

Remote Learning Advice and Guidance for Students



The Emmbrook School

The Remote Learning Procedure promotes our school's core values:

Family	Ambition	Integrity	Respect
It is important – more than ever – at a time of isolation that the school community works together and maintains strong communication and support for each other.	The remote learning provision seeks to provide students with well-planned and sequenced resources so that students have meaningful and ambitious work provided each day.	It is right for all students to be able to have access to remote learning provision so that their education is not impacted by school closures or self-isolation.	Independent learning, through remote provision, promotes self – respect and care for each student's learning journey.

When will you need to access remote learning?

- If there is a local or national lockdown or full school closure (due to Covid, extreme weather, power loss etc)
- If you are required to stay at home due to a partial school closure (this may occur if one year group is required to isolate or if there are high staff absences and the school cannot remain open at full capacity)
- If you are self-isolating because you or a member of your household has symptoms of Covid.



Remote Learning Advice and Guidance for Students during Lockdown

During the national lockdown, students will be required to continue with their education, whilst working remotely from home. If students are attending school as part of the Key Worker provision then they will also access the remote learning available whilst they are on the school site.

Lessons – including tutor time - will continue to follow the school timetable; lessons will be 50 minutes long to allow for regular screen breaks throughout the day.

Reg	08.25-08.45
Period 1	08.50-09.40
Period 2	09.55 – 10.45
Period 3	11.20-12.10
Period 4	12.25-13.15
Period 5	13.55-14.45
Period 6 (Y12 & Y13 only)	14.55-15.45

Live lessons will be offered and scheduled every day and students are expected to attend these lessons. If students are unable to access the live learning through Microsoft TEAMS then the lesson resources, with lesson instructions, will also be made available through Microsoft TEAMS for all students to access and work through independently.

Students should access all lesson materials through Microsoft Teams, complete work and return it to their teacher via Teams or email (in response to teacher instruction).

Teachers will provide regular feedback throughout the lockdown period.

Students who require additional learning support should contact their teacher directly.

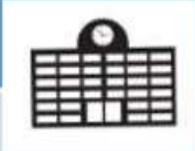
Students who require additional pastoral support should contact their tutor or year group pastoral leader

Students who are learning remotely are expected to:

- Be contactable during the school day.
- Attend all scheduled online meetings, where possible, on time and ready to learn.
- Complete work to the deadline set by teachers.
- Seek help if they need it, from teachers or learning support assistants.
- Alert teachers if they are not able to complete work.



Remote Learning Advice and Guidance for Students during Lockdown

Plan your day	Access Your Work	Complete your work	Submit your work	Respond to feedback	Seek help (if needed)
 <p>Follow your school timetable.</p> <p>Lessons will be 50 minutes long.</p> <p>Allow 10 minutes between lessons to take a break from the computer screen.</p> <p>Have some down time during break and lunch</p>	 <p>Log into TEAMS, using your school email account.</p> <p>Your teacher will schedule a live lesson which can be accessed via your calendar:</p>  <p>Resources for your lesson will also be uploaded into your class files.</p>	 <p>If you are attending a live lesson then you should follow your teacher's instructions and complete the work that is set.</p> <p>Use this opportunity to ask and answer questions (through the chat function) or by raising your (virtual) hand.</p> <p>If you are unable to attend the live lesson then you should access the lesson resources from your class files and work through the lesson tasks independently.</p>	 <p>You will be asked to submit pieces of work to your teacher (through TEAMS or email) so that they can mark your work and give you feedback on your progress.</p> <p>Make sure you have understood your teacher's instructions so you submit the necessary work.</p>	 <p>It is important that you read carefully through any feedback that your teacher has sent you and that you respond to any areas for improvement.</p>	 <p>Your Head of Year or tutor will be checking in on those of you who are not engaging with the remote lessons or completing the work assigned.</p> <p>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>Email your tutor and teachers if you are unwell and unable to access the lessons. Email your class teacher for specific subject support.</p>



Remote Learning Advice and Guidance for Students during Lockdown

Using Microsoft TEAMS to access Remote Learning:

 <p>Loading Microsoft Teams...</p>	<p>All remote learning will be provided through live lessons and uploaded lesson resources through Microsoft Teams.</p> <p>You will have access to Microsoft TEAMS through your school email account and through Microsoft outlook.</p> <p>Click here to understand how to access Microsoft TEAMS. Additional support from a student's perspective can be accessed here.</p>
 <p>2020-11x-En1a</p>	<p>Work will be uploaded into your class area on Teams.</p> <p>Within your class, your teacher will upload the work that you need to complete. This will be either in the files tab or the assignments tab</p> 
 <p>Microsoft Teams</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. Your teacher may also use the assignments tab or class notebook that will enable you to submit work through TEAMS.</p> <p>Alternatively, work can also be emailed to your teacher (if the class notebook function is not yet activated)</p> <p>You can download the TEAMS app on your phone or download it onto your computer.</p>
 <p>Staying Safe</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">▪ Only use The Emmbrook's online portals such as Doodle and Tassomai or established, trusted websites that we recommend (for example BBC Bitesize).▪ 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.▪ Should a stranger try to make contact you, let your parent/carer know straight away and do not engage in conversation with them.



Student Well-being

Life is different right now because of coronavirus. Some of these changes are difficult and upsetting. You might be:

- Feeling bored or lonely
- Sad that you are missing school
- Worried about exams and school work
- Missing your friends and other family members
- Worried about your parents' jobs

We need to take care and look after ourselves. It is important that we do not spend all our time worrying because this difficult time will not last forever.

When we look back on this time, we might find that we have learned some interesting things about each other and ourselves.

We cannot change the situation but we can find new and different ways to enjoy life and stay happy.

Here are some tips on how to keep happy and busy while you're stuck inside:

Be Kind: This is a difficult time for everyone. Therefore, if your sibling is annoying you, before arguing, see if you can understand how they are feeling – and maybe help them!

Look after each other: We all might feel a bit worried or lonely along the way, it is good to take care of each other, and sometimes helping someone else, makes you both feel better!

Don't worry too much: This won't last forever, and even when times are tough, everyday can have something amazing up its sleeve.

Organise your day: The school bell might not ring in your house but you still need a plan. Make time for school work, but also for relaxing.

Keep in touch: Make sure you talk to parents, friends and teachers particularly if you are feeling worried or anxious.

For further well-being support, download the app [Kooth](#) that provides free, safe and anonymous support:



MINDFULNESS MENU

What is 'mindfulness'?

Mindfulness is the ability to know what's happening in your head at any given moment without getting carried away by it. Mindfulness activities help us to:

- pay attention to the feelings we have
- process those feelings
- respond to the feelings in a controlled way.

Why do it?

Mindfulness has many benefits including reducing stress, helping us to pay attention, feel happier, learn more and be more patient. By don't just take or word for it, listen to what other young adults have to say about mindfulness:

https://www.youtube.com/watch?time_continue=128&v=kk7IBwuhXWM&feature=emb_logo

Inspired?

Try some of the activities from the Mindfulness Menu below:

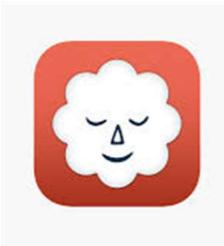
<p>3-Minute Music</p> 	<p>Mindfully listening to a music track is a quick and effective stress reliever and a great way to practice being completely in the moment.</p> <p>Choose a song to listen to – instead of just paying attention to the words, ask yourself:</p> <p><i>What instruments do you hear? Is the song loud or soft, fast or slow?</i></p> <p><i>What emotions does the song create in you?</i></p> <p><i>Where in your body do you feel them? Can you feel the beat of the music in your body?</i></p>
<p>Build something!</p> 	<p>According to a recent article from the UK, Lego has become a hugely popular mindfulness activity amongst young adults. Building with blocks or models allows your brain to 'switch off' and is very therapeutic, so get building!</p> <p>https://www.telegraph.co.uk/news/2020/01/04/millennials-finding-mindfulness-lego/</p>

<p>Tech Detox</p> 	<p>Too much time on devices can contribute to our stress; emails, news, notifications and social media can aggravate our worries and can distract us from our self-care. Taking a 30 minute break from ALL devices, including iPod/phones/TV will give you time to reconnect with yourself.</p>
<p>Notice the Good</p> 	<p>Try and notice 3 things that are good, or even OK right now – it could be a kind action from someone, the sun shining, hearing from a friend.</p> <p>You could write them down in a journal, put them in a 'good things' jar, talk with others about them or just think about them privately.</p>
<p>The Power of a Poem</p> 	<p>Reading poetry can be a helpful way to explore our emotions and experiences. Two poems which encourage mindfulness are:</p> <p>"The Guest House" by Rumi: Read the poem and think about what it would be like to welcome each emotion. <i>Have you ever had emotions that felt like unwelcome visitors? Have you ever had difficult experiences that you ultimately learned something from? What things do you do to avoid feeling your emotions? What happens when you avoid them? Can you try to welcome even your unpleasant emotions?</i></p> <p>"Autobiography in Five Chapters" by Portia Nelson: <i>What holes do you often fall into? Why is it so easy to make the same mistakes over and over? What new streets do you think you could walk down? What changes could you make that will help you better take care of yourself?</i></p>
<p>Spidey-Senses</p>	<p>A quick and easy mindfulness exercise you can do anywhere, any time. Take a few minutes to stop and engage your "Spidey Senses," the skill Spiderman uses to keep tabs on world around him.</p>



Focus on each of your senses in turn: what you can see, smell, hear, taste and touch? Tuning into what we observe is a great skill, also for non super-humans!

App it!



Sometimes tech *can* help us with our mindfulness! Try this FREE app to help you to learn mindfulness and meditation practices:

Stop, Breathe, and Think.

This app opens with a short "interview" where you will select several words to describe how you are feeling, and then the app recommends guided meditations for your current state.

Colour, Craft, Create, Cook...



Any creative activity is a mindful activity! Steal your little siblings' crayons, get out your sketch book, bake, knit or even head outside and make some 'mandala' art with natural materials.

Take time to do the crafty things you never get to do now you're all grown up...

The Worry Washing Machine

Can't stop yourself from worrying? Do your worries go round and round in your head like an overactive spin cycle?



Follow the steps in this funny but helpful guide to getting yourself out of that worry washing machine..

<https://chedyer.com/how-to-stop-worrying-and-negative-thoughts-in-4-simple-steps/>

Yoda



It's yoga, not *yoda*! Even so, yoga can give the same 'Zen vibe' as our calm-as-a-cucumber Star Wars pal. There are many forms of yoga and not all of involve bending yourself into strange poses. It is, however, great for relieving your body of tension, stretching out your muscles and resting your mind. Got a spare 20 minutes? Give it a go:

<https://yogawithadriene.com/yoga-for-teens/>