guide to <https://scrchs.net/staff-students/app-install-links> to find out how to download and use the applications.

### Logging In

Student usernames are set in the following format:

- St followed by the pupils start year followed by their first initial and surname and then @scrchs.net
- So, as an example, John Smith in Year 7 would be St20JSMith@scrchs.net



Students reset their own passwords but if they do not know them they can ask for it to be reset, this can be done by sending a message to Mr J Ward or Mr D Hitchings via Class Charts. These users can reset student details and send them back. If this cannot be done, students or parents can email [helpdesk@scrchs.com](mailto:helpdesk@scrchs.com) or call 01706 396068. Password resets will then be sent to the parent/carer via text and also to the student in Class Charts

### **Microsoft Outlook**

Microsoft Outlook is the school's email provider. Students can access the email system by browsing to <https://outlook.office.com> or by downloading the Microsoft Office Outlook app ([instructions here](#)). Student email addresses are their usernames followed by @scrchs.net so, for example, John Smith in Year 7 would have the email address of st20jsmith@scrchs.net and then the student's password. If this needs re-setting please send a message to Mr J Ward or Mr D Hitchings via Class Charts

### **Microsoft Teams**

Microsoft Teams is the application we use to 'remote-in' to live lessons. Students will receive an email with a calendar entry asking them to join a live lesson at the start of their normal lesson. For more information on Teams please [click here](#). **In the event of a whole Year Group working from home all lessons will be streamed on Microsoft Teams.**

### **Class Charts**

Class Charts is the platform the school uses for setting homework. If individual or small groups of students are working from home then all work will be available on Class Charts. Students can also use the app to contact teachers and view other information. In the event of a whole Year Group working from home, all lessons will be streamed on Microsoft Teams and work may not be set on ClassCharts as students will be expected to 'remote-in' to their lessons and complete and submit work as directed by their teacher.

Students log in to Class Charts at <https://www.classcharts.com/student/login> or Via the App



## Student Remote Learning Protocols

### Working from home - Day-by-day instructions

1. Log on before 8.30 am.
2. Check your emails.
3. Accept any invitations from your teachers.
4. Check ClassCharts for any resources that you might need or instructions
5. Make sure that you have your exercise book (or paper) and pen ready to use. Earphones should also be used.
6. Ensure you are working in a quiet place.
7. At the normal lesson start time 'join' your lesson. This can be done either through Outlook or ClassCharts.
8. Turn off your camera and microphone.
9. Wait for your teacher.
10. Follow your teacher's instructions.
11. If you need to ask a question, click the 'raise your hand' icon.
12. If your teacher asks you a question directly, press the space bar or unmute yourself and respond. **You must not unmute your microphone at any other point during the lesson.**
13. Some teachers will broadcast specific parts of the lesson but will be available for the duration of the timetabled lesson and will be available for you to ask any questions you might have. Students must complete and submit any work as instructed by the teacher.
14. Submit any work that your teachers asks you to submit by replying to the email that they have sent you for that lesson.

In the event of individual students or small groups of students working from home, then there may not be any emails, invitations or live-lessons. If there are not, please follow these instructions:

1. Log on before 8.30 am.
2. Check ClassCharts for any resources that you might need or instructions.
3. Using the resources provided, follow the instructions on ClassCharts and complete the work set.
4. If you need to ask a question, either email your teacher or message them on ClassCharts.
5. Submit any work that your teachers asks you to submit in the way they ask you to (email or via ClassCharts).

In both instances:

- Your teacher will award positive P points throughout the session / for completed work.
- Incomplete or poor-quality work will be followed-up by staff.