



**Seahaven Academy**

The best in everyone™

Part of United Learning

# **Remote Learning: A Guide for Parents/Carers and Students**



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## Continuity of Learning Plan: Remote Provision for Students During Lockdown

As a school we aim to ensure that teaching and learning continue as effectively as possible in the event of a closure. Our policy and procedures during this time will help us to ensure high educational standards, in line with our school aims. They underline our commitment to learning as a partnership between students, teachers, and parents/carers.

There is no real substitute for being in an actual classroom with the class teacher, however in our endeavours to provide students with the best learning experiences possible whilst working remotely we will be providing a blended approach of both 'live' streamed lessons and ongoing online resources for learning. Streamed lessons will be used by subjects as and when deemed appropriate or pertinent to the aspect of a topic being studied with the majority of lessons containing a live component.

### Work will be:

- **Set daily** commencing with tutor time at 8am and subjects by 8.30am, according to the school timetable – 6 subjects per day of 50 minute duration
- Communicated in an effective way – via **Satchel One: Show My Homework** / Live lessons scheduled in Teams
- Appropriate and relevant to student needs (support will be provided by Key Workers for SEND students)
- **Completed** by students
- **Monitored and assessed** by teachers with **feedback** provided as identified in the scheme of work and departmental policy
- **Engagement** / completion of work will be recorded by teachers – students that do not attend or complete the work will be contacted by the class teacher via Show my Homework or email

**How to access work set** – via Satchel One (Show My Homework) on a computer or mobile device (please see the Computer System Information and Help Guide on how to access this if you are unsure)

### Each subject will set work in the way most appropriate to their need and may include:

1. The United Learning Student Hub – sign into this using the same username and password as used to log into school email address, or the school computers.
2. The Oak National Academy – no login required.
3. Other regular homework websites – eg Hegarty Maths. These will require students to use their login details that they use each week for homework.
4. Office 365 – Teams. For many students this is a site they are used to using in class and for homework in some subjects. School username and password are required to access student folders on this site.

### Handing in work

Submission will either be via the sites indicated above or by students photographing hand completed pieces of work (such as art or if access to a PC/laptop is not possible) and then emailing or submitting work via Teams (there are 'How to' guides for this on the school website).

## Useful Contacts

The school office will be open as usual from 7-4.30pm each day and the contact details are below:

Main switchboard number: 01273 517601

Email: [office@seahavenacademy.org.uk](mailto:office@seahavenacademy.org.uk)

Useful Contacts	Email Address
Pastoral Lead Year 7 – Mrs Kennedy	<a href="mailto:kennedym@seahavenacademy.org.uk">kennedym@seahavenacademy.org.uk</a>
Pastoral Lead Year 8 – Miss Desmond	<a href="mailto:desmond1@seahavenacademy.org.uk">desmond1@seahavenacademy.org.uk</a>
Pastoral Lead Year 9 – Mrs Sheppard	<a href="mailto:sheppardh@seahavenacademy.org.uk">sheppardh@seahavenacademy.org.uk</a>
Pastoral Lead Year 10 – Ms Furminger	<a href="mailto:furmingerk@seahavenacademy.org.uk">furmingerk@seahavenacademy.org.uk</a>
Pastoral Lead Year 11 – Mrs Bosley	<a href="mailto:bosleya@seahavenacademy.org.uk">bosleya@seahavenacademy.org.uk</a>
Pastoral Support Manager – Mrs Doyle	<a href="mailto:doyle1@seahavenacademy.org.uk">doyle1@seahavenacademy.org.uk</a>
Director of Learning Support – Mrs Macey	<a href="mailto:maceyc@seahavenacademy.org.uk">maceyc@seahavenacademy.org.uk</a>
Deputy Head Teacher: Teaching and Learning – Ms Christodoulou	<a href="mailto:christodouloum@seahavenacademy.org.uk">christodouloum@seahavenacademy.org.uk</a>
Deputy Head Teacher: Student Progress – Mr Newnham-Reeve	<a href="mailto:reevem@seahavenacademy.org.uk">reevem@seahavenacademy.org.uk</a>

Please note that students who need subject specific support should email their class teacher in the first instance and email addresses for these can be found on our school website: <https://www.seahavenacademy.org.uk/about-us/staff-directory/teachers>

## The School Day

Your lessons at home will be scheduled at the same time as they would be in school. This enables students to keep a consistent routine and for staff to be able to deliver live lessons online. The school day is as follows:

Tutor	8.00 – 8.30
Period 1	8.30 – 9.20
Period 2	9.20 – 10.10
Break	10.10 – 10.30
Period 3	10.30 – 11.20
Period 4	11.20 – 12.10
Lunch	12.10 – 12.40
Period 5	12.40 – 1.30
Period 6	1.30 – 2.20

## 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’
- ✓ 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 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

## Student Engagement

Teachers are tracking attendance at lessons in Go4Schools following our usual onsite learning procedures. Rewards will be awarded for engaging well and support effort. Subject teachers will contact parents/carers for non-engagement in a subject. Pastoral Leads and Key Worker will contact Parents/Carers with any concerns about general lack of engagement.

## Live Lesson Protocols for Students

We are pleased to be able to provide a live component in the majority of lessons for our students during this time. Students should see the expectations of live lessons as being no different to the expectations in the classroom. Below is a guide for students to outline the expectations and protocols for students before, during and after the lessons.

Before the lesson:
<ul style="list-style-type: none"> <li>▪ Login using your school account two minutes prior to the start of the lesson and wait until the teacher allows your access.</li> <li>▪ Be equipped with a pen and paper and any materials directed by your teacher.</li> <li>▪ Ensure the device you are using is charged/plugged in.</li> <li>▪ Remove distractions e.g. mobile phones, close all other tabs, set yourself up in a quiet space.</li> <li>▪ If you can, use headphones to listen to the lesson.</li> </ul>
During the lesson:
<ul style="list-style-type: none"> <li>▪ Microphones should be muted at all times, unless the teacher asked you to unmute.</li> <li>▪ Cameras should be on during the lesson so that you can interact with your teacher. Please ensure that you are dressed appropriately and the background is plain.</li> </ul>



- Fully participate in the lesson; no music, TV, games or other activities whilst lessons take place.
- Use the same appropriate/subject learning language as if you were in your classroom speaking to your teacher.
- Behave with the same high expectations as in classroom lessons, always acting responsibly and with respect.
- The chat function should not be used, unless the teacher directs you to or you have a question about your learning.
- Type questions about the work into the question box – personal or whole class responses will be made.
- Be as accurate as possible when asking questions. Simply saying “I don’t get it” will not help the teacher explain the aspect being asked about.
- Make sure you understand the follow-up tasks.
- The recording and capturing of images is strictly forbidden.

After the lesson:

- Complete and submit all work as instructed by your teacher.

If you don’t follow the above guidance, you will be removed from the lesson and should not attempt to rejoin. Parents and carers will be informed.

### 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 a 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.

### How do I access the curriculum/work if you don’t have digital or online access at home?

For any students that do not have digital or online access at home parents/carers should alert the school through the surveys that are distributed at regular intervals. If circumstances have changed then please contact the school office.

Where possible we aim to support families with the temporary loan of equipment that can be used to access and complete work set. If it is not possible to provide equipment then hard packs of work, following the curriculum topics for each subject, will be delivered. Students will work through the packs following their usual timetable until the situation can be resolved.

Do please contact the school if you require any form of support or guidance with the online provision.

## What type of feedback will I receive from my teacher on the work that I am completing?

Each day you will receive a reward point for each live lesson attended/submission of completed work. Additional rewards will be awarded for exceptional effort or work completed to an exceptionally high standard.

As with work completed in class and for homework you will receive feedback as per the departmental policy that is linked to the scheme of work. This could include assignment scores from SENECA/Teams Assignments/Hegarty etc with a minimum score requirement and need to repeat, whole class feedback and DIRT lessons (live or pre-recorded), requests for enhancements/improvements on particular pieces of work. It is important that you act on all advice and guidance given.

## Support for Students with Additional Needs

Key Workers (KWs) should be the first point of contact for students with SEND. The KWs will make regular contact with students checking in to see how they are getting on and how they may be able to provide remote guidance and assistance. Students and parents/carers can email KWs with particular queries or requests during the school day, KWs can liaise with subject teachers on behalf of students with SEND.

In addition to the support above, specialist programmes that students with SEND attend (including for reading and writing) will continue to operate remotely as per the students timetables. The work and links for this will be included with the daily work set on Satchel One.

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

**For help and guidance on how to use the computer systems, please refer to the Computer System Information and Help Guide which can be found online (see separate document).**

Quick guide for help:

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

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

Languagenut – login details are attached to Satchel One

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

## Homework

In addition to the tasks set for continuity of learning teachers are expected to set homework and students are expected to continue to complete the homework that they have been set on Show My Homework. The purpose of the work set is to help students to keep up with their peers, both in school and across the country. Often the nature of homework differs from classwork and provides students with the opportunity to practise specific knowledge and skills through retrieval activities, exam question completion etc. Homework displays in green on Satchel One and classwork in red so that the difference can easily be seen.

## How can parents/carers help?

- ✓ Ensure your son/daughter can access all the websites listed below and know their passwords
- ✓ Check Show My homework and discuss what work has been set
- ✓ Talk with your son/daughter about their work and the importance of completing the work set
- ✓ Help your son/daughter manage their time – check in from time to time
- ✓ Praise your son/daughter for successful completion of the work
- ✓ Contact the Pastoral Lead/ Subject teacher if there are queries about the work or further help is required
- ✓ For students with additional needs a member of our Learning Support team, usually the existing Key Link, will provide remote support to enable students to access the work and answer queries
- ✓ Go through the 'live lesson protocols' for students on the school website

## Remote Education for Self-isolating Students

Work will be:

- **Set weekly**, according to the allocation of **curriculum time on the school timetable**
- **Immediately** available
- Follow the **curriculum sequence** of lessons being taught in school
- Communicated in an effective way – via the **school website link 'Continuity of Learning'** on the home page under **'Information on coronavirus'**
- Appropriate and relevant to student needs
- Completed in full by students – as well as the **homework** set on Satchel: Show My Homework
- **Monitored and assessed** by teachers with **feedback** provided as appropriate
- If a whole class is self-isolating, where possible class teachers will be available on-line during the timetabled time to respond to queries and support students

### How to access work set for self-isolating students

1. Go to the home page of the Seahaven Academy website: <https://www.seahavenacademy.org.uk/>
2. Select the link 'Continuity of Learning' on the home page under 'Information on coronavirus'
3. Click on the tile labelled with the correct year group where you will find the work listed by subject.

Each subject will set work in the way most appropriate to their need and may include:

1. The United Learning Student Hub –sign into this using the same username and password as used to log into school email address, or the school computers.
2. The Oak National Academy – no login required.
3. Other regular homework websites – e.g. Hegarty Maths.  
These will require students to use their login details that they use each week for homework (see pg. 8 for contacts if you are uncertain of these).

## Student Engagement for Self-isolating Students

The Pastoral Lead (PL) for the year group will telephone parent/carer on first day of absence to discuss the following:

- Expectations for continuity of learning at home
- Where and how to find work on the website

- Access to technology – including via mobile phone (they will make arrangements if a student has no access)
- Stationery needs – including paper, pen, pencil (arrange to provide if no access)
- Eligibility for Free School Meal Voucher (inform Business Manager if required)
- Contact details for any queries

PLs will telephone parents/carers on Day 6 to review progress (or before if a concern is raised due to lack of work submission when reviewing the lesson by lesson tracker)

If a parent/carer informs the PL that a student is unwell and unable to work, they will alert both the Attendance Officer and teachers of that student.

The Key Workers for SEND students will:

- Contact parent/carer and provide support as per Student Passport
- Liaise regularly during absence in consultation with parent/carer

Teachers will:

- Fill in a daily tracker sheet identifying whether students have submitted work
- Respond to queries from students within 24 hours (work days)
- Feedback as appropriate

In addition to the tasks set here, students should continue to complete the homework that they have been set on Show My Homework. The purpose of the work set is to help students to keep up with their peers, both in school and across the country.

The general advice and guidance for home learning contained in this booklet continues to be relevant for both parents and students for periods of self-isolation when the period of restricted attendance during lockdown (national or local) is over.