

Staying on top of your Remote Learning

Information for pupils

Dear Pupils

For the second time we are facing a period of national lockdown when most of you will not be in school but will be learning remotely from home.

Your education is really important which is why all of us want to ensure that you keep up with your learning.

Your teachers and all the staff at St Bernadette will be doing all they can to support you but we need you to play your part too.

This is a chance for you to show that you have the ability to be an independent learner by taking personal responsibility for your learning, managing your time carefully and ensuring that you complete your work to the best of your ability.

As we enter the second week of term I want to remind you of some of the things you need to do each day.

Ensure that you:

- Check your school email account for messages from school
- Check Google Classroom to see what work that has been set for you
- Establish a routine for when and where you will complete your school work
- Ask for support and help if you need it from family, friends and of course your teachers
- Talk to your parents about your work – tell them what you have been doing and learning
- Share your work with your teachers if it has been completed electronically or you can take a picture of it and attach it in Google Classroom
- Show your teachers that they have completed a lesson by clicking the 'Mark as done' button in Google Classroom

You should also:

- Balance the time you spend in front of a screen with other work and activities
- Take regular breaks and stay as physically active as you can
- Read regularly for pleasure – try a new book or why not try an audio book online

How will your teachers be setting work?

Teachers will set work using Google Classroom. Work will follow your normal timetable, so you will know what to expect each day.

Some tasks may require access to the internet, others should be completed offline and away from a computer/phone.

Some lessons may be recorded so that your teacher can lead you through the work and some lessons may be live. Teachers will use Google Meets for live lessons and will provide you with a link in Google Classroom. Look out for messages telling you that there is going to

be a live lesson. (If you are unable to use a computer when a live lesson is taking place teachers will be recording the lessons and will share that with you.)

Teachers will be setting the 'due date' for lessons as the day on which the lesson is due to take place on your timetable. If you do not complete a lesson on the day it is set it will go into the 'missing' section in your 'To do' list so that you can catch up on the work.

Assessment/feedback

Teachers will try to ensure that they respond to your work by acknowledging it has been completed or by giving you feedback in Google Classroom.

Frequently Asked Questions

How long should I spend on a piece of work?

People work at different rates and some of you will work faster than others. In general terms, you should spend up to 45-60 minutes on each lesson, just as you would in school.

I have finished all my work, what should I do?

If you have finished the work set, you should first check it through for accuracy and then for spelling, punctuation and grammar. Attach the work or a picture of it and 'mark as done' in Google Classroom. Any remaining time could be spent reading, watching an educational programme or researching a topic you are interested in related to the subject. This might also be an opportunity to try out a new hobby, be creative or perhaps learn some practical skills to help out at home!

What should I do if I have not finished a piece of work?

If you have spent an hour on a piece of work and still not finished all of the work you can write on the work 'x minutes work completed' to show how long you have spent on the task. You might come back to this piece of work later on or move on to the next lesson set.

I do not understand the work that has been set?

In the first instance read it aloud to yourself and then to someone else – this often unlocks the problem. If not, leave the piece of work and complete another before going back and re-reading the instructions carefully again. If this doesn't help, then you might ask a classmate if you are in touch on social media. You can of course contact your teacher to ask for help or an explanation. Failing that, have a go at the piece of work, do your best and then move on to the next subject.

How should I complete my work if I only have limited access to a computer?

Check your work in the morning and make a plan for the day, working out which tasks need a computer and which you can complete on paper or in your exercise book. Write down tasks that can be completed away from the computer or, if you have a mobile phone then you could use the Google Classroom App or log on to Google Classroom online to view your work and complete tasks.

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