

## Remote Home Learning – January Lockdown 2021

Information for parents/carers:

As we embark upon a 2<sup>nd</sup> phase of remote learning from home, Ellon Academy staff have planned and prepared this guide to support pupils and parents/carers to support on-line learning and to build on our experiences from March – June 2020. We hope the information below is helpful and we will continue to refine our whole school approaches as we go forward by listening to our learners, our staff and parents and carers. Thank you.

Mrs P Buchan, Rector.

Remote Learning can take many forms and includes:

- providing learners with physical resources where needed such as learning materials, textbooks and digital devices
- providing live learning and teaching sessions with children and young people, for example through Glow (either by communicating through the chat function or through live video links with learners)
- providing access to recorded learning sessions and tasks
- setting learners tasks for completion and submission to / discussion with teachers
- using the opportunity for 'live sessions' (as above) to check in, discuss and engage in person with learners following a learning task, but not to deliver lessons or content
- engaging regularly with learners through email or an agreed platform

To effectively manage Remote Learning during the January Lockdown, Ellon Academy aims to:

- Have a daily check-in for pupils at 10 am in Register Groups managed by the Registration Teacher with a whole-school procedure for 'absence'
- Publish a Learning Schedule broken down into S1-S3 and S4-S6 on Friday of each week detailing, by Faculty, Google Classroom codes and any additional information/instructions parents/carers may find useful
- Use Google Classroom as the platform for posting detailed instructions for the completion of tasks for the week ahead, uploading resources and signposting resources to support your child(ren)'s Remote Learning
- Help learners manage their workload by allocating different days for "handing in" of assignments for different faculties/levels
- Operate a whole-school engagement tracker where teachers on a weekly basis record non-engagement of pupils in their learning with a whole-school procedure for follow up
- Run a dedicated email box for technical support for pupils and parents/carers
- Launch Google Guardian to support parents to support their children by pushing out notifications of assignments set, missed deadlines, etc.
- Provide resources to support pupils and parents with online/remote learning primarily through the School Website

### **1. Daily Registration**

Each morning pupils will have to register remotely with their Register Teacher. This will be administered through Google Classroom. Your son/daughter may have received an email asking

them to join their Registration Google Classroom or they can access this using a joining code, which will be shared. Your child(ren) will need to mark themselves as 'present' by 10 am each morning. You will receive a text from the school if your child(ren) does not register remotely.

If your child(ren) is/are unwell and will not be able to 'register' you should contact the school in the usual way. This will prevent a text message being sent.

Registration Google Classrooms will be used to share pertinent information with students.

Although the vast majority of pupils will be familiar and confident using Google Classroom, instructions are attached to support pupils with the Registration process.

## **2. Learning Schedule**

To enable parents/carers to support their child(ren) with their Remote Learning a Learning Schedule will be emailed via Group Call each Friday. It will also be published on the School Website. Detailed instructions will be posted for pupils in Google Classroom.

## **3. Google Classroom**

Google Classroom is Ellon Academy's preferred digital platform. Teachers will post weekly work on Google Classroom along with any resources or links to additional resources. Teachers have been encouraged to set deadlines so assignments appear on your child(ren)'s "to do" list.

Some teachers may schedule Google Meets, which are real-time, on-line interactions with the teacher or teacher and their classmates. Your permission is necessary for this. Aberdeenshire Guidelines have already been shared with parents/carers on online safety. Pupils may face consequences if online safety rules are breached.

Google Classroom is a digital platform for pupils and teachers. Please note – your child(ren)'s Principal Teacher of Guidance is the first point of contact with the school. Google Classroom should not be used by parents/carers to communicate with teachers.

## **4. Managing Pupil Workload**

Faculties will ensure work is available on Google Classroom from 8.30 am each Monday. It is likely 'hand-in' dates will be scheduled for the end of the school week. However, pupils should try to manage their workload throughout the week to avoid a rush to complete assignments towards the end of the week.

To avoid hot spots for the handing in of **significant pieces of work**, each faculty has been allocated specific days/dates so this should help pupils manage their workload. (Attached to the end of this document).

## **5. Engagement in Learning**

Teachers will keep track of pupil engagement with work on a weekly basis. A whole school approach to non-engagement will be adopted. Full details of this process will be shared with parents/carers in due course.

## **6. Dedicated Email Box – Tech Support**

A dedicated email box has been set up to support pupils and parents/carers should they encounter technical difficulties during the January Lockdown. The email address is:

[techsupportellonacademy@aberdeenshire.gov.uk](mailto:techsupportellonacademy@aberdeenshire.gov.uk)

Staff will monitor the email box daily and will aim to respond to queries within 48 hours. It may be necessary to seek further support from the Aberdeenshire and/or Scottish IT Teams so issues may not be resolved within a 48-hour time period.

### **7. Google Guardian**

To support parents/carers to support their child(ren) with schoolwork, Ellon Academy will adopt a whole school approach to the use of Google Guardian. Google Guardian is a feature of Google Classroom which pushes out notifications to parents/carers who sign up to email summaries. Parents/carers should have received a letter regarding this with the action to be taken if opting into this notification service.

### **8. Support for Pupils and Parents/Carers**

As well as a dedicated email address to deal with technical issues, the Ellon Academy School Website will be populated with resources to support pupils and parents/carers with online/remote learning. This will be refreshed and updated as new resources become available.

### **In-school/Online Provision**

To ensure equity of provision for all pupils, work set/shared/delivered will be the same for those pupils learning from home as it will be for those vulnerable pupils who meet the vulnerability criteria and keyworkers' pupils supervised in school.

**Hand in Schedule – Significant Pieces of Work – January/February 2021**

W/C 18.01.21	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
	English S1/2	English S3	English N4/N5	English H	English AH
	Maths S3	Maths N4/5	Maths H	Maths AH	Maths S1/2
	Business Ed. N4	Business Ed. H	Business Ed. N5	Business Ed. S1/2	Business Ed. S3
	MFL H	MFL ADH	MFL S1/2	MFL S3	MFL N4/5
W/C 25.01.21	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
	Science S1/2	Science S3	Science N4/5	Science H	Science AH
	HWB S3	HWB N4/5	HWB H	HWB AH	HWB S1/2
	Humanities N4/5	Humanities H	Humanities AH	Humanities S1/2	Humanities S3
	Technical H	Media/Scottish Studies/Journalism	Technical S1/2	Technical S3	Technical N4/5
	Creative Arts AH	Creative Arts S1/2	Creative Arts S3	Creative Arts N4/5	Creative Arts H
W/C 01.02.21	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
	English S1/2	English S3	English N4/N5	English H	English AH
	Maths S3	Maths N4/5	Maths H	Maths AH	Maths S1/2
	Business Ed. N4	Business Ed. H	Business Ed. N5	Business Ed. S1/2	Business Ed. S3
	MFL H	MFL ADH	MFL S1/2	MFL S3	MFL N4/5
W/C 08.02.21	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
	Science S1/2	Science S3	Science N4/5	Science H	Science AH
	HWB S3	HWB N4/5	HWB H	HWB AH	HWB S1/2
	Humanities N4/5	Humanities H	Humanities AH	Humanities S1/2	Humanities S3
	Technical H	Media/Scottish Studies/Journalism	Technical S1/2	Technical S3	Technical N4/5
	Creative Arts AH	Creative Arts S1/2	Creative Arts S3	Creative Arts N4/5	Creative Arts H
W/C 15.02.21	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
	English S1/2	English S3	English N4/N5	English H	English AH
	Maths S3	Maths N4/5	Maths H	Maths AH	Maths S1/2
	Business Ed. N4	Business Ed. H	Business Ed. N5	Business Ed. S1/2	Business Ed. S3
	MFL H	MFL ADH	MFL S1/2	MFL S3	MFL N4/5
W/C 27.02.21	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
	Science S1/2	Science S3	Science N4/5	Science H	Science AH
	HWB S3	HWB N4/5	HWB H	HWB AH	HWB S1/2
	Humanities N4/5	Humanities H	Humanities AH	Humanities S1/2	Humanities S3
	Technical H	Media/Scottish Studies/Journalism	Technical S1/2	Technical S3	Technical N4/5
	Creative Arts AH	Creative Arts S1/2	Creative Arts S3	Creative Arts N4/5	Creative Arts H