



Working from Home - A Guide for Students

1. **Be realistic.** This advice applies to parents, teachers and students. Some of you will have parents who are able to be heavily involved at home, others much less so. Some of you will have extensive and full internet access, whereas others will have very partial access. Working from home is not, nor ever will be, a full replacement service for being at school.
2. **Keep to a routine.** To make working from home a success you need to feel you are actually working – therefore a routine will help with this. Sticking to the suggested timetable will help with this. Access Edulink and your school e-mails at the same time every day – I suggest 9.00am. Keep a list of tasks you need to do and tick them off when completed. Schedule in time each day for other activities; if possible this should include physical activity each day.
3. **A manageable student workload:** What's reasonable to sustain at home? Our expectation is that you spend 3 hours each day completing the work set for you as a minimum. The older you are, the more time you may spend so that if you are a student in Year 13, you may spend 6 or 7 hours each day completing school work.
4. **Contact with teachers:** Please e-mail a teacher if you have queries about the work you're doing. We have asked the teachers to spend time each day checking on and responding to e-mails. If you send an e-mail please expect a response within 48 hours. Teachers may respond more quickly than this but, remember, teachers will still be in school teaching their other classes or, in some cases, may also be self-isolating, so a quick reply may not always be possible.
5. **Do something different:** Working from home can give a unique opportunity to allow you time to learn something new. Thinking about something you could do for 1 hour every day that has always interested you, but you've never had the time to do is exciting! It could unleash a new passion, help you develop a new skill or make you think differently about the world around you. For example:
 - Teach yourself to play a musical instrument
 - Plan and cook a meal for the family from scratch
 - Take photos and keep a photo journal of your time working from home
 - Learn how to use the washing machine....and how to do the ironing
 - Learn to play a new game: chess or sudoku
 - Teach yourself a new language

6. **Extend your knowledge:** Using online resources allows you to develop and deepen your understanding of a subject. Try www.futurelearn.com – this has a wide-range of free online courses that you can try which enhance & compliment the schoolwork you do.
7. **Keep connected:** School plays an important social role as well as an academic one. When working from home please make time to keep in touch with friends. Please don't forget family members who may be alone – a daily phone call to granny or grandad for example would be a kind thing to do.

And for parents:

1. If you need to contact the school, please e-mail: enquiries@bishopstopford.com
2. If you need to contact a particular member of staff access our website for contact details: <http://www.bishopstopford.com/contact>
3. If you need to help your son/daughter access any of our online learning platforms please use the 'Bishop Stopford School – Useful Links' information sheet.
4. If you have concerns about a child's safety or welfare please contact Mrs Clare Smith (Designated Safeguarding Lead) or Mr Raghoo (Deputy Designated Safeguarding Lead) via safeguarding@bishopstopford.com
5. If you need to report student absence, please e-mail: studentabsence@bishopstopford.com. Alternatively call and leave a message: 01536 503503, Option 1. If the absence is COVID related, we need to know:
 - The date of a positive COVID test
 - The date that a test is due to be taken
 - And, if your child is coming back to school following a negative COVID test;
 - The date the negative test result was confirmed

Remote Learning Tasks

Your teachers will set you work via Edulink. This will be available to you within 24 hours of the start of your period of self-isolation. Prior to this, please see below for a range of tasks that you can complete.

To help you with your work at home – on pages 6-7 - you will find links to various revision tools that you have access to. Please use these to help you at home.

Task 1:

For all subjects:

- This task should take no more than 1 hour per subject
- Complete any homework
- Finish off any other work that is incomplete
- Organise your book – make any corrections, underline any titles, stick in any loose sheets
- Look back at any assessments completed this year – focus specifically on MRI tasks and make sure these are complete

Task 2:

For all subjects:

- Spend up to 2 hours on this task per subject
- Pick one topic you have studied this school year
- Read all your notes/work completed on that topic
- Make a revision resource to summarise the work you have just re-read. This could be a mindmap, a table of information, revision cards or some other method.
- Use your revision resource to make a 10 question quiz
- Get someone to quiz you to check your understanding
- Access SAM Learning: <https://platform.samlearning.com/> and complete activities on the topics you have been revising.
- Identify one aspect of the topic that you find most interesting (where appropriate). Think of some additional research that you could carry out to develop your knowledge and understanding of it. Produce this research on one side of A4 in whatever way you think would help others to understand it clearly.

Task 3:

For all subjects:

- Visit Oak Academy on: classroom.thenational.academy
- Click on Schedule and then click on your year group
- Here you will find lessons for different subjects. You should complete lessons for any subjects that you study
- Where possible, complete lessons that match the topics that you are studying in school.
- If you can't remember the topics you are studying in school, visit our website and look at the Curriculum Booklet for your yeargroup - <http://www.bishopstopford.com/curriculum/curriculum-booklets>

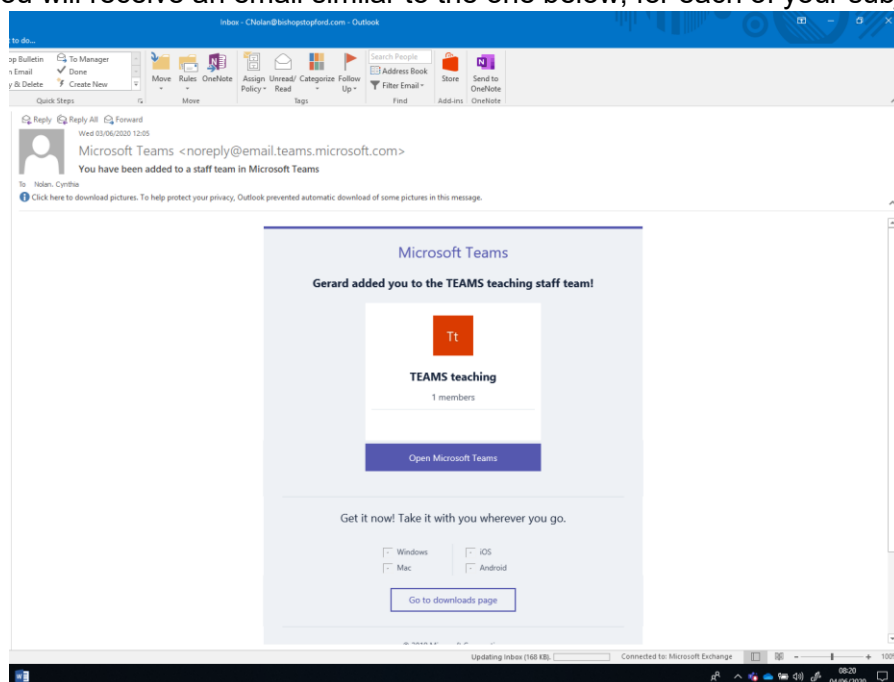
Task 4:

- Access Bedrock Learning: <https://app.bedrocklearning.org/>
- Complete the units that are available to you

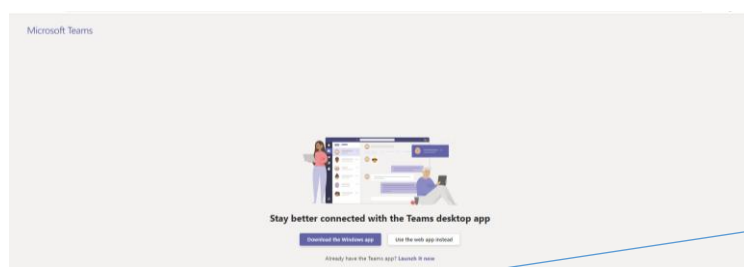
Spend up to one hour on this task

STUDENT GUIDE to MICROSOFT TEAMS

1. You will receive an email similar to the one below, for each of your subjects



2. Click on the Button OPEN MICROSOFT TEAMS. The following screen will appear. If students are using their Computer then we suggest that students click on **download the App** (lilac box), however if students are using a phone or tablet, they can click on the **Web App instead**. If using the web app we suggest you bookmark the page for easy future access.



3. Once in TEAMS, go to your calendar, to see your various lessons already scheduled.
4. Once in the Calendar, click on your lesson at the time of your lesson and click on **JOIN**

