

# Walthamstow Academy

## Parent/ Carer Guide to Remote Learning – January 2021



During this period of remote learning we want to ensure that our students' learning experience is as close as possible to what it would be if they were in the building. This guide sets out what you can expect whilst our students are learning remotely.

### **How often is work set and where can my child access it?**

Students will follow their normal school timetable for their online learning. Students and parents/ carers can access their school timetable on Google Classroom and School Gateway.

Students should log on to Microsoft Teams at 8:55am each morning to be ready for the start of assembly with their Head of Year or registration with their tutor at 9am.

The school day runs as follows:

Registration	9.00-9.30
Period 1	9.30-10.15
Period 2	10.30-11.15
Period 3	11.45-12.30
Period 4	12.45-1.30
Period 5	2.15-3.00

Each lesson lasts approximately 45 minutes (as opposed to 60 minute lessons when students are in the building) to enable our students to have short breaks from their screen. Teachers will take a register at the start of each live lesson and we will contact you if your child is not attending their online lessons. We will also be recording Engagement Data every week while your child is working at home, and we will send this to you as soon as it is available.

We still expect our students to display the excellent conduct they demonstrate in the building in their online lessons. We have produced a Microsoft Teams Code of Conduct for students which will be emailed to you alongside this guide and will be available on the school website.

### **How can my child access Google Classroom and Microsoft Teams?**

Every student at Walthamstow Academy has their own Google Classroom account and Microsoft Office account (which they log in to in order to access Microsoft Teams).

Students can log into Google Classroom at <https://google.classroom.com>

Students can log into Microsoft Teams at <https://office.com>

Both Google Classroom and Microsoft Teams can be downloaded as apps onto smartphones and tablets (this means students are permanently signed in and it's quicker to access the software after the initial download of the apps).

We have produced a Google Classroom guide and a Microsoft Teams guide for students which can be accessed via the school website and has also been emailed to you.

### **What feedback should I expect my child to receive?**

- 1) During live lessons on Teams, teachers will be giving verbal feedback to students over the course of the lesson. Encourage your child to upload an image of their work to Google Classroom or OneNote so this can take place.
- 2) If work is submitted to Google Classroom or OneNote, teachers may also decide to give written comments to your child.

### **What if my child needs help?**

Please encourage your child to contact their subject teacher or Head of Year. This can be done via email or through Google Classroom. If your child does not have access to the internet or to a computer then please email [zaf.rehman@walthamstow-academy.org](mailto:zaf.rehman@walthamstow-academy.org) so we can support you in setting this up.