Parent/Carer and Student Guide to Remote Learning

Netherthorpe School

November 2020

The purpose of this booklet is to provide the key information students and parents will need in the event that individual or groups of students are required to access their learning from home. This will enable them to move seamlessly into remote learning and access support without any wasted or lost learning time.

This booklet outlines how as a school we will continue to deliver education in the case of any period of absence from school which is related to Covid-19. Our priority is to pursue the aims and objectives of the curriculum for all students and full curriculum coverage will continue to be provided by our staff.

There are some different circumstances in which students may be absent from school and these are as follows:

1. **An individual student is at home and self isolating for a period of 14 days**

2. **A small group of students are at home and self isolating for 14 days**

3. **A year group bubble is at home and self isolating for 14 days**

4. **School is closed to all students for a period of time**

The provision for each of the above circumstances is explained in this booklet. Please take the time to read through the information and refer to it should you need to over the coming months.

Helen McVicar

Head of Academy

Contact details for Parent/Carers

If you wish to discuss any aspect of remote learning or have a specific query regarding your child, please see the contact list enclosed and email in the first instance your child's Head of Section or Pastoral Support manager. If it is a subject specific contact the Head of Department or Subject teacher.

A member of staff will then get back to you as soon as possible.

If you are not able to use either of the options above please telephone the school on 01246 472220

Device access

We understand that on occasions, students working remotely may be experiencing difficulties accessing a suitable device or internet connection to complete work on.

If you need any support in enabling your child to access an appropriate device or internet connectivity, please contact school to discuss your needs. There are a number of ways in which we can support parents and provide help for your child to allow them to continue working from home.
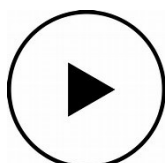

Free School Meals

In the event that your child is asked to self-isolate or the school is closed, any children in receipt of free school meals can still access this provision from school. If you let us know we will arrange for a packed lunch for you or someone to collect from school. (Please note: Self isolating individuals cannot come in to collect the food)

Contents

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For further support go to the 'How to Videos' on the Student section of the website

Scenarios

A	B	C	D
School is open to all students.	Students are required to self-isolate so we need to provide remote learning for students immediately as per the DfE guidance.	Local health protection teams recommend that large numbers of students (possibly a year group pod) need to self-isolate, we will provide remote learning immediately.	Local health protection teams recommend that the whole academy goes into lockdown due to either a spike in the local area or country.
All students in school in year group pods.	Student is symptomatic at home and awaiting the outcomes of test / Individual students are at home and self- isolating for up to 14 days	A year group pod is at home and self- isolating for up to 14 days.	If school is closed to all students then we will continue to provide a full time remote curriculum to all learners immediately
Self-Isolating teachers (who are well) encouraged to deliver the lesson/ start of the lesson via teams or to produce pre-recorded lessons for cover to access.	NB: If the student is unwell, they will be unable to engage with a remote learning plan. / A small group of students are at home and self- isolating for up to 14 days.	Students are expected to follow their normal timetable and teachers will publish a schedule for their classes on Show My Homework on the Friday/Monday.	Students are expected to follow their normal timetable and teachers will publish a schedule for their classes on Show My Homework on the Friday/ Monday.
Teaching and Learning as normal, but fully focused using Rosenshine teaching methods as per the CPPD.	A remote learning web based offer will be provided for short-term absences due to self- isolation to engage KS3 and 4 students with learning relevant to the curriculum provision in school. Paper based packs/ text books will be made available where access is a problem. Live lessons and events will not be common.	Students should be ready to learn from 8.45am	Students should be ready to learn from 8.45am
Heads of Department will adapt the curriculum to reflect lockdown and need for recovery curriculum. Teaching & Learning strategy from 2019/20 applied and implementation of the recovery curriculum.	**KS3 and 4 Home Learning Packs** Home Learning Packs reflect our curriculum mapping and promote consolidation of learning. Home learning sheets Oak Academy resources mapped to our own curriculum. Knowledge organisers and associated activities.	**Teachers will aim to deliver at least 50% of their lessons via teams. A minimum of two lessons per core subject.**	**Teachers will aim to deliver at least 50% of their lessons via teams. A minimum of two lessons per core subject. Proposed structure followed***
	KS5 Home Learning Pack Students will contact via email teachers so they can access work personalised to the learning taking place in class.	**Proposed structure*** **Lecture** A pre-recorded or live event **Seminar** Opportunity for discussion and Q/A **Activities** Activities to allow students to apply/ consolidate/ demonstrate their understanding. **Feedback** Work uploaded to SMHW/ team. Verbal feedback used. Frequent contact is crucial on line or via offline exchanges.	PD sessions will be either pre-recorded sessions/ live lessons/ virtual assemblies. Students will be able to contact their tutor for support during this time.
	The academy will monitor engagement with this work and students will be signposted for their well-being. Key contacts in school will be shared.	We do not expect that students will remain 'online' for the full hour each lesson. It is likely that students will be 'live' for the first part of the lesson and will be set tasks and work to complete. In some lessons, students may need to log on for the last 10 minutes to feedback their work.	The academy will monitor engagement with this work and students will be signposted for their well-being. Key contacts in school will be shared and well-being calls will be made. Intervention programmes in place for students that fail to engage. Whole school feedback loop e.g. weekly newsletter, which pulls together examples of excellent work and awards rewards for engagement or outcomes. Emailed to all parents and pupils, or posted to those without digital access.

We appreciate how important it is that we try to maintain a sense of community, routine and structure for our students and families when they are unable o come into school. We will continue to update you throughout our closure and ask that you keep in touch. To support you with this, please find below email contacts for staff.

For any IT difficulties - please contact our IT team at: **it@netherthorpe.derbyshire.sch.uk**

For General Pastoral support regarding the wellbeing of your child, please email your child's Head of Section or Pastoral Support Manager as indicated below;

YEAR	POSITION	EMAIL ADDRESS
7	Head of Section: Mrs H Harpham	h.harpham@netherthorpe.derbyshire.sch.uk
	Pastoral Support Manager: Mrs K Hutchinson	KHutchinson@netherthorpe.derbyshire.sch.uk
8 and 9	Head of Section : Mr S Brown	s.brown@netherthorpe.derbyshire.sch.uk
	Pastoral Support Manager: Mrs D Newton	d.newton@netherthorpe.derbyshire.sch.uk
10 and 11	Head of Section : Mr A Scott	AScott@netherthorpe.derbyshire.sch.uk
	Pastoral Support Manager: Mrs L Critchley	LCritchley@netherthorpe.derbyshire.sch.uk
12 and 13	Director of Post 16: Mr G Mason	g.mason@netherthorpe.derbyshire.sch.uk
	Pastoral Support Manager: Mrs S West	s.west@netherthorpe.derbyshire.sch.uk

For any subject specific queries please email the **Head of Department*** or subject teacher

| DEPARTMENT	SUBJECT TEACHERS	EMAIL ADDRESS
Art	**Ms J Forster***	j.forster@netherthorpe.derbyshire.sch.uk
	Mrs A Green	a.green@netherthorpe.derbyshire.sch.uk
	Mrs S Wichelow	s.wichelow@netherthorpe.derbyshire.sch.uk
Computing & Business	**Mrs S Dell***	SDell@netherthorpe.derbyshire.sch.uk
	Mr G Mason	g.mason@netherthorpe.derbyshire.sch.uk
	Miss L Hopkinson	LHopkinson@netherthorpe.derbyshire.sch.uk
	Mrs M Akhtar	m.akhtar@netherthorpe.derbyshire.sch.uk
English	**Ms T Robson***	t.robson@netherthorpe.derbyshire.sch.uk
	Mrs D Butler	DButler@netherthorpe.derbyshire.sch.uk
	Miss K Hall	KHall@netherthorpe.derbyshire.sch.uk
	Mrs K Eyre	KEyre@netherthorpe.derbyshire.sch.uk
	Mrs N Harper	n.harper@netherthorpe.derbyshire.sch.uk
	Miss A Pearson	APearson1@netherthorpe.derbyshire.sch.uk
	Ms A Rae	ARae1@netherthorpe.derbyshire.sch.uk
	Mrs A Ratcliffe	a.smith@netherthorpe.derbyshire.sch.uk
	Mrs D Taylor	DTaylor@netherthorpe.derbyshire.sch.uk
	Mr D Weston	d.weston@netherthorpe.derbyshire.sch.uk
	Mrs E Wigston	EWigston1@netherthorpe.derbyshire.sch.uk
Reading Intervention Tutor	Mrs E Connolley	EConnolly@netherthorpe.derbyshire.sch.uk
Geography	**Miss A Rutherford***	ARutherford@netherthorpe.derbyshire.sch.uk
	Mr R Brennan	RBrennan@netherthorpe.derbyshire.sch.uk
	Mrs H Newton	HNewton@netherthorpe.derbyshire.sch.uk
	Mrs C Philips	c.phillips@netherthorpe.derbyshire.sch.uk
Health & Social Care	**Mrs V Colley***	v.colley@netherthorpe.derbyshire.sch.uk
	Ms C Barnes	CBarnes1@netherthorpe.derbyshire.sch.uk
	Mrs W Weston	w.weston@netherthorpe.derbyshire.sch.uk

DEPARTMENT	SUBJECT TEACHERS	EMAIL ADDRESS
History	**Miss A Walsh***	AWalsh@netherthorpe.derbyshire.sch.uk
	Miss A Clemens	AClemens@netherthorpe.derbyshire.sch.uk
	Miss MacCormick	EMacCormick@netherthorpe.derbyshire.sch.uk
	Mr E Williamson	EWilliamson1@netherthorpe.derbyshire.sch.uk
Mathematics	**Mrs J Cook***	JCooke@netherthorpe.derbyshire.sch.uk
	Mr M Cook	m.cook@netherthorpe.derbyshire.sch.uk
	Miss S Crookes	SCrooks@netherthorpe.derbyshire.sch.uk
	Mr B Edwards	BEdwards@netherthorpe.derbyshire.sch.uk
	Mr G Richmond	GRichmond@netherthorpe.derbyshire.sch.uk
	Mr J Rotheram	JRotheram@netherthorpe.derbyshire.sch.uk
	Mr J Farrar	JFarrar@netherthorpe.derbyshire.sch.uk
	Mrs Gibbs	CGibbs@netherthorpe.derbyshire.sch.uk
	Mr M Vestey	m.vestey@netherthorpe.derbyshire.sch.uk
Modern Foreign Languages	**Miss G Willows***	GWillows@netherthorpe.derbyshire.sch.uk
	Mrs C Blackburn	CBlackburn-Carvajal@netherthorpe.derbyshire.sch.uk
	Mr D Frost	d.frost@netherthorpe.derbyshire.sch.uk
	Mrs B Mahoney	b.mahoney@netherthorpe.derbyshire.sch.uk
Physical Education	**Mr D Schofield***	d.schofield@netherthorpe.derbyshire.sch.uk
	Miss A Fairhall	AFairhall@netherthorpe.derbyshire.sch.uk
	Mrs K Kelly	KKelly@netherthorpe.derbyshire.sch.uk
	Mr A Scott	AScott@netherthorpe.derbyshire.sch.uk
	Mrs L Sherritt	lsherritt@netherthorpe.derbyshire.sch.uk
	Mrs C White	c.white@netherthorpe.derbyshire.sch.uk
Performing Arts	**Mr M Pearce***	MPearce@netherthorpe.derbyshire.sch.uk
	Mrs R Cracknell	RWells@netherthorpe.derbyshire.sch.uk
	Mr N Green	NGreen2@netherthorpe.derbyshire.sch.uk
Psychology	**Mr C Martin***	CMartin@netherthorpe.derbyshire.sch.uk
	Mrs H McVicar	h.mcvicar@netherthorpe.derbyshire.sch.uk
	Mrs L Warren	LGratton@netherthorpe.derbyshire.sch.uk
Special Educational Needs	**Mrs C Banks (SENDCO)***	CBanks@netherthorpe.derbyshire.sch.uk
Learning Assistants	Mrs A Russell	a.russell@netherthorpe.derbyshire.sch.uk
	Mrs S Wright	s.wright@netherthorpe.derbyshire.sch.uk
	Mrs N Holmes	NHolmes@netherthorpe.derbyshire.sch.uk
	Mrs S Worrall	SWorrall@netherthorpe.derbyshire.sch.uk
	Mrs S Gray	SGray@netherthorpe.derbyshire.sch.uk
	Mrs J Emeny	JEmeny@netherthorpe.derbyshire.sch.uk
Science	**Mr S Fox***	SFox2@netherthorpe.derbyshire.sch.uk
	Mrs J Carr	j.carr@netherthorpe.derbyshire.sch.uk
	Mr B Christmas	BChristmas@netherthorpe.derbyshire.sch.uk
	Mrs N Connolley	n.connolley@netherthorpe.derbyshire.sch.uk
	Mrs P Greenwood	PGreenwood@netherthorpe.derbyshire.sch.uk
	Mrs G Watkins	GWatkins@netherthorpe.derbyshire.sch.uk
	Mrs S Hutton	SHutton@netherthorpe.derbyshire.sch.uk
	Miss S Parry	SParry@netherthorpe.derbyshire.sch.uk
	Mr J McCammon	JMcCammon@netherthorpe.derbyshire.sch.uk
	Mr M Raybold	m.raybold@netherthorpe.derbyshire.sch.uk
	Mrs J Roberts	JRoberts@netherthorpe.derbyshire.sch.uk
Design & Technology	**Mrs H Harpham***	h.harpham@netherthorpe.derbyshire.sch.uk
	Mr S Brown	s.brown@netherthorpe.derbyshire.sch.uk
	Mr S Morris	SMorris1@netherthorpe.derbyshire.sch.uk
	Mr R Green	RGreen4@netherthorpe.derbyshire.sch.uk
RS, Sociology & Personal Dev't	**Mrs E Beeden***	EFogg@netherthorpe.derbyshire.sch.uk
	Mr T Archer	TArcher@netherthorpe.derbyshire.sch.uk

*Please note: Where a teacher teaches in more than one department please refer to the main subject area.*

It is very important that students are able to access their school email address if they are working remotely. This will allow them to receive emails from staff and also for them to contact staff if they need support.
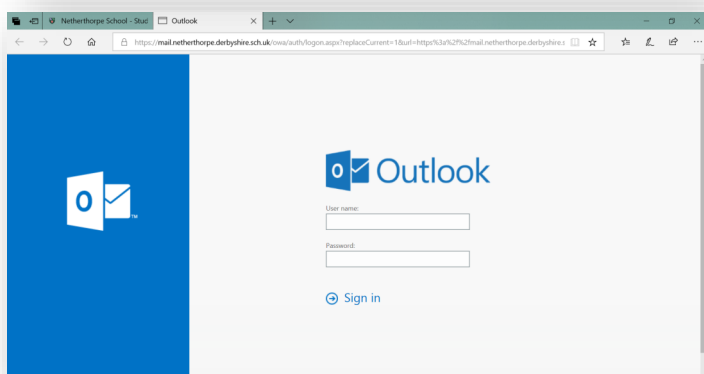
Step 1- Go to the school website at: https://www.netherthorpe.academy/
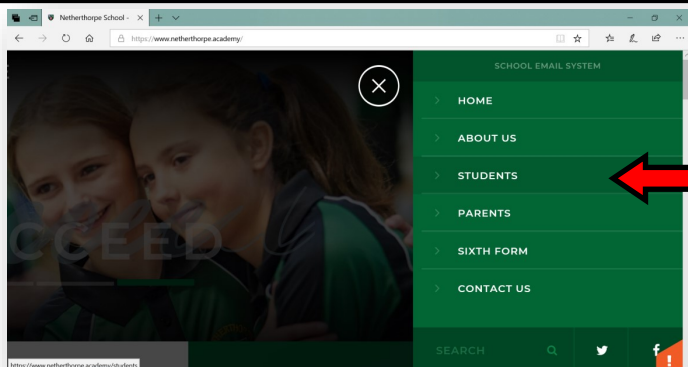
Step 2- Click on the Student Section tab of the school website
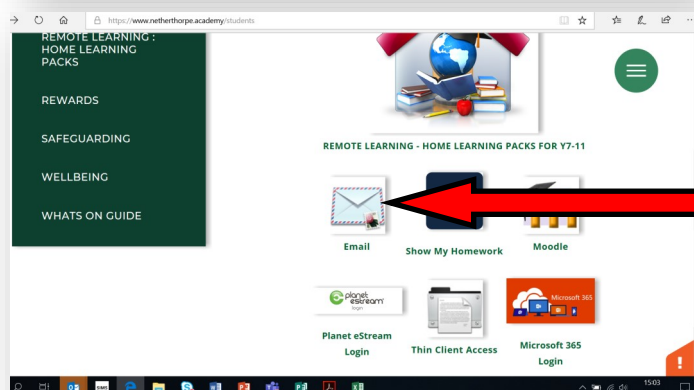
Step 3– Click on the email icon

Step 4– Log in using your user name and password

Regardless of which e-mail app you use, you will need the following information:

1. Your e-mail address- This is your school username, followed by: **@netherthorpe.derbyshire.sch.uk**
See the sticker on the front of your booklet if you are unsure of your username.

2. Your network password- This is the password you use to log onto the computers

You will notice that in the Student section of the website there is an extensive list of 'how to' guides that will support you in accessing the platform that the students will need to use.

If you are experiencing difficulty in any of these areas, please contact school and our ICT staff will support you. it@netherthorpe.derbyshire.sch.uk

The school email system is et up in such a way as it can be accessed from outside school. This means you are able to send and receive school emails from most smartphone devices. This guide covers Apple devices such as iPads and iPhones but should work on other devices too.

Note: Screen shots may appear different dependant upon what version of IOS your device is running.

Step 1– Ensure that your device is either connected to a wireless internet or mobile provider network before attempting this process.
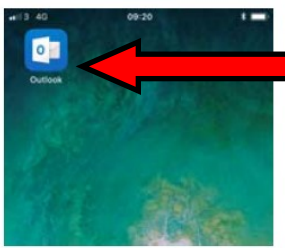
Step 2– Search the App store for the Microsoft Outlook App and install it.

The icon will look like the one on this screen

Step 3– Once installed, open the app and follow the steps below to connect to your school email account.
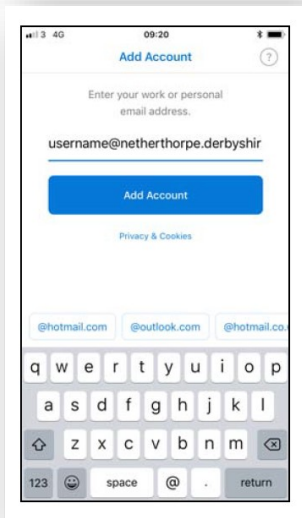
Step 4– Enter your school email address (see the sticker on the front of your booklet) and click on add account.
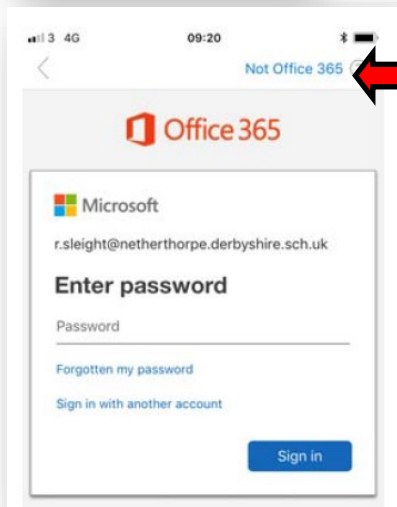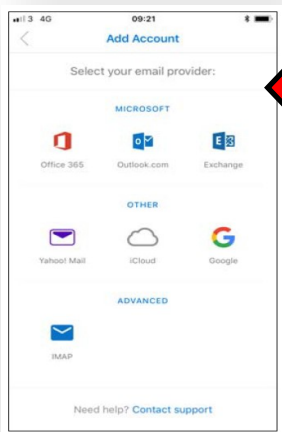
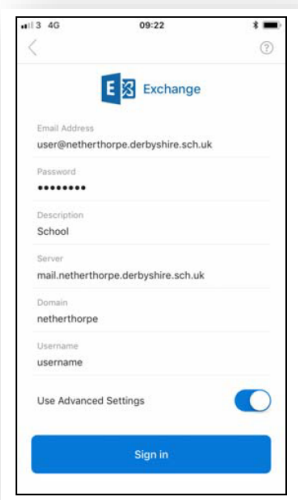**Step 5– When prompted for your password DO NOT ENTER ANYTHING, instead click Not Office 365 at the top.**
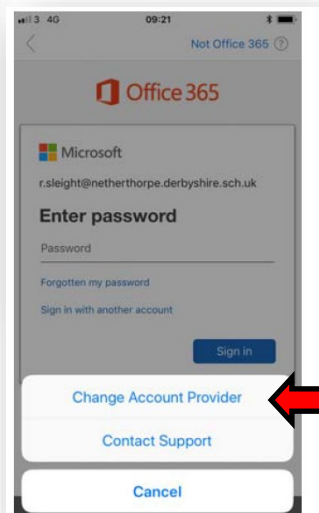
Step 6– Now choose Change Account provider

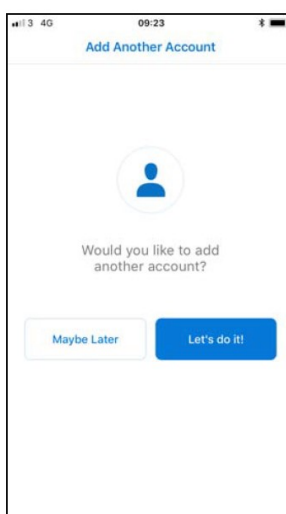**Step 7– Select Exchange from the list or providers**

Step 8– On the following form, select Use Advanced Settings

and fill in the form with your school email address, username

and password.

**Fill in the mail server with mail.netherthorpe.derbyshire.sch.uk**

The domain field should be filled in with Netherthorpe

Then click Sign in

Step 9– If you are asked to add another account, click Maybe later.

You will be asked if you want Outlook to send you notifications, this is your preference but you will need to allow this if you wish to be alerted when you receive new email.

Creators of
SHOW MY
HOMEWORK

satchel:
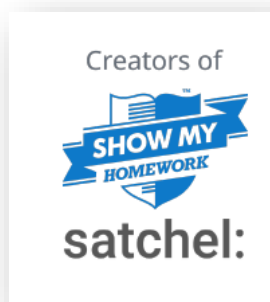
Our Show My Homework Platform will allow you to check what work has been set for you by your teachers. Live lessons and tasks will be scheduled on this platform. It is important you check this as well as your emails.

Getting started is simple:

1. Go to satchelone.com/login or open the mobile app

2. Click on **"Sign in with Office 365"**

3. Follow the instructions on the screen to gain access.

Your log in details will be the same as those you use in school so please enter your school username which is your email and school password.

Parents will need to use the PIN received from school if you wish to have access. Any issues please contact your childs Pastoral Support manager who will be able to help.

If you are already signed into your Office 365 account, you will not need to re-enter your password.

For help and more details on the above please go to help.teamsatchel.com

If you have used a personal email address for Show My Homework in the past, you will need to ensure this is change to your school email to sign in with Office 365.
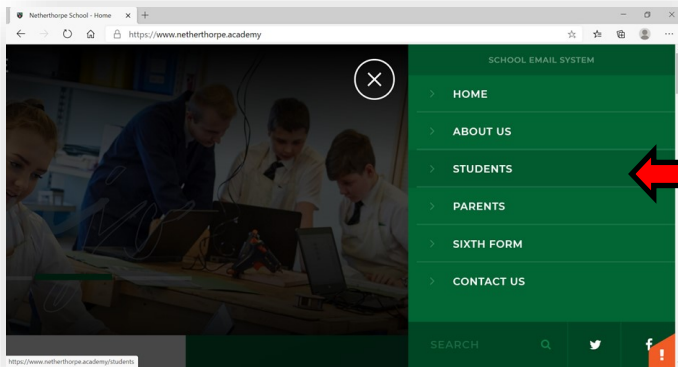
▶

For further support go to the 'How to Videos' on the Student section of the website

How can students access their school files on the student drive (remote desktop) from home

Please note, the following instructions provide access for Microsoft Windows 10.
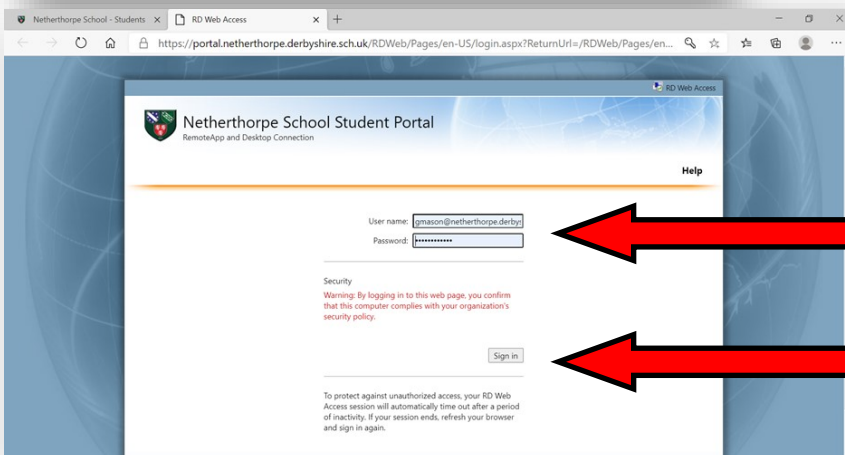
For Apple MacOS you will need to download and install Microsoft Remote Desktop Connection before following these instructions. A similar process for both Microsoft and Apple will follow.
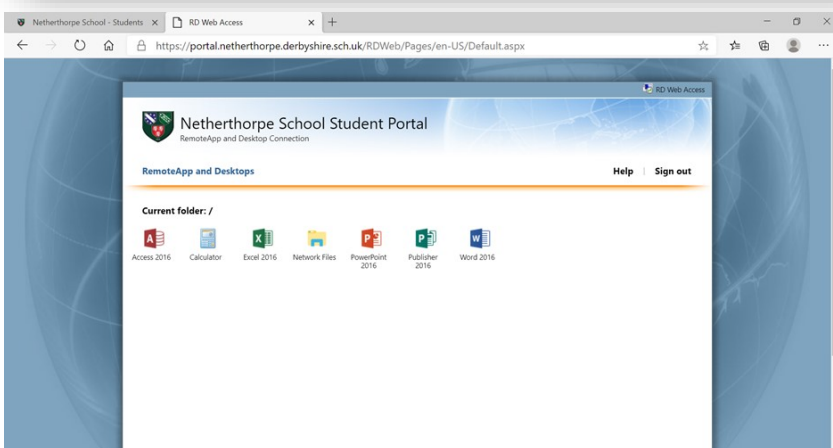

Step 1– Visit the school website www.netherthorpe.academy and from the menu click students
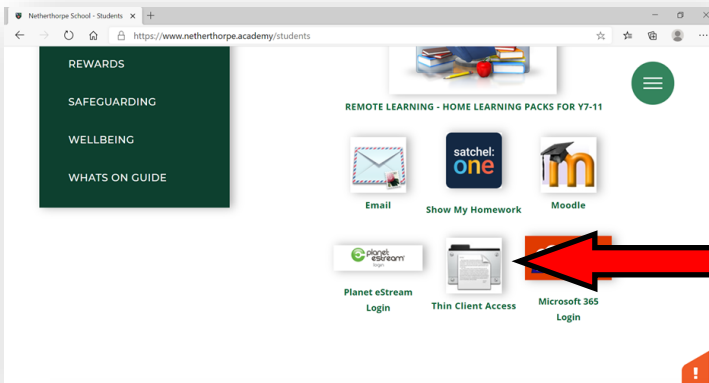
Step 2– On the students page click on Thin Client Access.
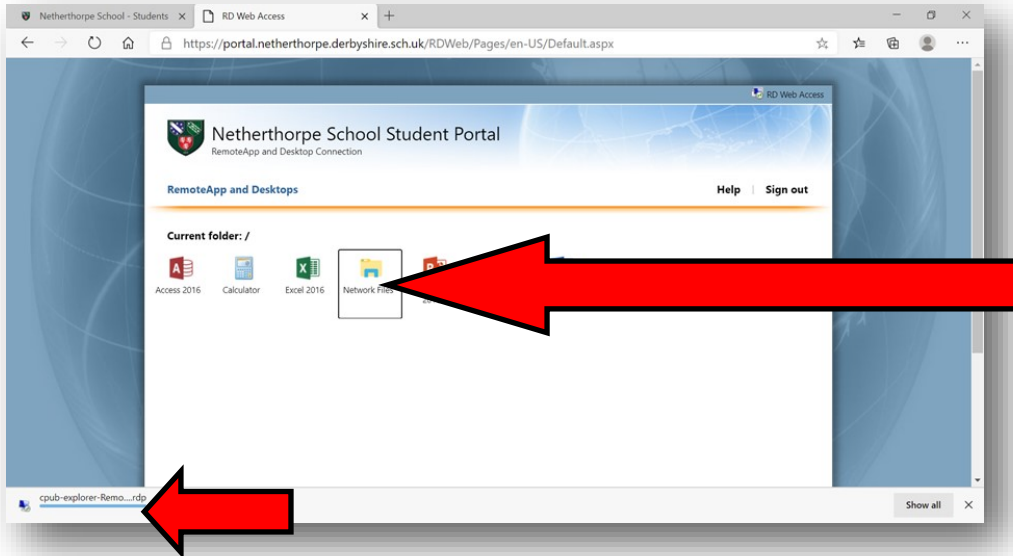

Step 3– From the log in screen, enter your school email address and password to sign in.
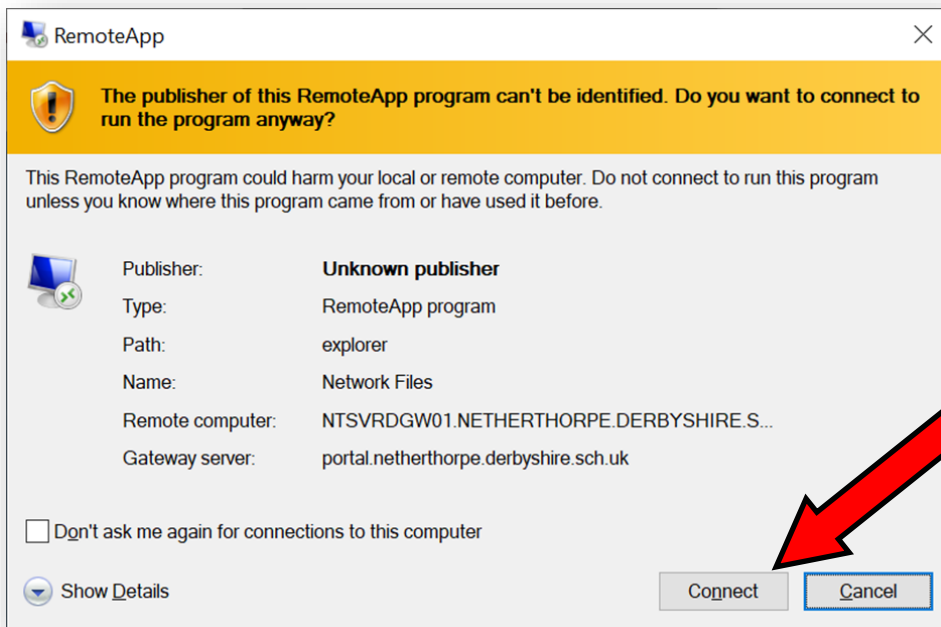

Step 4– You will be taken to this screen where you can access a range of Microsoft Office Software as shown above or get access to your school documents and the shared student drive (network files)
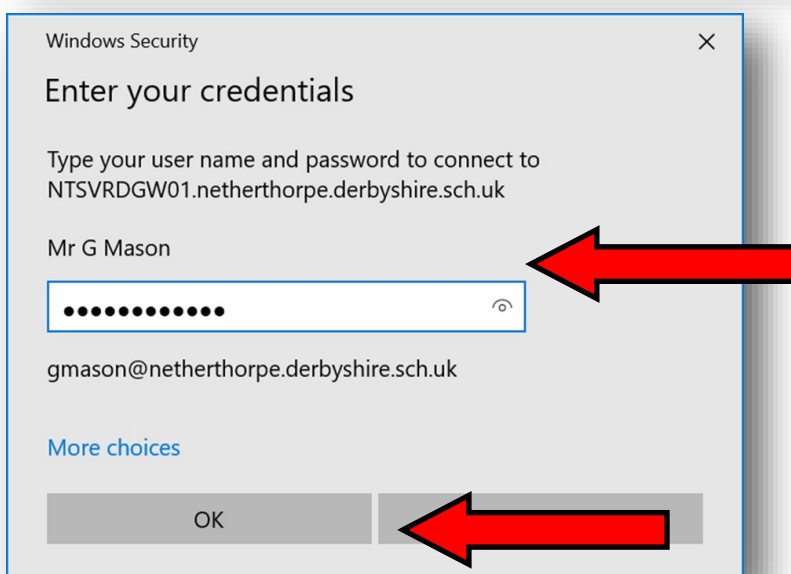
Step 5– When you make a selection, a download will begin. Once this has completed click it to open the connection to the school system.
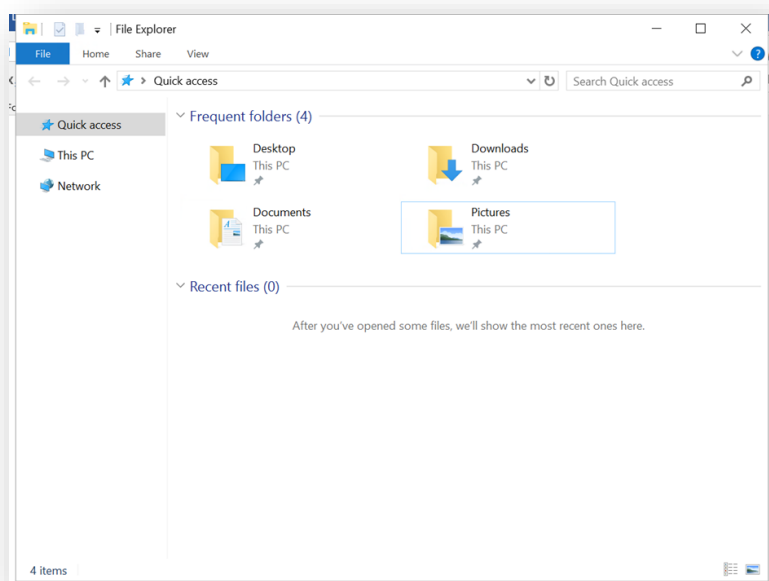
Step 6– This window (or similar) will appear. Click the connect button.

Step 7– You will now be asked to log in again. You may just be asked for your password (this is your school password) but most likely you will be asked for user name and password. Remember your username is your school email address.

Click OK to connect

Step 8– Once you have connected you can go into this PC and open Student Share or select documents from the screen shown opposite.

If you select a file it will open with the relevant software without the need for it to be
installed on your computer (Microsoft Office Software Only)

Any chanes you make to work will automatically be saved back to school.

Once you have finished, just save and click close.

Please note: if you open an application like Word, anything you do will be saved into school rather than on your home computer.

If you have any difficulties with login details then please email **it@netherthorpe.derbyshire.sch.uk**

## How do individual students access the Home Learning Packs for Years 7-11

These home learning packs provide work for any students in Years 7-11 who are required to self-isolate for short periods of time. Students in Years 12 and 13 should email their subject teachers direct for work.

Although Live lessons are not common when individuals self-isolate please check Show My Homework (Satchel) for any additional offers.

Step 1- Go to the school website at: https://www.netherthorpe.academy/
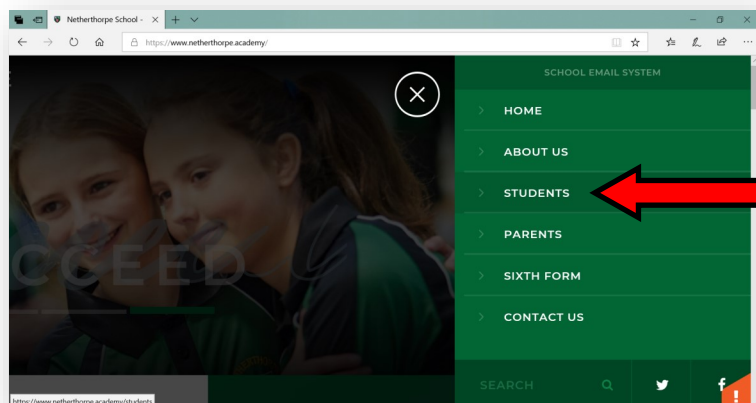
Step 2- Click on the Student Section tab of the school website
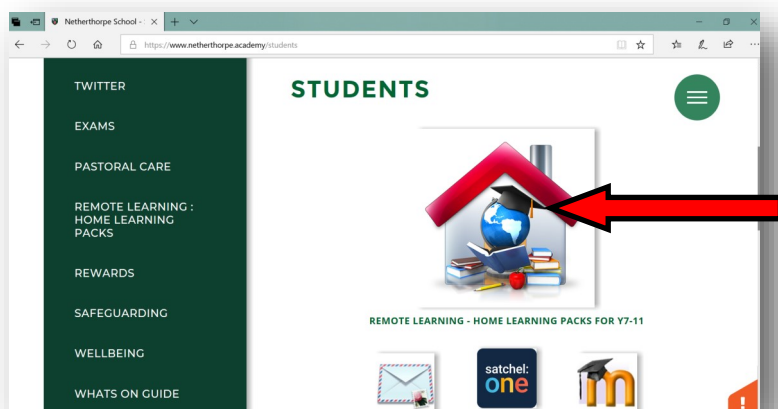
Step 3- You can now access the remote learning– home learning packs by clicking on this icon and then clicking on the appropriate year group.

The packs for each subject contain learning tasks that are relevant to the curriculum provision in school this half term. Please also check show my homework (satchel online) for any additional guidance.

If you need support, email the teachers using the information in the packs and we will be in touch.
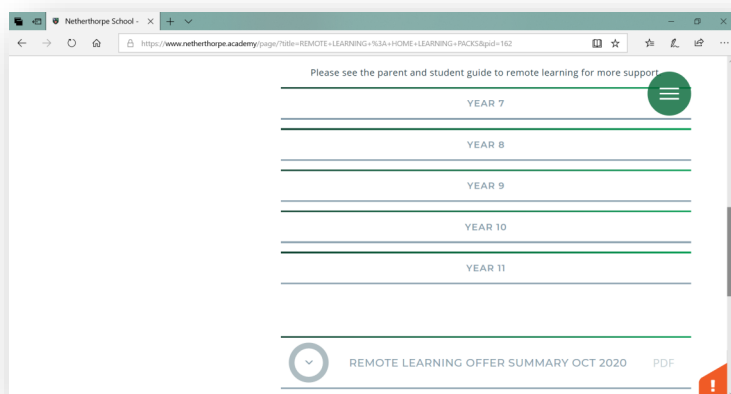
There are a number of excellent online learning platforms that students have access to.

Please access work on the following platforms:

Seneca learning is an excellent resource for Science and English.

Students should have already set up their account and accessed their class using the code given to them by their teacher.

If they have forgotten these details, please ask them to email their Science or English teacher.

https://senecalearning.com/

Mathswatch is an excellent resource for Maths.

Students should have already set up their account and accessed their class using the code given to them by their teacher.

If they have forgotten these details, please ask them to email their Maths teacher.

https://vle.mathswatch.co.uk/vle/

GCSE Pod is an online platform that some individual SEND students may have access to.

Many students have already accessed and set up their account. If you are new to the platform, please follow these instructions:

1. Go to www.gcsepod.com and click login

2. Click "New here? Get started" and select "Student"

3. Enter your name, date of birth and type in the name of your school. The school's name should appear—click on it to confirm

Any issues please contact Mrs Banks

The Oak National Academy is an excellent platform that offers well structured lessons in a wide range of subject areas.

Please visit https://www.thenational.academy/ to access the resources and lessons.

This is suitable for all year groups.

Students in years 7-9 can access the accelerated reader site online.

Navigate to the sign in page using the 'Useful links' on the school website or simply type 'accelerated reader' into a search engine.

 Students can then use their details to log into their account.

https://ukhosted102.renlearn.co.uk/2236281

Students should follow this link to complete the AR quizzes.

https://www.bbc.co.uk/bitesize	Use BBC **Bitesize** to help with your homework, revision and learning. Find free videos, step-by-step guides, activities and quizzes by level and subject.
https://uk.ixl.com/	Interactive questions for maths and English. Suitable for all year groups.
https://www.senecalearning.com/	A range of science resources that students can access. More suitable for year 9.
https://ed.ted.com/	Video based lessons and talks for students.
https://www.natgeokids.com/uk/	Activities and quizzes for students.
https://thekidshouldseethis.com/	Wide range of educational videos
https://idea.org.uk/	Digital enterprise award scheme you can complete online.
https://www.bighistoryproject.com/home	Multi disciplinary activities to complete
https://corbettmaths.com/	Maths worksheets and videos
https://quizlet.com/en-gb	Quizzing for all subject areas.
https://www.duolingo.com	Support for Modern Languages
https://www.memrise.com/	Learning a language for all abilities.
http://www.mathslearn.co.uk/	Maths tutoring and videos

If there are larger groups of students who are working remotely, we will continue to provide education to all learners. School will inform you if this is the situation and when we will begin delivering live lesson events.

Students should be prepared to follow their school timetable throughout the day and at the normal school times. A schedule will be published either on the Friday/Monday detailing when the live events will occur and invites will be sent via teams to email accounts.

We expect them to be ready to start lessons at 8.45 and attend all lessons on their timetable. They will do so using Microsoft teams on their device.
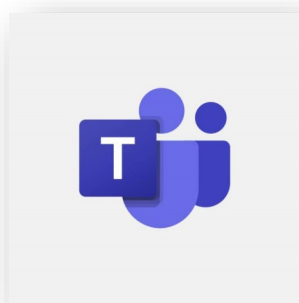
Below are simple, step by step instructions to getting logged onto Teams.

Step 1- Before you start, you will need the following information:

- Your School Username (This is the username that you use to log onto the school computers)

- Your School Password (This is the password that you use to log onto the school computers)

- Your school e-mail address

   This is **[Your School** Username]@netherthorpe.derbyshire.sch.uk

Download Microsoft Teams on any device

Connect on Teams anywhere with Windows, Mac, iOS and Android devices, or bring remote participants into meeting spaces of all sizes with Teams.

Download Teams

Step 2- On your device go to: www.microsoft.com/downloads

And click the "Download teams" button

Depending on your device this will either start the download or take you to the app store

Sign in using your work, school or Microsoft account.

h.mcvicar@netherthorpe.derbyshire.sch.
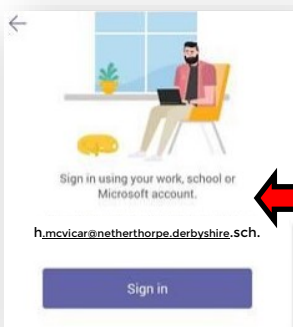
Sign in

Step 3- Once downloaded, open teams and sign in with your school email address

You will then be asked for your username and password.

If you've typed everything correctly then Teams will log you in.

Alternatively, you can Join the Meeting by clicking on the link
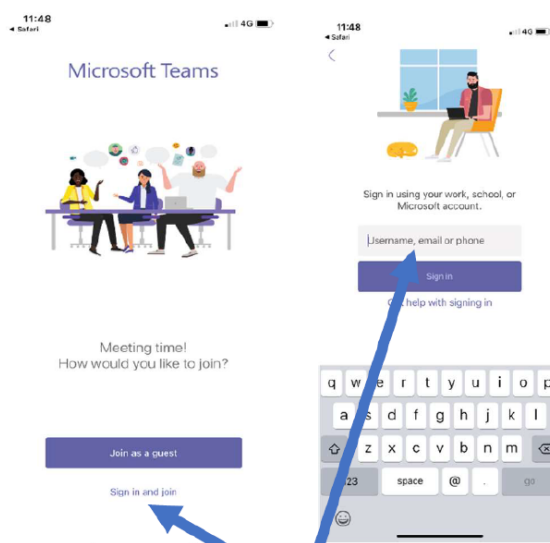
at the bottom of your email invite.

If you have any problems or need support please contact us at:

IT@netherthorpe.derbyshire.sch.uk

**Step 1-** On all devices use your school e-mail address and password to sign in
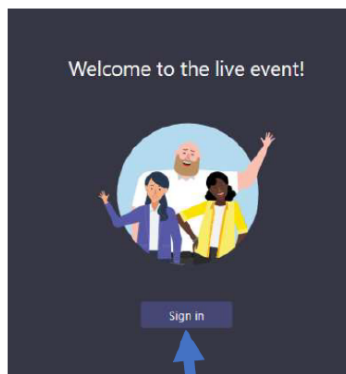
Computer sign in

Phone/Tablet Sign in

Step 2- When you sign in you'll see a list of classes which you have access to.

Step 3- Look for the subject that the live lesson is scheduled to take place in and either click or tap on that subject. If you join early it's possible the lesson won't have started yet. (Lessons usually open 5 minutes before the scheduled time).
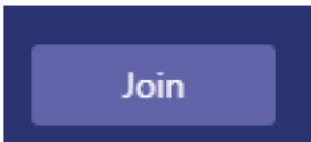
When a lesson is ready for you to join you can click the join button which will appear in the lesson feed

When you join you will not be able to join with your camera on and we ask that your microphone is muted as you join.
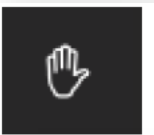
If you want to ask a question then you can raise your hand by clicking this symbol. You're teacher will get a notification and come to you when they are ready in the lesson.
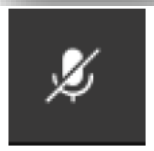
If you want to ask your question with your microphone you can unmute yourself by clicking this icon if the teacher has given permission to do so.

Just remember to mute yourself again once you've asked the question. Other students will be able to hear your question through their speakers.
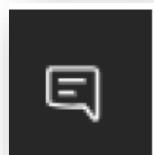
If you'd prefer to type your question you can click on this icon and type your question in the box on the right of the screen. Other students will be able to see your question in the chat window.
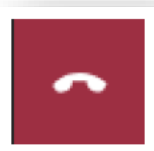
At the end of your lesson your teacher will end the lesson but if you need to leave early you can click the hang up button.

All lessons are recorded so if you miss the start or cannot get on at the scheduled time then you'll be able to watch the recording back later from the same group on Teams.

Guidance and expectations for Students when accessing live events on Microsoft teams

What will live lessons be like?

Teaching and learning during a live lesson may feel very different from a normal class. We do not expect that students will remain 'online' for the full hour in each lesson. It is likely that students will be 'live' for the first part of the lesson and will be set tasks and work to complete. In some lessons, students may need to log on for the last 10 minutes to feedback their work.

Students must **join the lesson on time** and a register log is taken of students joining and leaving. If they are unable to attend they should notify the subject teacher to explain why. A recording of the lesson can be accessed at a later time.

When students are involved in live lessons, it is important that they conduct themselves in a safe and appropriate manner. Please read the following guidance carefully:

1. Please re-read the ICT acceptable use policy, all staff and students have signed this as part of the home-school agreement and safeguard e safety policy (This can be found on the website under parents/safeguarding policies/e safety policy)

2. Students can access the 'live lessons' by opening the Microsoft teams app and joining the relevant class. Further information will be posted on SMHW in advance of the lesson and this is only to be used by students at Netherthorpe.

3. Students will have access to the Q&A feature of live lessons this is not a chat function, this is to be used to ask questions to support learning.

4. There is no need for students to record the event as this will be done by the teacher and students will be able to access the live lesson at a later time through the original link. **The recording of still images, filmed images or audio of staff or other pupils without permission, and the distribution of such images, is strictly forbidden. If students record a lesson, this would go against the acceptable use agreement.**

5. To ensure that that staff and students feel safe in accessing this feature, control measures have been put in place to ensure that this new system is not used inappropriately. Students will not be able to create their own 'Teams' or use the chat option to one another.

6. We reserve the right to take your child out of Teams sessions should they be found to be not following our acceptable use policy or if their behaviour is not acceptable during the session. If this behaviour is repeated in subsequent lessons, the school reserves the right to remove the student from all subsequent live sessions.

7. Behaviour when working as part of an online live event should be as expected in normal class room learning: quietly listening to the teacher and completing work; prepared to ask and answer academic questions; attempt learning tasks and ask for help and support, whatever the challenge; work respectfully with others when in a group.

8. Distance learning requires teachers and students to adapt to new working practices but the normal high expectations of behaviour will remain.

9. When students connect to the lesson, they will be asked to turn off their video functions and disable the microphones unless they are asked to speak by the teacher.

10. If you are concerned that a student or member of staff is using this feature inappropriately, please contact our Safeguarding Lead Mrs Connolley: n.connolley@netherthorpe.derbyshire.sch.uk or phone her during school hours.

If school is closed to all students then we will continue to provide a full time curriculum all learners.

At least 50% of the lesson will be delivered live and students will be expected to follow their normal timetable.

Please follow the steps set out in the previous pages and support your child in being ready to learn from 8.45 a.m.

Timings of the day

Personal Development Time will not run as a taught lesson, but will be a time that any student may contact their tutor for support if they wish to.

Virtual assemblies will be sent out to students to watch during this time.

	Period 1 8.45-9.45 1 hour	Period 2 9.45-10.45 1 hour	Break 10.45-11.00 15 min	Period 3 11.00-12.00 1 hour	Personal Development 12.00- 1.10 1 hour 10 minutes		Period 4 1.10- 2.10 1 hour	Period 5 2.10-3.10 1 hour
7			Break in zoned areas		Lunch 12.00-12.30 Hall	PD Time 12.40-1.10		
8					PD Time 12.00-12.30	Lunch 12.40- 1.10 Hall		
9					Lunch 12.00-12.30 Canteen	PD Time 12.40-1.10		
10					PD Time 12.00-12.30	Lunch 12.40- 1.10 Canteen		
11					Lunch 12.00-12.30 Dance Studio	PD Time 12.40-1.10		
12/13					PD Time 12.00-12.30	Lunch 12.40-1.10 Dance Studio		

Students

- Set up your workspace for the day in plenty of time before the first lesson.

- Manage your time and follow your school timetable. Complete the work at the time you would normally have the lesson. You are not expected to do it all at once.

- Choose somewhere you will be comfortable and be able to concentrate with as few distraction as possible

- A pair of headphones are recommended for use during the live lessons

- Make sure you have any books that you will need and the usual equipment you use at school (pen, pencil, ruler, calculator etc)

- Take breaks away from the screen at the designated time−it is important to move around during the day as you would do at school

- Look after any work that you do and bring it into school on your return

- Do speak to your parents / carers about your work, share what you have done with them

Parents

- Try to help them set up a suitable work space in the house that will enable them to access their lessons

- Encourage them to be organised in the morning and to maintain a routine. Getting up, dressed and ready to learn on time is very important

- If your child is unwell and unable to attend the live lessons, please contact the absence monitoring line in the usual way. Registers of attendance will be kept for all lessons and absence will be chased up.

- If you are having technical difficulties, please contact it support who can support you remotely

- Speak to your child about the work they have complete each day. Reward their hard work and this will encourage them to keep learning and doing their best.

- Ensure that they take a break away from their work and screens throughout the day. Encourage them to move around and get outside for a break when appropriate.

Netherthorpe School will use reasonable endeavours to replicate school support for SEND students as far as possible during any closure.

For students with GRIP or an EHCP:

At Netherthorpe, every student with GRIP funding or an EHCP has an allocated Key Worker Teaching Assistant. In the event of a class or year group closure:

• Key worker TAs will look at the work provided for their key students every day on Show My Homework.

• Each day, the Key Worker TA will contact their students to offer remote learning guidance. This call will **focus on learning support** specific to the tasks set by the class teacher and will be an opportunity for students to ask questions and clarify any misconceptions. Ideally, these calls should take place over Microsoft Teams to enable students to show their TA the task they are working on and the TA can offer feedback. If students are unable to engage with a Teams meeting, learning support can be offered via a telephone call and a dialogue created via email so students can send work and receive feedback.

• Where students identify difficulties with the task, TAs will coach the student through the task remotely and support them to engage with their learning. Where difficulties cannot be resolved within the learning support meeting/call, TAs will contact the class teacher to explore any resources or support that could be offered to the student. Where applicable, the TA may ask the class teacher to contact the student to offer targeted and specialist remote support.

Any student in receipt of an intervention (IDL, Social Bridges, Precision Teaching) will still receive their intervention each day as normal via a Microsoft Teams meeting. The times for these intervention sessions will be sent to the student via their school email.

Additional support for students:

In addition to the information and support set out below, any student can request support from the Learning Support Department during a closure. If a parent or student has concerns about their learning, please contact Mrs Banks or Mrs Cundy via the school office. Following a discussion about the student's difficulties, we may offer suggestions to links to support their learning, send additional resources and/or arrange for a TA to contact the student via telephone or a Microsoft Teams meeting.

Additional resources to support learning

Reading, Spelling and Numeracy Support

At Netherthorpe, we are fortunate to be able to offer the IDL literacy and numeracy intervention package to our students. IDL is an online intervention which focuses on reading, spelling and numeracy. You can access IDL via:

https://idlsgroup.com/

We recommend that your child uses IDL for 15 minutes per day – IDL research suggests that on average a child's reading and spelling ages increase by 11 months after only 26 hours of use! Your child may already have an IDL log on, but if not or if they have forgotten their details, please email Mrs Banks and I will be happy to reset their log on details.

cbanks@netherthorpe.derbyshire.sch.uk

Social Skills: Independent Living

The National Oak Academy has developed a series of lessons focusing on independent living skills for secondary school students. These focus on 6 key areas: home management, personal care, daily living skills, community living, world of work and staying safe. SEND students may find it useful to work through these 6 units and develop their understanding of independent living as part of their preparation of adulthood pathway. These lessons can be accessed via the link below:

https://classroom.thenational.academy/specialist/subjects/independent-living

The National Oak Academy

The National Oak Academy has a library of recorded lessons to support students learning in a variety of different subjects. Students can access these lessons freely, pause them to allow for thinking time and replay them to benefit their retention of the content. I would encourage you and your child to explore this library and access these lessons to support their remote learning. The National Oak Academy has a 'Specialist SEND Classroom' section, and although not all lessons on there are aimed at Secondary age students, there are resources and activities available that some students with SEND may find useful.

https://www.thenational.academy/

BBC Bitesize Parents' Toolkit: SEND

This section of the website is aimed at providing parents with a wealth of information and support to enable them to best meet their child's needs at home, be that Dyslexia support, advice for supporting students with ADHD and/or Autism and also support in terms of emotional wellbeing or how to support a child who may be feeling anxious. Please take a good look through these resources. Again, some are aimed at younger children, but there is a wealth of support and advice for parents on these pages.

https://www.bbc.co.uk/bitesize/articles/zh9v382

Chatter Pack

Chatter Pack is a voluntary-run SEND Hub which has a wealth of free and purchasable resources to support academic learning and also a student's emotional wellbeing. In addition to the free resources and those available for purchase, Chatter Pack have put together a resource list as part of their blog. This resource list covers many areas of SEND and has links to activities to further support a child's specific SEND. The resource list and blog as be accessed via:

https://chatterpack.net/blogs/blog

Please contact Mrs Banks (SENDCO) or Mrs Cundy (Assistant SENDCO) via the school office or email if you have any questions or require additional support. 01246 472220

cbanks@netherthorpe.derbyshire.sch.uk   scundy1@netherthorpe.derbyshire.sch.uk

	Phone ☎	**Website** 🌐	**Online chat** 💬
Childline Free, confidential service where you can talk about anything you want	0800 1111 free 24/7	www.childline.org.uk	✓
The Mix Info and support for the under 25s for all kinds of issues	0808 8084994 free not 24/7	www.themix.org.uk	✓ 4pm – 11pm
Young Minds Mental health support	Crisis text messenger 85258 free 24/7	youngminds.org.uk	
Runaway Helpline Support when you have gone missing	116000 free confidential 24/7	www.missingpeople.org.uk/how-we-can-help/young-people/646-saysomething.html	
Kooth Free, anonymous online counselling and support for young people	Mon – Fri 12pm – 10pm Sat – Sun 6pm – 10pm	www.kooth.com	

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	Phone	Website	Online chat
Help at Hand Support, advice and info for young people in care	0800 528 0731 free not 24/7	www.childrenscommissioner.gov.uk/help-at-hand	
stopitnow! Help if you are worried about your online behaviour or someone else's	0808 1000 900 free confidential weekdays 9am-9pm	www.stopitnow.org.uk	
B-eat Support with eating disorders	0808 801 0711 or 0808 801 0677 free confidential not 24/7	www.beateatingdisorders.org.uk	✓
Brook Sexual health advice for under 25s	X	www.brook.org.uk	
Children's Society Support with various mental health and emotional issues for 13-17s	X	www.childrenssociety.org.uk/mental-health-advice-for-children-and-young-people/the-advice-resource-vault/advice-for-children-age-13-17	

2

Derbyshire Police and Crime Commissioner
Protecting Communities, Fighting Crime

core
Supporting victims in Derbyshire to **cope** & **recover**

Derby and Derbyshire
Safeguarding Children Partnership

catch 22

	Phone ☎	**Website** 🌐	**Online chat** 💬
SelfHarm UK Support with self harm	X	www.selfharm.co.uk	
Shout Crisis text messenger service (any age)	Text 85258 24/7	https://www.giveusashout.org/get-help/	
IMAlive Online crisis messenger service (based in US)	24/7	https://www.imalive.org/	✓
Calm Harm Free app to help manage self-harm urges	X	https://calmharm.co.uk/	
The Hideout Domestic Abuse website for young people	X	http://thehideout.org.uk/	
Frank Honest information and advice about drugs and alcohol	0300 1236600 Text 82111 confidential 24/7	https://www.talktofrank.com/	
CEOP Reporting online sexual abuse or content		https://www.ceop.police.uk/safety-centre/	

3

	Phone ☎	**Website** 🌐	**Online chat** 💬
Samaritans Free confidential support line for people who are feeling desperate	116 123	https://www.samaritans.org/	On its way! Chat will be available soon.
MeeTwo Free mental health support app for young people to talk to experts or people with similar issues		https://www.meetwo.co.uk/	anonymous posts in the app allow chat with other people (posts moderated in advance)
Fearless Information and advice about youth crime.100% anonymous crime reporting		https://www.fearless.org/en	
101 Non-emergency Police number. **For emergencies DIAL 999.**	101 15p per call		
111 <u>Non-emergency</u> health advice. **For emergencies DIAL 999.**	111 Call if you are seriously worried about symptoms 24/7 free	https://111.nhs.uk/ Use website if your enquiry isn't serious	

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catch 22

	Phone	Website	Online chat
Derby Social Care Worried about a child	01332 641172 during the day 01332 640777 after 5pm and at weekends	www.ddscp.org.uk	
Derbyshire Social care Worried about a child	01629 533190	www.ddscp.org.uk	
Catch22 **Derby & Derbyshire C.A.R.E.S.** Children At Risk of Exploitation Services	07714 614 4536	www.catch-22.org.uk/services/derby-derbyshire-children-at-risk-of-exploitation-service/	
CORE Supporting victims of crime in Derbyshire	0800 612 6505 TEXT 'COREDVS' TO 82228	www.core-derbyshire.com//	

Trent PTS For 16+ Year olds Feeling stressed, anxious or low? We can help you conquer a wide range of psychological and emotional problems	01246 385 752	Self Referral online https://www.trentpts.co.uk	No online chat.

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