



# Distance Learning During the Coronavirus School Closure:

## Expectations and Guidance for **Students**

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### Summary

This document will help you to know what you need to do and where to find help during the school closure. You should try to stick to a routine throughout school closure to help you cope with the lockdown. This includes a wake-up time and time to go to bed. Time for breaks and relaxation, as well as exercise. See the example on page 7.

## Important Information

- Teachers will set work for you on a weekly or fortnightly basis.
- All work set will be recorded on Show My Homework.
- Teachers will offer 'office hours' to you at least once a week. This will show on SMHW and means that you can 'chat' to your teacher online at that time. Please see the section below on how to set up Microsoft Teams and 'chat'.
- Teachers will be available to answer your emails throughout the normal working week. Individual working patterns will be different depending on circumstances, however, teachers will reply to you as soon as they can.
- Teachers will expect work set to be completed and will chase incomplete or unsubmitted work. Your YGL/AYGL or SLT will also chase you and your parents if you do not submit work set.
- Teachers will give feedback on the work completed. Please see the section below on feedback.
- Form Tutors will email you once a fortnight to check in on you.
- Some of your teachers might be offering live lessons. If they do, they will tell you on Show My Homework and they will take place on Microsoft Teams
- Some of your teachers might be offering live lessons. If they do, they will tell you on Show My Homework and they will take place on Microsoft Teams
- Once you 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 I be doing?

- Based on you 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 do I access my school email account?**

- Go to <https://outlook.live.com/owa/>

To log in type in your school email address. Your school email address is [fullname@mayfieldschool.net](mailto:fullname@mayfieldschool.net).

Example: [johnsmith@mayfieldschool.net](mailto:johnsmith@mayfieldschool.net)

- Your password is the password you use to log into the school computers.

### **How do I access SMHW?**

To access SMHW go to the school website, click on Quick Links and ShowMyHomework or click here <https://www.satchelone.com/login>

### **How do I reset my SMHW password?**

If you are unable to log in, click [Forgot password?](#) Then type in your school email address and click [Reset password](#).

SMHW will then send you a reset email. You will need to create a new password which..

- Will need to be 10 characters
- Must have at least one capital letter
- Must have at least one lower case letter
- Must have a special character, such as ! @ ?

### **Getting feedback from teachers**

- Feedback can take many different forms. For example:
  - Learning conversation via the 'chat' function on Microsoft Teams.
  - Written comments, e.g. strength and next, communicated by email.
  - Many quizzes on SMHW are self-marking so you get instant feedback.
  - Acknowledgement of the completed work.
  - Self-assessment of completed work with mark schemes provided on SMHW.
  - Whole class feedback posted on SMHW.

### **How to set up Microsoft Teams on my 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](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](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](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 teachers.

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](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 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
- To contact your teachers, the email format is surname and first initial @mayfieldschool.net i.e. [campbellj@mayfieldschool.net](mailto:campbellj@mayfieldschool.net)
- You can find your teachers surname and initial on your timetable at the bottom.
- 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](mailto:warmingera@mayfieldschool.net);
  - Year 8: [smiths@mayfieldschool.net](mailto:smiths@mayfieldschool.net), [hollingsworthm@mayfieldschool.net](mailto:hollingsworthm@mayfieldschool.net)
  - Year 9: [barlingm@mayfieldschool.net](mailto:barlingm@mayfieldschool.net), [ferreiraj@mayfieldschool.net](mailto:ferreiraj@mayfieldschool.net)
  - Year 10: [southgatea@mayfieldschool.net](mailto:southgatea@mayfieldschool.net), [ramseya@mayfieldschool.net](mailto:ramseya@mayfieldschool.net)
  - Year 11: [waltersr@mayfieldschool.net](mailto:waltersr@mayfieldschool.net), [ashwelln@mayfieldschool.net](mailto:ashwelln@mayfieldschool.net)
  - 6<sup>th</sup> form: [pillays@mayfieldschool.net](mailto:pillays@mayfieldschool.net), [mccarthy@mayfieldschool.net](mailto:mccarthy@mayfieldschool.net), [spicerw@mayfieldschool.net](mailto: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](mailto:ferrarg@mayfieldschool.net) or [campbellj@mayfieldschool.net](mailto:campbellj@mayfieldschool.net)
  - Year 9 & 10: [tuckerj@mayfieldschool.net](mailto:tuckerj@mayfieldschool.net) or [campbellj@mayfieldschool.net](mailto:campbellj@mayfieldschool.net)
  - Year 11: [marshama@mayfieldschool.net](mailto:marshama@mayfieldschool.net) or [campbellj@mayfieldschool.net](mailto:campbellj@mayfieldschool.net)
  - 6<sup>th</sup> form: [sambih@mayfieldschool.net](mailto:sambih@mayfieldschool.net) or [campbellj@mayfieldschool.net](mailto:campbellj@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>

For **safeguarding** please email [safeguardingteam@mayfieldschool.net](mailto:safeguardingteam@mayfieldschool.net)

## 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. Kelymentalhealth.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 from 2 – 10 weeks and require 2-4 hours learning per week.

### Example Weekly Routine

Day	Set time to wake up	Exercise	Morning session	Break	Afternoon session	Break	Evening session	Set time to go to bed
Monday								
Tuesday								
Wednesday								
Thursday								
Friday								

- Exercise and Breaks can be introduced as much as you like.
- Ensure you get some fresh air each day.
- Reduce/Restrict time on social media/gaming devices