



Parent Guide for Remote Learning: January 2021

Our aim is to provide a high-quality remote learning experience with the following features for all of our pupils:

Matched to a sequenced curriculum	Well planned lessons to develop pupils' knowledge and skills	Clearly explained concepts with engaging tasks to motivate pupils	Opportunities for teacher-pupil interaction
High quality accessible resources	Differentiated for learners with SEND	Provides meaningful and regular feedback	Monitors pupil progress

During the period of school closure, pupils across all key stages will follow their usual timetable, accessing all their curriculum subject areas. As far as possible the usual curriculum sequence will be followed. For some practical based subjects where the normal curriculum cannot be replicated during remote lessons, alternative activities will be set.

The following table indicates the duration of each lesson so that parents can help monitor pupil engagement. Individual pupil timetables can be accessed via the synergy parental portal (see synergy guidance at the end of this document).

8.45-9.10am	9.10am-10.10am	10.10am-10.25am	10.25am-11.25am	11.25am-12.25am	12.25am-1.00pm	1.00pm-2.00pm	2.00pm-3.00pm
Form Time	Lesson 1	BREAK	Lesson 2	Lesson 3	LUNCH	Lesson 4	Lesson 5

Form Time Y7-11: Form tutors will host at least one live form worship session each week. Pupils will be informed of the correct day to attend by their form tutor.

Form Time Y12-13: Form Tutors will host a full group tutorial each week. Students will also be expected to attend small group tutorials on a weekly basis.

Lessons: The majority of lessons will have a 'live' aspect via Microsoft Teams, followed by independent work set by class teachers which can be accessed via synergy.

Break and Lunch: Pupils should be encouraged to move around, take a short walk or get some fresh air in the garden during break, lunch and at the end of the school day.



Remote Learning Information:

Accessing remote learning	<p>Pupils should use the links on the website to access remote learning. https://www.deanery.wigan.sch.uk/ These are shown as red links immediately below the main images on the website.</p> <p>For Live Lessons: Use the student email link. Pupils receive an email invitation to a live lesson and these are also shown in their outlook calendar (Do not access live lessons via the Teams app using a different email address- this would show your child as a 'guest' and they may not be admitted to the lesson)</p> <p>For Synergy Classwork: Use the 'synergy student portal link' and access synergy via the Microsoft Office 365 log in</p>
Live Lessons	<p>Most lessons will have a 'live' aspect delivered via Microsoft Teams, usually at the start of the lesson. Live lesson delivery will depend upon teacher availability, and whether a live aspect fits with the lesson objectives. For example, some lessons may be assessment based, and the live aspect isn't required. Some practical subject areas, for instance games, will not have a live aspect and pupils will be set alternative tasks via synergy. The duration of the live aspect of the lesson will vary according to the nature of the topic and the expectations for independent work following the live lesson.</p>
Independent Activities via Synergy Classwork	<p>All lessons will have teaching and learning resources available for pupils via 'Synergy classwork'. If a teacher requires a piece of classwork to be submitted, or sets homework for the class, this will appear within 'Synergy homework'. Pupils should access the lesson resources following the live part of the lesson, or complete the tasks within synergy if they are unable to attend a live lesson for any reason.</p>
Attendance	<p>Pupil attendance at live lessons will be closely monitored by teachers. Attendance will also be monitored via engagement with the resources set on synergy and the submissions of requested classwork and homework. If we have concerns about the attendance or engagement of your son/daughter, the relevant Head of Year will be in touch with you. Parents can monitor attendance via the Synergy Parent Portal:</p> <p>Attendance to live lessons: From the synergy menu select attendance then lesson details. Scroll down to half term 3 - here you will see attendance to live lessons. If it is marked "B", your child has attended the live lesson. If it marked "X" your child has not attended the live lesson (morning and afternoon registration will be marked "X" - this is the correct code for all pupils; please ignore this).</p> <p>Accessing work via Synergy: From the synergy menu, select classwork. You will see all subjects listed. Where work is available it will show the day of the week highlighted in red or green. If it shows in red, the work has not been looked at. If it shows in green, the work has been looked at.</p>

Submission of work	<p>There is no expectation for pupils to submit all the work they complete remotely. Teachers will request submission of key pieces of work following a short sequence of lessons, or a task completed during a stand-alone lesson. Pupils should only submit the work requested by teachers and all submissions should be made via 'Synergy homework'.</p> <p>It is important for pupils to be highly organised with the work they complete and save it regularly. For example, they could set up a folder for each subject area or each teacher, and save all their independent classwork, and all their submissions into the correct folder.</p>
Feedback	<p>Pupils will receive regular feedback on their work and their progress, and this may take a variety of forms:</p> <ul style="list-style-type: none"> • As a whole class feedback sheet- shared via synergy within classwork or displayed within a live lesson • Personalised comments for the pupils via synergy • % scores automatically generated via online quizzes • Verbal feedback at the start of, or during, live lessons • As anonymised model pieces of work shared with the whole class • Provision of mark schemes for questions- pupils can submit self-marked work for teacher records • Within the chat function within Microsoft Teams <p>Since some subjects have lessons more regularly than others, the frequency of feedback may vary from subject to subject</p>

Supporting your child during remote learning

Pupils of all ages may find being away from school and engaging with remote learning difficult. They are away from their friends and teachers, and their usual routine has been disrupted. The following provides some simple ways in which parents can support children during a phase of remote learning:

- Having regular/set times for getting up and going to bed
- Ensuring pupils wash and get dressed each morning
- Ensuring pupils eat breakfast and eat healthily at other mealtimes through the day
- Ensuring pupils are taking a break at the correct times and getting exercise regularly through the week
- Facilitating a quiet place to learn at home, away from distractions
- Checking pupils have all the equipment they need
- Providing opportunities for pupils to talk about their learning, and discuss their wellbeing with parents and carers
- Reassuring pupils who are worried or anxious about their work, and contacting school where necessary to inform relevant staff

Synergy and Microsoft Teams Guidance

Guidance for the pupil and parental use of Synergy and Microsoft can be found via the following link to our website

<https://www.deanery.wigan.sch.uk/homework/>



There are a few useful points to note below:

1. For pupils' engagement with Synergy classwork to be visible by teachers, they must log in via the pupil synergy portal. If they access and complete resources via the parental synergy portal this will not be shown as engaging with the work.
2. If your child is ill or attending an appointment and therefore cannot access live lessons or complete the work, please contact school via attendance@deanery.wigan.sch.uk
3. Whilst engaging with live lessons, pupils should have their camera off and engage with the full duration of the live lesson. Pupils should use formal language when writing answers or comments within the chat function and refrain from having conversations with other students. All conversation should be relevant to the lesson.

Further Information for Parents

Further information relating to remote learning is available on our website.

<https://www.deanery.wigan.sch.uk/wp-content/uploads/Information-for-Parents-Remote-Learning.pdf>