

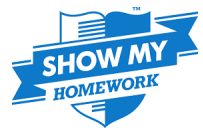
## Remote Learning at JCA

This is a guide for parents and carers on how we provide teaching for students who are not in the classroom.

It includes information on accessing teaching online, contacting school for help, borrowing a laptop, using school email and how to get [help](#).

### 1. Accessing teaching online

If your child misses school, for any reason, they can access work that will mean they do not fall behind. It is all on [www.showmyhomework.co.uk](http://www.showmyhomework.co.uk) and when they sign in, they should go to 'calendar' on the left, where they will find instructions and links and explanations from their teachers.



This provision will never be as good as being in the classroom with their teacher; it is something to help them keep up with the important things they need to learn. It is important they do the work for all their subjects, and they don't pick the ones they find the easiest or like the most. They must do all the learning for all of the time they are out of lessons.

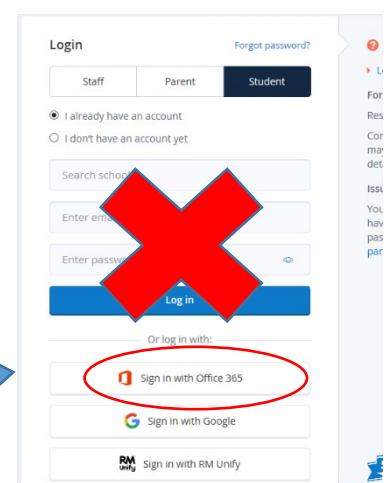
Students should read all instructions really carefully and write down new information carefully. Once they have checked their answers, they should go back over their work and see which bits they need to focus on again.

### 2. How to sign in to Show My Homework (students)

- Go to [www.office.com](http://www.office.com)
- Sign in with JCA profile, [firstname.lastname@jca.clf.uk](mailto:firstname.lastname@jca.clf.uk)
- Go to [www.showmyhomework.co.uk](http://www.showmyhomework.co.uk)
- Make sure 'student' is chosen at top of screen.
- Choose 'sign in with Office 365'
- Stuck? See FAQs, below

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2. Sign in with JCA profile, [firstname.lastname@jca.clf.uk](mailto:firstname.lastname@jca.clf.uk)
3. Go to [www.showmyhomework.co.uk](http://www.showmyhomework.co.uk)
4. Choose 'sign in with Office 365'

(Don't enter email or try to sign in with Google!)



**Principal: Kate Willis**



### 3. How to sign in to Show My Homework (parents/carers)

You can sign in to Show My Homework too, so you can see the remote learning your child has been provided with. Remember that there will be a lot of tasks and they only need to submit the ones for the lessons they miss.

You will have received an email from school with your login code.

- Go to [www.showmyhomework.co.uk](http://www.showmyhomework.co.uk)
- Make sure 'parent' is chosen at top of screen.
- The first time you sign in, choose 'I don't have an account' and sign in using your code.
- The next times you log in, use the 'I already have an account' button.
- Stuck? See FAQs, below.

### 4. Borrowing a laptop from school

If you do not have a computer or tablet at home, we may be able to lend you a laptop that your child can use at home if they are isolating. Email [JCAinfo@clf.uk](mailto:JCAinfo@clf.uk) or ring the school on 0117 976 3000 and tell us your child doesn't have a computer to use. You will need to tell us their full name and year group. Someone will need to come to school to collect it, and sign a contract saying you will look after it and bring it back when your child returns to school.

### 5. Using school email

The best way for a student to contact their teachers is by using their school email account.

- Go to [www.office.com](http://www.office.com)
- Sign in with JCA profile, [firstname.lastname@jca.clf.uk](mailto:firstname.lastname@jca.clf.uk)
- Click on 'outlook' on left hand side to go to email inbox
- To send an email, click 'new email' and write teacher's surname in the 'to' box. Click on 'check names' at the top of the screen

A reminder that students must use their email account responsibly and maturely!

## FAQs

My child's login does not work for [www.office.com](http://www.office.com), what should I do?

Try [firstname.surname@jca.clf.uk](mailto:firstname.surname@jca.clf.uk). If it doesn't work, email [JCAinfo@clf.uk](mailto:JCAinfo@clf.uk) or ring the school on 0117 976 3000 and ask for your child's Office 365 password to be reset. Someone from school will reply as soon as possible with confirmation of the login and new password.

My login for Show MY Homework doesn't work, what should I do?

Email [JCAinfo@clf.uk](mailto:JCAinfo@clf.uk) or ring the school on 0117 976 3000 and ask for your PIN and to check we have the correct email address for you. Someone from school will reply as soon as possible with confirmation of the login and new password.

**Principal: Kate Willis**



I am not receiving emails from school, what should I do?

Email [JCAinfo@clf.uk](mailto:JCAinfo@clf.uk) or ring the school on 0117 976 3000 and let us know you need to check or update the email address we have for you.

My child doesn't know how to complete the work they've been set. What should they do?

Firstly, go back and read all the instructions really carefully, and then read them again. They should read all the information they've been given and not give up because it's hard: they need to grit their teeth and try their best. It is ok for them not to know all the answers, that's because they're at school to learn! The most important thing is that they are patient and believe they can work out what to do.

If the work seems completely inappropriate, email [JCAinfo@clf.uk](mailto:JCAinfo@clf.uk) with your concerns, providing your child's full name and year group and which subject you're worried about, and your email will be passed to the pastoral team so someone can help. Your child can also email their teacher directly (see number 5, above).

I don't have a PIN to sign in to Show My Homework, what should I do?

Email [JCAinfo@clf.uk](mailto:JCAinfo@clf.uk) or ring the school on 0117 976 3000 and ask for us to send you your PIN. Someone from school will reply as soon as possible with details of how you can sign in.

What's the difference between remote learning and homework?

Remote learning is what we are providing for students who miss lessons, because they are at home ill or isolating or in a support hub within school instead of in their lesson. Students who attend all their lessons don't need to complete this work.

All students do need to complete the homework set for them by their teachers. Tasks on Show My Homework are clearly labelled as either **remote learning** or **homework**.

Students who are in lessons are welcome to also complete their remote learning tasks as these are great practice and a fantastic way to revise and improve their learning.

What happens if my child is sent home from school to isolate?

They should get on [www.showmyhomework](http://www.showmyhomework) and complete the **remote learning** tasks every day, reading instructions carefully.

What does remote learning look like?

It can vary, depending on what's best for each subject. It could be a video explaining a new idea and a worksheet for practice, it could be online questions, it could be something for students to read themselves and instructions to follow. They will never need a printer, only a pen and paper.

**Principal: Kate Willis**



What happens if the school has to close?

If the school closes for a week or more, we will provide three 'live lessons' per day, which students can go to by following a link on Show My Homework. There will also be independent work for them to complete, which will also be on Show My Homework. We will send the timetable for the lessons out to parents and carers by email. This is only for if the whole school closes, which is unlikely but not impossible. Our most vulnerable children and children of keyworkers will still be able to attend school, as was the case in March- July 2020.

I am really stuck. How can I get help?

Email [JCAinfo@clf.uk](mailto:JCAinfo@clf.uk) or ring the school on 0117 976 3000 and ask for us to help you with remote learning: Ms Searle (Assistant Principal) or your child's Pastoral Team Leader is the best person to ask for.

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