

For Students

# Remote Learning Guidance



St. Crispin's  
Excellence for all



January  
2022

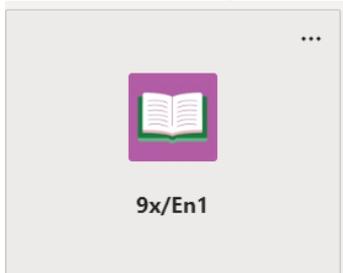
## Remote Learning Advice and Guidance for Students



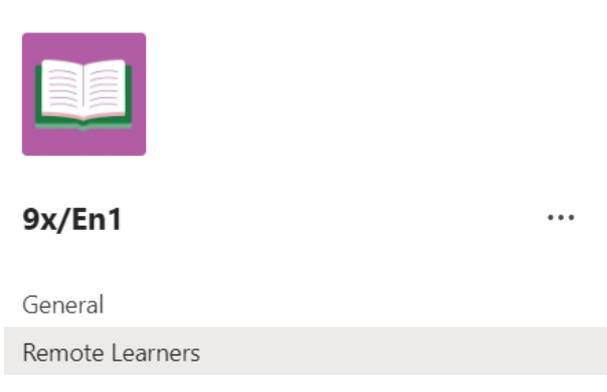
For remote learning, you will follow your **normal school timetable**



Work will be uploaded into your class area on Teams

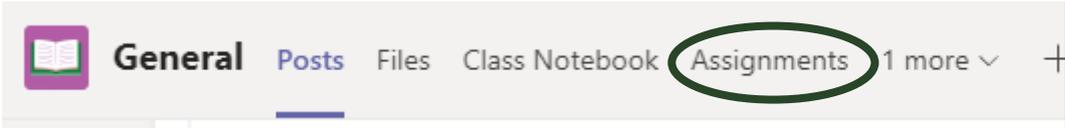


Within your Team there will be a channel called **Remote Learners** which you can access on the left-hand side of the Team:



You will find all the resources you need to complete the work in a folder clearly labelled with the **date and title of the work**.

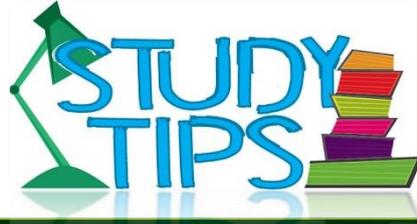


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|    | <p>Within the Remote Learners channel, your teacher will upload the work that you need to complete while you are at home.</p>  <p>Your teacher will give you specific instructions of what to do, how to do it and with the timings, we expect you to spend on each task. The work you need to complete will be set as an <b>assignment</b> and will show up on your weekly Teams report.</p>   |
|    | <p>Within TEAMS you will have an area for each subject you have on your timetable. This will be where all the work is uploaded and the area will also contain your <b>class notebook</b>, which is effectively your virtual exercise book</p> <p>You can download the TEAMS app on your phone or download it onto your computer</p>   |
|  | <p>Don't worry if you are unsure of what to do – we are here to help</p> <ul style="list-style-type: none"> <li>▪ How to access Teams - <a href="https://youtu.be/Z8GxhPimVlc">https://youtu.be/Z8GxhPimVlc</a></li> <li>▪ How to complete assignments (crucial for personal study) – <a href="https://youtu.be/x6PrKnpgU44">https://youtu.be/x6PrKnpgU44</a></li> <li>▪ How to view feedback - <a href="https://youtu.be/Qs4NaBL5H5A">https://youtu.be/Qs4NaBL5H5A</a></li> <li>▪ How to join meetings or 'Spotlight' lessons – <a href="https://youtu.be/T-85su_JZ5Q">https://youtu.be/T-85su_JZ5Q</a></li> <li>▪ How to split your screen - <a href="https://youtu.be/JHcPpGi7Zl4">https://youtu.be/JHcPpGi7Zl4</a></li> </ul> |
|  | <p>You will be asked to submit some pieces of work to your teachers so that they can mark it and give you some feedback. This will all be done via TEAMS and as stated earlier will show up on your Teams report.</p>   |
|  | <p><b>You must complete all the work that you have been set.</b></p>  |

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|    | <p>If you need subject specific help please email your class teacher<br/>         If you are struggling in general please contact your tutor or your Head of Year<br/>         If you are having trouble accessing the work on Teams please contact Mrs Sharma <a href="mailto:sharmak@crispins.co.uk">sharmak@crispins.co.uk</a></p>   |
|    | <p>If you complete all the work set you can go online and access additional work on the following websites:</p> <ul style="list-style-type: none"> <li>▪ <a href="https://www.bbc.co.uk/bitesize/secondary">https://www.bbc.co.uk/bitesize/secondary</a></li> <li>▪ <a href="https://www.thenational.academy/">https://www.thenational.academy/</a></li> <li>▪ <a href="https://login.mymaths.co.uk/login">https://login.mymaths.co.uk/login</a></li> <li>▪ <a href="https://www.kerboodle.com/users/login?user_return_to=%2Fapp">https://www.kerboodle.com/users/login?user_return_to=%2Fapp</a></li> <li>▪ <a href="https://sites.google.com/hotmail.com/st-crispins-exam-bank/home">https://sites.google.com/hotmail.com/st-crispins-exam-bank/home</a></li> </ul> |
|   | <p>Your class teacher be checking in with those of you who are not completing the work you have been assigned and we will follow the department behaviour policy for incomplete work. We do understand that sometimes there are special circumstances where you are unable to complete the work and we will take that into account</p>  |
| <p><b>Safe<br/>online</b></p>   | <p>Whilst working online from home, please ensure you are keeping yourself safe at all times by following the advice below:</p> <ul style="list-style-type: none"> <li>○ Only use the St. Crispin's online portals such as Doodle and Tassomai or established, trusted websites that we recommend (for example BBC Bitesize).</li> <li>○ Do not respond to any offers of online tutoring from people you don't know, be it via email or social media, even if it has been shared by friends/contacts.</li> <li>○ Should a stranger try to make contact you, let your parent/carer know straight away and do not engage in conversation with them.</li> </ul>  |
|  | <ul style="list-style-type: none"> <li>○ For further information and guidance, browse through <a href="https://www.saferinternet.org.uk/advice-centre/young-people/resources-11-19s">https://www.saferinternet.org.uk/advice-centre/young-people/resources-11-19s</a></li> </ul>  |



- Should you have any concerns either by what you have encountered or one of your friends, contact Mr Blyth on [blythr@crispins.co.uk](mailto:blythr@crispins.co.uk)



- Create a space to work from that is different to your relaxing space if possible
- Get equipment out the night before so you are ready for the day
- Spend tutor time 8.30-8.45 each day organising the work you are going to do that day
- Create a system that works for you and stick to it
- Read the lesson plan carefully and follow the instructions
- After you have done the hour of work allocated by your teacher stop even if you haven't completed all the work
- Use your phone as a timer to help you stick to time
- If unsure on a piece of work email the subject teacher for help
- Create a crib sheet with all the login details you need for each resource for each subject. Print it and keep it out to save you having to look them up each time
- Have 5mins movement time every hour like they would at lesson change over time this can help refocus
- Ensure rest time (break and lunch) is scheduled in. **Overworking isn't helpful and can actually cause us to be less effective**