

## Working from Home: A Student Guide to Routines and Expectations

As a school we aim to ensure that teaching and learning continue as effectively as possible in the event of a closure. By following the information in this guide, you can ensure that you continue to make good progress in your studies and that we can secure the 'best in everyone'.

### Expectations

- ✓ Check Satchel One: Show My Homework (SMHW) – including if another website is to be used
- ✓ All work must be completed in full by students, submitted as instructed where appropriate
- ✓ Complete all work set to the high standards expected in class and from homework
- ✓ Complete and submit work each lesson, according to the timings of your normal school timetable
- ✓ Live lessons – follow the 'Live Lessons Protocol' as described in the ppt on the school website
- ✓ Complete and submit all homework set

### Routines

What to do	When
Ensure that you have set up your equipment and are ready to commence work	Before 8.00 am
Log in to your emails and Satchel: SMHW for tutor time messages and any activities	8.00 am
Once any tutor activities are completed you should spend until 8.30am on reading	8.00am – 8.30am
Log on to SMHW to check the tasks that have been set for the day	From 8.30am
Check that you understand what is required of you and email your teacher if unsure of what to do.	During lesson
Follow your timetable and complete the work as instructed on SMHW	As timetable*
Some tasks will require submission online – this may be electronic or jpeg images	During/end of lesson
Take a brief break between subject sessions, particularly if using a screen	1 and 2, 3 and 4
Keep break time and lunchtime to clear timings to enable you to keep routine	Break/Lunch
Inform your parent/carer if the task has not been completed and ask them to email your teacher to explain	Exceptional circumstances

### What should I do if I get stuck or do not understand a task?

Friends or family members may be able to help in the first instance however if subject specific or particular to task ask for help from your teacher via school email. Type in the last name of the teacher in the 'To' box and their name should pop up. You may find it useful to check all tasks for the day first thing and email as early as possible.

### Why haven't I heard from teacher – Why hasn't work been set yet?

A member of staff may be absent or unable to set work/respond to emails immediately. Most emails will be responded to during the lesson time where possible and within 24 hours (school days) otherwise (some staff are part time and will respond on their next working day). In the case of absence the Head of Department will endeavour to set work later in the day, so check again and get on with a different subject.

### Who should I contact if I cannot access a website or app?

Show My Homework – [office@seahavenacademy.org.uk](mailto:office@seahavenacademy.org.uk) (also for parent logins)

Educake – Science teacher or [brookesa@seahavenacademy.org.uk](mailto:brookesa@seahavenacademy.org.uk)

Hegarty / Sparx - Maths teacher first then [bartlej@seahavenacademy.org.uk](mailto:bartlej@seahavenacademy.org.uk)

Doodle – username is 'lastname firstname number' from school email address all with no gaps. Password Seahaven Office 365 – [helpdesk@seahavenacademy.org.uk](mailto:helpdesk@seahavenacademy.org.uk)

Seneca – each class that you are in will have a separate code, contact the class teacher via email for this when work is set if you do not already 'belong' to the Seneca class