

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 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.



****Live lessons will cease from the 10th March as we return to our usual timetable of 6 lessons in the building. The last live lesson on Teams will be 13.00 on Tuesday the 9th March; all children are expected to return to the building for their face to face lessons from 8.35 on Wednesday the 10th March****

From the 11th January 2021, students will go to live lessons with their teachers on Microsoft Teams. There will usually be three lessons per day, 9.30-10.45, 11.00-12.15 and 13.00-14.15. They should first go to Show My Homework, where they will find the links to their lessons. These lessons follow the usual school timetable, but the timetable has been spread over two weeks and the lessons are longer than in the usual school day. You can find a copy of the timetable on our website, under curriculum, [here](#). Each lesson will also include independent tasks for students to work on in their own time. We expect that remote education will take students about 5 ½ hours per day.

Online lessons and remote learning 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 the classroom. We are teaching the same curriculum as we would if we were in school, although we have had to make some changes to PE.

There will also be activities provided for tutor time, assemblies and PSHE content. This will all be on Show My Homework for students.

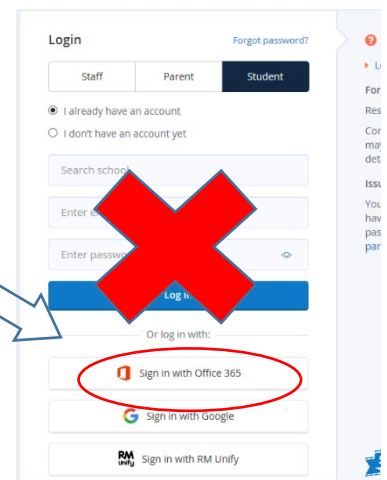
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Students should read all instructions really carefully and write down new information carefully. Once they have checked their answers, they should go back over their work and see which bits they need to focus on again.

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

- Go to www.office.com
- Sign in with JCA profile, firstname.lastname@jca.clf.uk
- Go to www.showmyhomework.co.uk
- Make sure 'student' is chosen at top of screen.
- Choose 'sign in with Office 365'
- Don't enter email or try to sign in with Google!
- Stuck? See FAQs, below



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.

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

- Go to 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
- Go to 'calendar' on the left of the screen
- 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 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. Students can also access Microsoft Teams from an X-Box or a Playstation.

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We can also lend you a dongle which will provide wifi for home learning. If your only internet access is through mobile data, let us know on JCAinfo@clf.uk or 0117 976 3000 and we may be able to help you get more data.

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
- Sign in with JCA profile, 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!
They can also leave messages easily for their teachers in their classes on Teams.

FAQs

My child's login does not work for www.office.com, what should I do?

Try firstname.surname@jca.clf.uk. If it doesn't work, email 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 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.

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

Email 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 with your concerns, providing your child's full name and year group and which subject you're worried about, and

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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 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. It is independent work for students to complete on their own; occasionally they will have to do this work instead of live lessons.

Homework is usually set by teachers for completion in students' own time. From 11th January 2021, we won't be setting any tasks called homework, but all live lessons will be accompanied by independent tasks that students must complete.

What is a live lesson?

Live lessons are online (on Microsoft Teams), where teachers teach their students in their usual classes, in real time. These lessons are all recorded and available to students within their classes on Teams. Sometimes teachers will use pre-recorded materials and might set work for students to do on commercially available websites.

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.

Can my child still come into school from 11th January?

Our most vulnerable children and children of keyworkers will still be able to attend school, as was the case in March- July 2020. If you think this applies to you, please email JCAinfo@clf.uk or ring the school on 0117 976 3000 and provide as much information as you can, including your child's full name and year group.

What do the class codes on the live lessons timetable mean?

7X/SP2 is the class code for a year 7 group, on the X side of the year. The subject is Spanish and the 2 means the set. Codes are:

Ma: maths	En: English	Bi: biology	Ch: chemistry
Sm: statistics	Sc: science	Ph: physics	Sp: Spanish

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Hi: history	Ba: business	Dt: design	Mu: music
Gg: geography	PE: PE	technology	Li: literacy
RP: religion and philosophy	Ss: sports science	Tx: textiles	Tu: tutor
RE: religious education	Ad: art and design	Ft: food technology	HS: health and social care
Co: computing	Te: design technology	Po: photography	
		Dr: drama	

I am really stuck. How can I get help?

Email 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.

Our internet connection is unreliable or we don't have enough computers in our home, what should I do?

Ring or email the school and we might be able to help with a dongle for internet access or by lending you a laptop.

If you need something useful to provide your children with, then get them reading. Anything, books or magazines or newspapers, is great. Even better if you can ask them to read aloud to you if they aren't very confident, and talk to them about what they're reading. Ask them questions about what it's about.

The BBC has lots of educational materials: BBC Bitesize online, and programmes on BBC Two in the afternoon and available on iPlayer.

How can I help my child at home?

Make sure your child is in a good routine: they should be going to bed early and not spending their evenings on a phone or tablet or laptop!

They should get up at the same time they would normally and have some breakfast: they will need a quiet place to work if possible, and will need paper and pens.

As well as sleep and healthy food, physical activity is really important for teenagers. Make sure they get outside at least once a day and are doing some exercise regularly.

Asking them to explain what they're learning about is always good to help them with their education. And the more they read, the better!

How will the school check what the students are learning?

We ask students questions to check their understanding all the time during lessons, and we keep an eye on the work they are submitting to see how they're getting on. This can vary from once a week to once a day, depending on the year group and the subject. Students won't always get individualised feedback for all of their independent work but they will get feedback and encouragement from their teachers in their lessons.

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When will the school contact parents/carers?

The school will be in touch with parents/carers as much as we are able to, and regularly if we have concerns for a student's wellbeing or safety. Tutors and the pastoral team will ring parents/carers with information about live lesson attendance and engagement.

My child has SEND. What will the provision be for them?

We are very aware of the need to provide scaffolding and support for our students who may find it more difficult to access their learning; all teachers are aware of their needs and do their best to support every child in their class. Some of our students with SEN are coming into school: if you think your child would benefit from this, please get in touch with our SEN department by ringing or emailing the school and giving as much information as possible so we can help.

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