Distance Learning During the Coronavirus School Closure:

Expectations and Guidance for

Parents and Carers

Contents

Summary

This document is intended to clarify expectations of students during the school closure and provide support and guidance in new and challenging circumstances for us all.

Core expectations

- Teachers will set work for their classes on a weekly or fortnightly basis.
- All work will be recorded on Show My Homework.

- These are not 'normal' times so our expectations of what both staff and students are able to complete has been be adjusted. For example, we cannot expect students or staff to be completing 5+ hours of work a day as many people's circumstances will not allow this.
- Teachers will offer 'office hours' to their students at least once a week on Microsoft Teams (see page 2).
- Teachers will be available to answer student and parent emails throughout their normal working week. Individual working patterns will be different depending on circumstances, however, teachers will reply to students and parents as soon as they can.
- Teachers will expect work set to be completed and will chase incomplete or unsubmitted work.
- Teachers will give feedback on the work completed.
- Form Tutors will email their tutees once a fortnight to check in on them.
- Some teachers may offer live lessons for students to attend virtually. If they do, the time will be advertised on SMHW and the lesson will take place on Microsoft Teams. Microsoft Teams is linked to all teacher and student school email accounts and so all interactions can be checked and monitored by the school.
- Some teachers might record lessons for students to watch/listen to. If they do, they will be posted on SMHW.
- Once students complete a task, teachers will click 'submit' on SMHW so that you can see it has been completed.
- There is a list of online resources at the end of this document – you might find some of these useful.

How many hours of work should my child be doing?

- Based on students working for around 2 to 3 hours a day, work should be set in the following quantities:

  - Year 7 and 8
    - 2 hours a week English, Maths and Science.
    - 1 hour week Languages, Humanities, Tutorial.
    - Daily exercise from PE
    - 1 hour every fortnight for all other subjects.
  - Year 9
    - 2 hours a week English, Maths and Science.
    - Daily exercise from PE
    - 1 hour week for all other subjects.
  - Year 10
    - 3 hours a week for English and Maths.
    - 2 hours a week for Science and every option subject.
    - Daily exercise from PE
    - 1 hour a week tutorial.
  - Year 12
    - 5 hours a week for each A-Level.
    - 10 hours a week for each BTEC.
    - 1 hour a week tutorial.

How to set up Microsoft Teams on your child's device

This one-minute video gives a quick overview of Microsoft Teams which you may find helpful - https://support.office.com/en-us/article/video-what-is-microsoft-teams-422bf3aa-9ae8-46f1-83a2-e65720e1a34d?wt.mc_id=otc_microsoft_teams.

You can use Microsoft Teams on any device –phone, laptop, iPad, etc. To set up your account:

- Go to https://support.office.com/en-us/article/welcome-to-microsoft-teams-b98d533f-118e-4bae-bf44-3df2470c2b12?wt.mc_id=otc_microsoft_teams
- Click on either of the links in the 'Get the app you want' section
- Sign in using your school email address and password.

There are a range of support videos here which you may find helpful - https://support.office.com/en-gb/article/microsoft-teams-video-training-4f108e54-240b-4351-8084-b1089f0d21d7?wt.mc_id=otc_home.

How to use the 'chat' function on Microsoft Teams

You can use the 'chat' function to have discussions and share information/resources with colleagues and students.

This page explains how to start and use 'chat' - https://support.office.com/en-us/article/start-and-pin-chats-a864b052-5e4b-4ccf-b046-2e26f40e21b5?wt.mc_id=otc_microsoft_teams.

Who can I can contact if I need help or advice?

- You can call the school on 0208-590-5211 between the hours of 8.30am and 2.45pm.

- If you have a concern, then in the first instance you should contact the Year Group Leader and Assistant Year Group Leader.
    - Year 7: warmingera@mayfieldschool.net;
    - Year 8: smiths@mayfieldschool.net, hollingsworthm@mayfieldschool.net
    - Year 9: barlingm@mayfieldschool.net, ferreiraj@mayfieldschool.net
    - Year 10: southgatea@mayfieldschool.net, ramseya@mayfieldschool.net
    - Year 11: waltersr@mayfieldschool.net, ashwelln@mayfieldschool.net
    - Sixth Form : pillays@mayfieldschool.net, mccarthya@mayfieldschool.net, spicerw@mayfieldschool.net

- If you are still having any further issues, then please contact the relevant member of SLT.
    - Year 7 & 8: ferrarg@mayfieldschool.net or campbellj@mayfieldschool.net
    - Year 9 & 10: tuckerj@mayfieldschool.net or campbellj@mayfieldschool.net
    - Year 11: marshama@mayfieldschool.net or campbellj@mayfieldschool.net
    - Sixth Form: sambih@mayfieldschool.net or campbellj@mayfieldschool.net

    For **safeguarding** please email safeguardingteam@mayfieldschool.net

Student Well-being

We have many well-being website links available. Click the link below or visit the Mayfield School website and click on Coronavirus.

 https://www.mayfieldschool.net/1821/coronavirus-closure-advice

Useful resources

- There are lessons here from the 'National Oak Academy' which you may find helpful and want to borrow. https://www.thenational.academy/
- The BBC also has a host of useful resources - https://www.bbc.co.uk/bitesize
- Pearsons - free textbooks online.   And ActiveLearn - providing teachers with the tools and resources to personalise teaching and learning for key stage three, GCSE, A level, BTEC Tech Awards and Level 3 qualifications. https://www.pearson.com/uk/learners/secondary-students-and-parents.html
- The government have also produced their own list of useful sites/resources here – these are broken down into different subjects: https://www.gov.uk/government/publications/coronavirus-covid-19-online-education-resources/coronavirus-covid-19-list-of-online-education-resources-for-home-education
- Carol Vorderman's The Maths Factor, proven to improve numeracy through lessons, activities and games
- Learning by Questions offers 60,000 questions, allowing pupils to deepen their knowledge, freeing up what limited time teachers have…
- Me Power provides more than 100 practical tactics and tips to improve examination performance.
- KAZ-Type is a typing software that is differentiated in order to be accessible to both mainstream students and those with special educational needs.
- Gojimo.com has GCSE quizzes that relate to different specifications and are set up and ready to go.
- Memrise.com is a useful app for all languages and uses videos to help learners.
- Revisionbuddies.com can provide short bursts of revision for many GCSE topics and tracks progress too. It even allows the pupils to access past papers and mark schemes.
- Goconqr.com allows pupils or teachers to create mind maps and flashcards using key terms.
- Wordflex.com app uses a dictionary with a focus on key terms and a content-rich curriculum.
- Introduce creativity into your English classes – try Young Writers.
- Exam season can be stressful for pupils and mindfulness can be a way to combat this and improve grades overall. Keltymentalhealth.ca/breathr helps pupils focus and relax can be a useful tool for achieving top grades.
- Brainpop has a great set of videos, freely available for pupils.
- Seneca Learning offers many online courses for pupils.
- There are loads of online resources pupils and parents can use. Safer Internet Day is all-year-round in my opinion.

- Young Money supports teachers to develop and deliver high-quality financial education…
- Future Learn have some good and free projects for Year 10 and Year 12 students. Projects can be chosen to match revision and new learning from subject specifications. These projects last anything form 2 – 10 weeks and require 2-4 hours learning per week.