



St Mary Magdalene Academy

The Courtyard



Parent and Pupil Remote Learning Handbook

OVERVIEW

Vision: The Courtyard aims to offer an outstanding educational and social provision that will equip our students with the skills and experiences needed to discover and live out their potential.

This handbook covers the educational provision for remote learning during such circumstances of school closure due to: illness epidemic, extreme weather, power-loss, inability to attend school for legitimate reasons and any other circumstances approved by the school and its Headteacher and governors. It includes guidance and instructions in line with The Courtyard's Remote Learning Policy.

The handbook outlines the requirements that The Courtyard expects should be met by parents and pupils during times of remote learning.

The Courtyard's approach to remote learning begins with the assertion that the learning experiences accessed by pupils when school is in regular session cannot be simply replicated through remote learning, particularly the invaluable social interactions and opportunities for communication that occur naturally among pupils and with their teachers. However, where possible, teachers will strive to create opportunities for pupils to continue to develop in all areas including academically, socially, emotionally and with regards to making progress with independence.

By using the term 'remote learning', The Courtyard believes this should include activities that do not solely include the use of a computer. Teachers' expectations, particularly regarding the PAIL and more practical subjects, will require pupils to engage a range of activities and media in order to progress with their learning. In some cases, some pupils will be working on paper copies of work.

The Courtyard's aim is for pupils to read, design, create, communicate and engage in authentic learning experiences, while continuing to be physically active, in order to make the best possible progress.

CONTACT

All pupils must check their email and/or their Google Classroom each day for information regarding their learning for the day.

Parents can contact the school by telephone on **0203 859 6350**

Or by emailing staff directly using the usual format: **firstname.surname** @smmathecourtyard.org

General enquires can be sent to **firstcontact@smmathecourtyard.org**

As a school we will remain in regular contact with parents and pupils.

DELIVERY OF EDUCATION

Teachers will plan lessons that relate as closely as possible to the current curriculum or qualification specification content pupils are working towards, with an adjustment made if necessary to ensure pupils can work as independently as possible in the absence of direct/face-to-face teacher or TA support. The lessons and linked tasks will reinforce existing understanding or introduce new knowledge and skills as planned in schemes of work or curriculum maps.

The Courtyard uses the Google Workspace which encompasses the full suite of operations offered by Google: G-Mail, Google Drive, Google Meet, Google Calendar and Google Classroom.



G-Mail



Google Drive



Google Meet



Google Calendar



Google Classroom



All lessons and communication between staff and pupils will be predominantly shared via Google Classroom. Tasks will be set using either Google Forms, Google Docs, Google Sheets or Google Slides.



Google Forms



Google Docs



Google Sheets



Google Slides

The Courtyard uses the IDL Literacy Intervention programme which is a multi-sensory independent learning programme. All pupils have an account on the IDL Literacy Intervention platform

<https://appuk.idlsgroup.com/#/login>

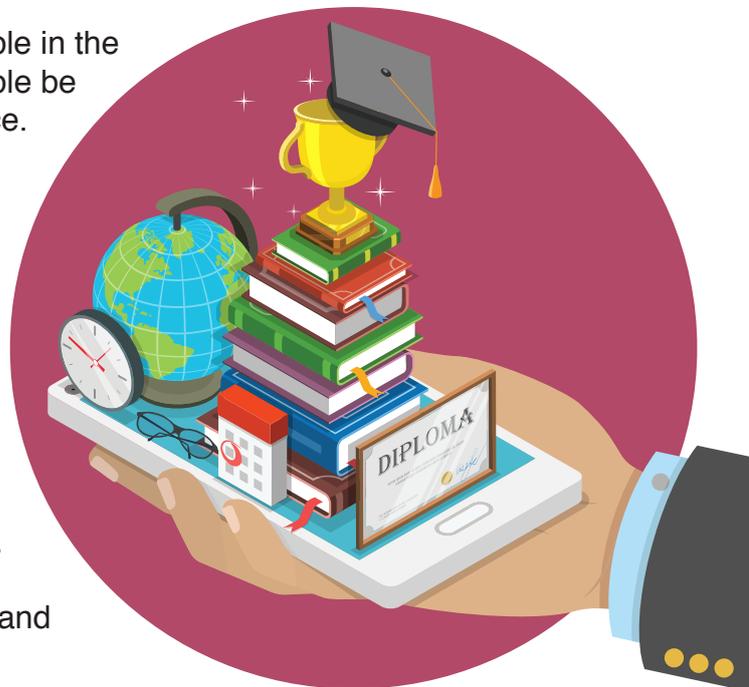
Pupils can work at their own pace on a variety of literacy lessons to improve reading, spelling and overall literacy skills.



GENERAL EXPECTATIONS

Pupils

- Pupils will be expected to follow their normal timetable in the first instance. Should any adjustments to the timetable be made, pupils and parents will be informed in advance.
- Where possible, all learning should be completed following the regular timings of the school day.
- Pupils must submit/turn in their work once it is complete so that teachers know it has been done and can offer support and feedback.
- Pupils who are working on paper copies of work must email clear photos of their completed task directly to their teachers so that they can offer support and feedback.
- Pupils taking part in live lessons will be required to follow the guidelines as outlined in this handbook. Should the guidelines not be followed, sanctions will be applied in line with the school's behaviour policy and parents may be contacted.

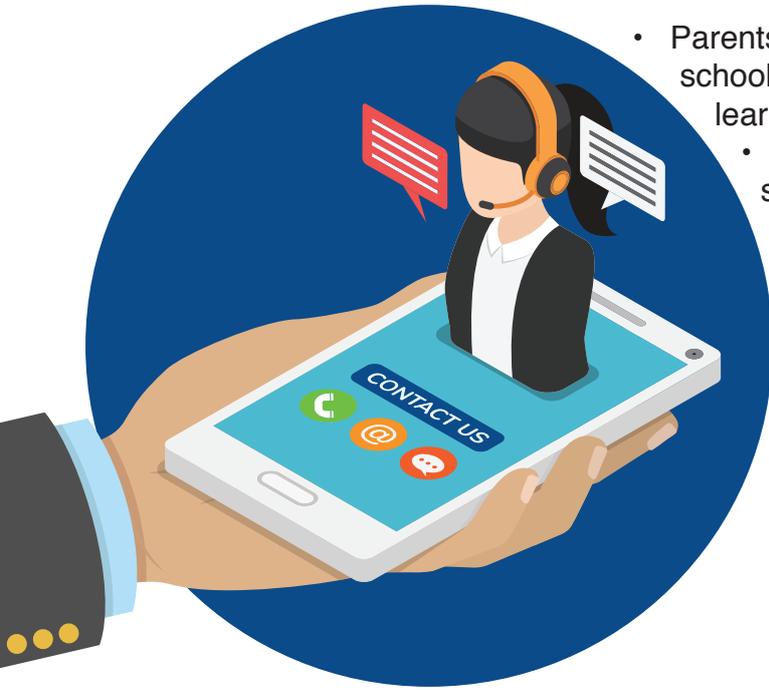


Teachers

- Teachers will use Google Classroom to share lessons and tasks in line with the regular school timetable (unless otherwise instructed).
- On a regular basis, teachers will offer live and pre-recorded lessons. Live lessons will be recorded and posted to Google Classroom for any pupils who were unable to attend so that they can catch up. Where live teaching is being offered, this will be via Google Meet. If issues arise, Zoom is the alternative platform. Teachers will send the invitation to pupils to join the lesson in advance.
- Teachers will continue to assess pupils' progress by giving feedback and support directly via the Google Classroom.
- Teachers will provide support and feedback to pupils completing paper copies of work via email or post, if necessary.
- Teachers will monitor which pupils are attending live lessons and engaging with their tasks and highlight regular absences or lack of work to the senior leadership team who will follow up with pupils and parents.



Parents

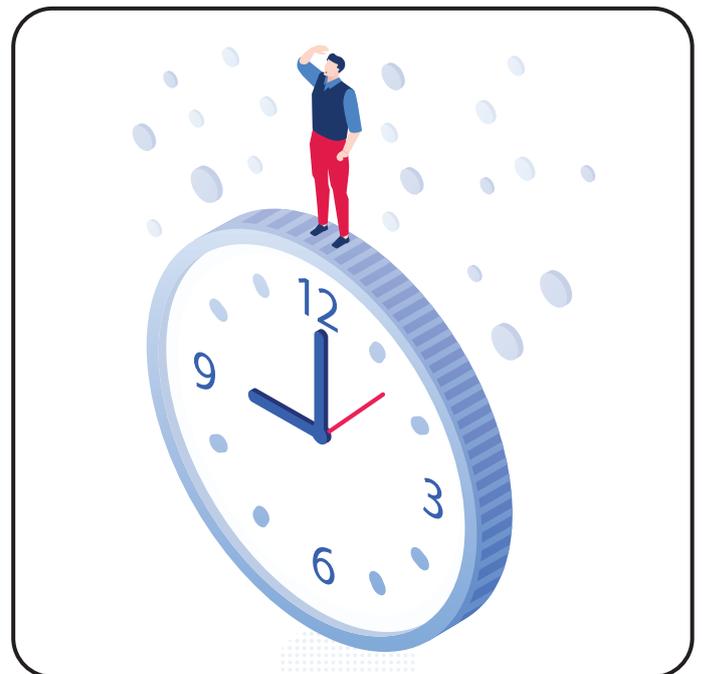
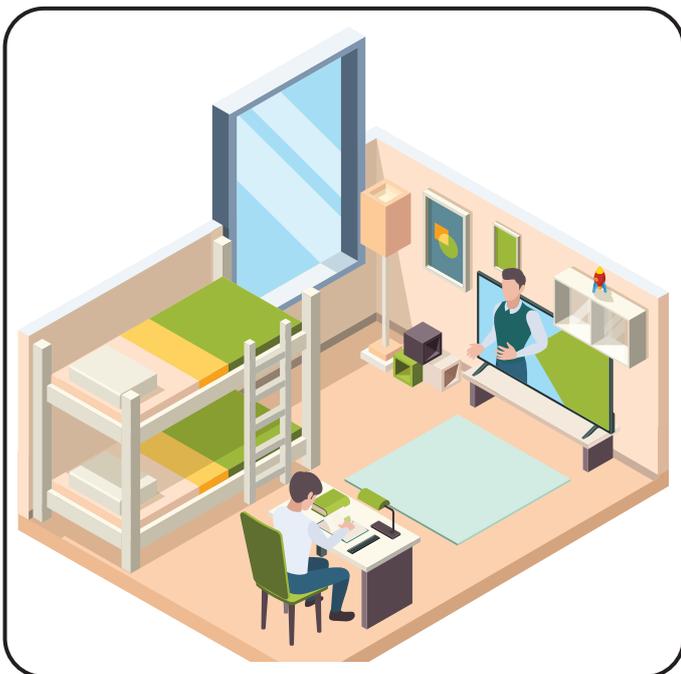


- Parents should encourage their child to keep up with their schoolwork as much as possible in order to maintain learning and progression and avoid falling behind.
- Parents should support their child in finding a suitable place to work.
- Parents should contact the school directly if there are any concerns or if their child is ill and unable to access their work.

REMOTE LEARNING PROCEDURES

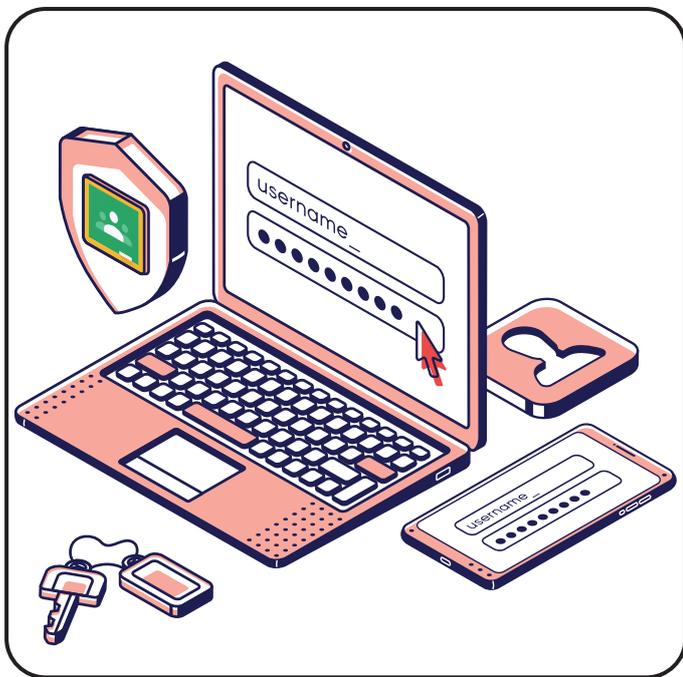
Google Classroom

Pupils should follow the procedures below to access their lessons on Google Classroom and follow the expectations in the case of live lessons on either Google Meet or Zoom.

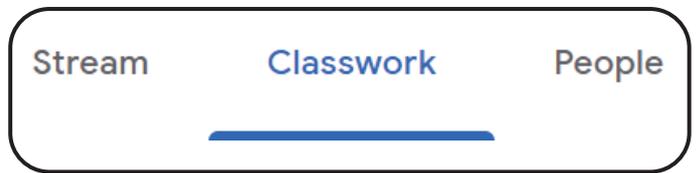


1 Find a suitable place to sit to complete your lessons and tasks
e.g. A desk or a table.
Remove any distractions: turn the TV off and put your phone away.

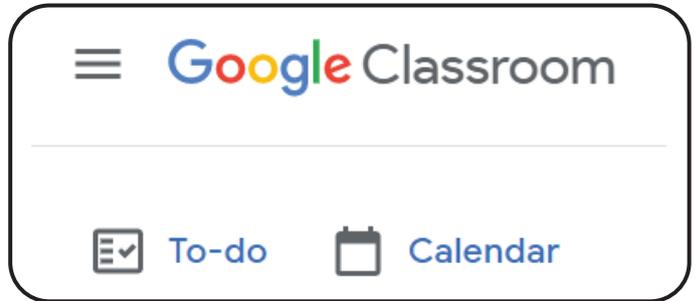
2 Be on time for your lessons.



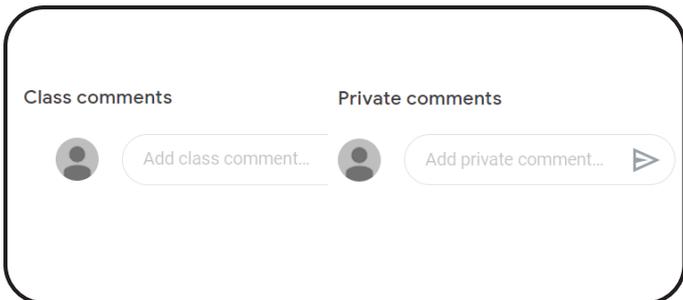
3 Log into your Google Classroom account <https://classroom.google.com/> using your school email address **firstname.surname@smmathecourtyard.org** and your personal password.



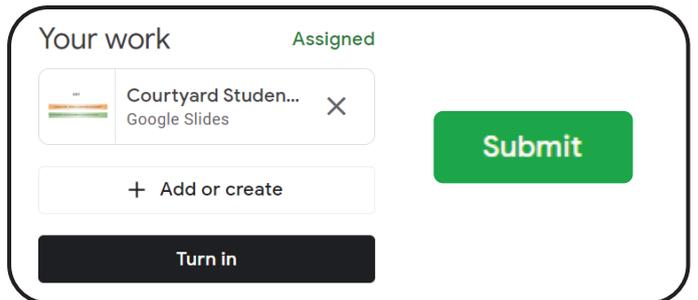
4 Go to the Google Class for the subject you have on your timetable and click on the **Classwork tab** at the top of the screen to see the work your teacher has set.



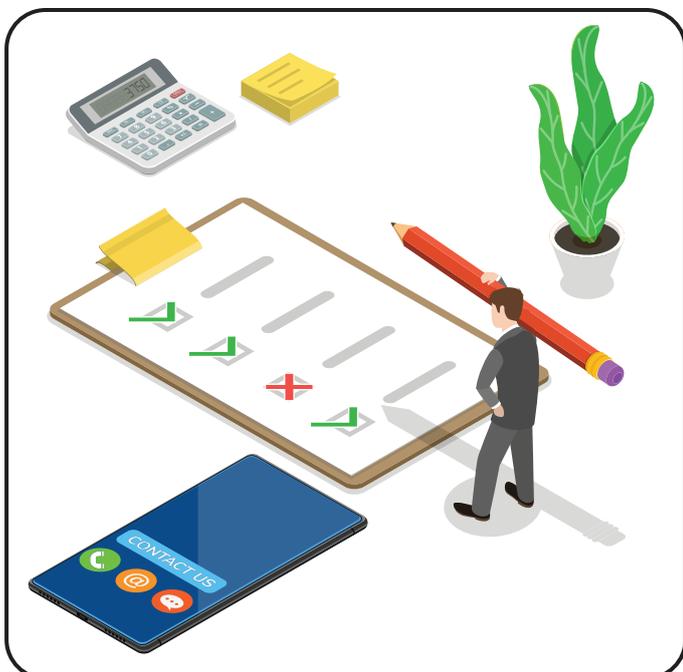
5 You can see ALL the tasks you have to do by clicking the **To-do** button at the top of your Google Classroom homepage.



6 You can message your teachers and classmates by typing in the **Class comments** box **OR** you can message your teacher directly with a **Private comment**.

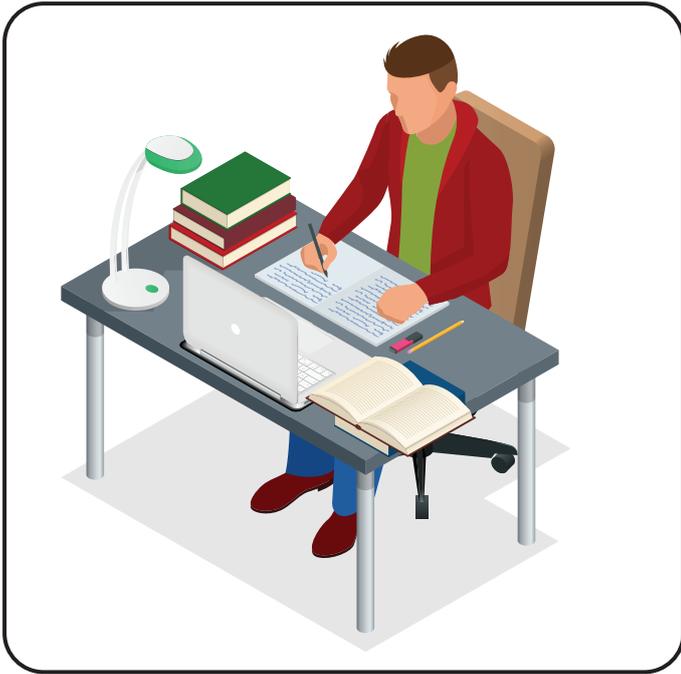


7 Make sure you click on the **Turn in** or **Submit** button when you have finished your work so that your teacher can mark it and give you feedback and support.



8 If you have completed your work on paper copies at home, send your teacher evidence of this by emailing clear photos of each page of work directly to your teacher's email address.

Google Meet or Zoom live lesson



1 Find a suitable quiet place to sit to complete your lessons and tasks *e.g. a desk or a table*. Remove any distractions: turn the TV off and put your phone away. Use headphones if you can't find anywhere quiet.



2 Be on time for your lessons.



3 Click on the link which has been shared by your teacher or on the Google Meet button in your Google Classroom.

This link is **not to be shared** with anyone outside of The Courtyard.



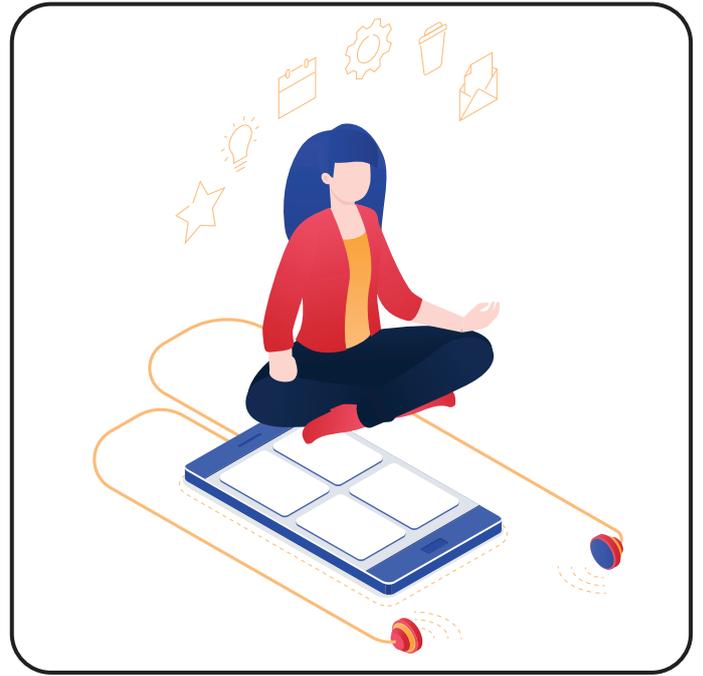
4 If you choose to have your **camera on**, make sure you are **dressed appropriately** *e.g. fully clothed, no revealing tops etc.*

If you have an **unstable internet connection**, it might be better to **only use the audio** function.

Google Meet or Zoom live lesson (continued)



5 You can use the **Chat function** in the Google Meet or Zoom session to communicate with your teacher or classmates. **You must not post personal information in the Chat function.**



6 Make sure your behaviour and language with your teacher and other pupils is **positive, polite and respectful**, the same as if you were in class at school.



7 Make sure you are **fully focused** on your teacher and your lesson and **not communicating with others on social media** or other platforms.

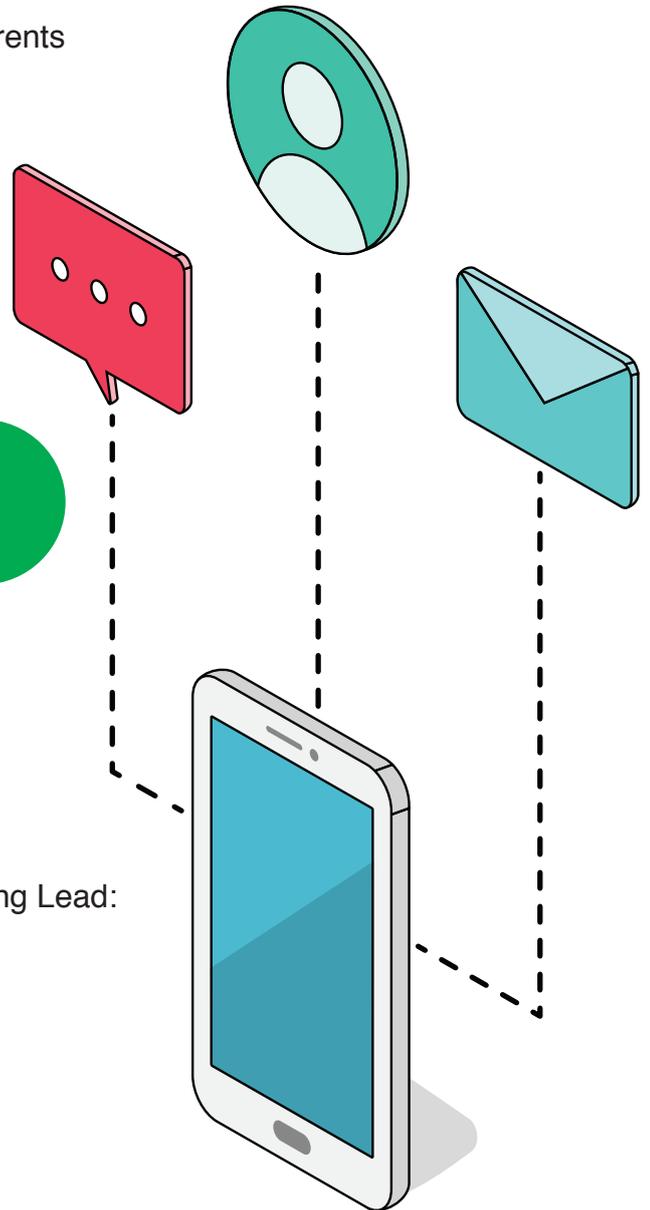
COMMUNICATION

- A daily online assembly will be held from 10.55-11.15am. **All pupils are expected to attend.** This is an important and valuable opportunity for staff and pupils to congregate and share a collective moment of communication. **Assembly Link: <http://meet.google.com/lookup/hh4xbtwvs>**
- Every Monday keyworkers will share with pupils and parents the number of lessons engaged with the previous week.
- The school will contact parents to discuss the best ways to support if pupils are struggling to engage.
- A fortnightly newsletter will be shared with parents regarding news, notices and celebrations from the preceding weeks.

POINTS OF CONTACT

- Headteacher and Designated Safeguarding Lead:
Deborah.Shepherd@smmathecourtyard.org
- Deputy for Teaching and Learning:
Katherine.Healy@smmathecourtyard.org
- Deputy for Pastoral and Deputy Designated Safeguarding Lead:
Louise.Norman@smmathecourtyard.org
- Head of Sixth Form and Careers and PAIL Lead:
Elena.Vidal@smmathecourtyard.org
- Lead Teacher for Maths:
Fajri.Aitken@smmathecourtyard.org
- Lead Teacher for English:
Cherina.Redman@smmathecourtyard.org

All other teachers can be contacted using the format: **firstname.surname@smmathecourtyard.org**



SAFEGUARDING

If something doesn't feel right or you are worried about yourself or someone else, please let the school know.

If you have any concerns around:

- Mental health
- Self-harm
- Suicidal thoughts regarding yourself or others
- That you or others are at risk from harm of any sort (either online or in real life)
- Online bullying
- Inappropriate messages or images

Immediately contact Mrs Shepherd or Miss Norman.



ONLINE SAFETY ADVICE

Here are some ways to help keep you safe online.

Always think **PROTECT** when online or on the phone:

[P] **Personal information** Never share your name, address, passwords, phone number, current location or school name.

[R] **Remember...** Your posts and photos stay online forever.

[O] **Only add friends you know** If someone you don't know asks to follow you or sends you a request, ask an adult. Don't chat with them and don't assume you can trust them.

[T] **Tagging:** Don't tag friends in a photo without their permission. If you don't want everyone to see it, don't post it.

[E] **Emotional:** If someone is making you feel bad tell an adult. If you feel bullied talk to an adult right away.

[C] **Communicate:** Always be polite online. Be positive, show respect, help others.

[T] **Think...** before you send: would you want your family to see it?

Also **Thinkuknow** is the education programme from NCA-CEOP, a UK organisation which protects children both online and offline. Follow the link to find out more <https://www.thinkuknow.co.uk/>



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Google Classroom



zoom



Google Drive



The Courtyard remote learning is powered and supported by:
Google Classroom, Google Drive, IDL and ThinkUKnow.

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Learning Handbook V1.0