



Remote Learning – Guidance for Students (and Parents)

1. Health and well-being comes first

- This is a very unusual time in your school career and is very new to all of us. Remember that all students are in a similar position so you are not going through this on your own.
- It is not healthy to put yourself under enormous pressure to undertake mountains of work at the detriment of your health. Your teachers are working hard to try and judge the volume of work that will be required for all students, but it will take some time for this balance to be right. Do what is manageable and reasonable for you and your family to undertake.
- Your parents also find themselves in a challenging situation over this too, with many also juggling work commitments with supporting you at home. Ensure that you cooperate with them, but ask for help when you need it. You can email your teachers for help and they will do what they can.
- As the majority of work is being set online, this does cause issues regarding 'screen time'. Try to limit other screen time on phones, tablets and video games to give your eyes and brain a rest. Enjoy the time with your family and take advantage of the extra time with each other.
- However, you may wish to use social media or video conferencing to stay in touch with friends and family. Please use these responsibly and stay safe online at all times.
- If you are struggling with your mental health or are worried about your safety, make sure you contact school or other agencies using the contact information you have been given.

2. Establish a routine

- The general advice is to follow your school timetable as that can help provide some structure to your day, including breaks. However, for many reasons – including sharing computer access at home – following the school day may not work for you.
- Try to agree a routine with parents and siblings that works for you and map out activities so that you have more focused school tasks in the morning, a lunchtime break and then more creative activities such as reading, science experiments, drawing, cooking, or keeping active.
- There are daily activities in the "Daily Form Time Activities" Google Classroom (Code: sshxass)
- Ensure that you include physical activity (See the PE Google Classroom) in each day.
- You are not expected to work from dawn until dusk. Ensure that you observe evenings and weekends in your normal way.

3. Establish the right environment

- Find an appropriate place in your house for you to concentrate on your work, ideally sitting at a desk on a chair to help your posture and lower back. Sitting for long periods each day is not beneficial so ensure that you regularly take breaks to recirculate blood and oxygen.



- Create an environment with as few distractions as possible so turn off your phone, music, and the TV when focusing on school work.
- Ensure you are not accessing social media whilst you work, as this is a huge barrier to learning.

4. Accessing your work

- Each time you sit to do work you should first log into Classcharts [here](#), to see the work that has been prepared for you for each lesson of that day.
- All ClassCharts logins for both students and parents have been published to the SIMS Parent App for easy reference.
- From ClassCharts you may be directed to one of many other platforms for you to undertake work (such as Google Classroom, MyMaths, Kerboodle, GCSE Pod).
- It should be very clear what work you need to do, in what order, and roughly how long you should spend on each activity. If you are unsure, please email your teacher.
- If you do not have access to a laptop/PC or Internet connection please contact a member of the leadership team so that we can make arrangements. We have already provided laptops for some families and are in the process of organising more.
- Remember to regularly check your emails as further information or instructions may have come to you. However, always ensure to go to ClassCharts first.

5. Submitting your work

- The process for submitting work will vary depending on the nature of each task, so please read and follow the instructions provided by your teacher on each task.
- There are some issues with editing documents that have been given to you in PDF formats, or other formats that cannot be edited. If this happens, write your answers in Word document, Google Doc, or other appropriate format and email it. You could also hand write your answers and send a picture, or scan of your work back when you submit it.
- Try to stick to the deadlines that have been set as this will help you manage your time. However, if that is difficult to do, then submit the work as soon as you are able to.
- It is not appropriate for you to comment on other students' work in Google Classroom unless you are asked specifically to do so.

6. Getting feedback on your work

- It will not be possible for you receive feedback on every piece of work that you undertake, in the same way that every page of your school exercise books are not thoroughly marked.
- Many of the online tools that you will be asked to use (such as MyMaths, Kerboodle, Quizlet) provide instant feedback on whether answers are right or wrong.
- If you space out work on different topics and go back to them every few days, you should hopefully see your success rate improve as you learn and remember things more effectively.
- Your teachers will provide feedback at appropriate intervals, possibly on longer answer questions or projects. This will be different for different subjects as it is in the 'normal' school cycle.