



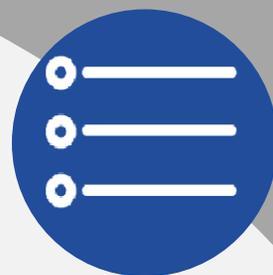
“Enabling all individuals to  
unlock their unique potential”



# STUDENT AND PARENT GUIDE TO REMOTE LEARNING

EVERYTHING STUDENTS AND PARENTS NEED TO  
KNOW ABOUT ACCESSING REMOTE LEARNING

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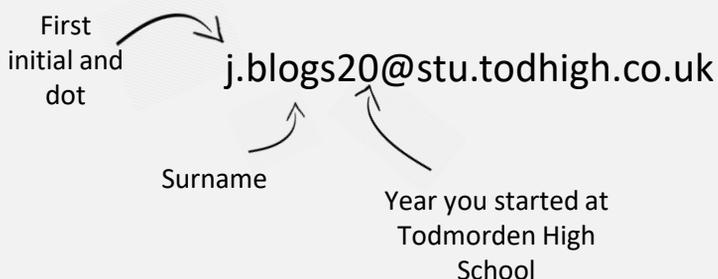
# ACCESSING YOUR STUDENT EMAIL



You will need your student email account for all of your remote learning over the next half-term. This is the same email address as you use in school. You will use this email address to:

- Access your online Teams lessons
- Accessing Office 365 and all the programmes that come with that
- Sending work to your teachers.

Your email address will follow the format below:



**Years 7 & 10 have a dot . between initial and surname.**



**Years 8, 9 and 11 do not have a dot between initial and surname.**

If you have any issues accessing your student email account, get in touch with Mr Anderton at [homelearning@todhigh.co.uk](mailto:homelearning@todhigh.co.uk) from a parent/carers account and he will try to fix any issues.



# HOW TO ORGANISE YOUR WEEK



It can be very challenging to stay motivated and focused on your remote learning when you are working from home. We understand these difficulties and aim to support pupils as much as possible with the current situation. Below are some suggestions for you to take on board to ensure you are being as productive as possible during this lockdown.



## CLASS CHARTS WORK

Your teachers are aiming to ensure that your work for the coming week is released on Sunday. This gives you and your family time to plan when you are going to complete work for each subject. You are not expected to complete everything on day one. You will need to pace yourself and planning a timetable will help you do that.



## TIMETABLE

Below are examples of timetables that are being sent out by the school to help you and your families organise your home learning. You can find example timetables on the website for each group.

[Year 7](#)

[Year 8](#)

[Year 9](#)

[Year 10](#)

Time	Monday	Tuesday	Wednesday	Thursday	Friday
9:00-9:45	Y7 Assembly		English (or English Q+A)		
10:00-10:45					
11:00-11:45	Y7 - Geography		Y7 - Maths	Y7 - English	Y7 - Science
12:00-12:45	Science (or Science Q+A)		Y7 - Spanish		
13:00-13:45					
14:00-14:45		Y7 - History	Maths (or Maths Q+A)	Y7 - EPR	

Monday 18<sup>th</sup> January 2021  
Monday 1<sup>st</sup> February 2021

*Week A - Year 7 Teams lesson timetable. Families can fill blank spaces with subjects based on work set on Class Charts.*

*Week A - Year 7 Teams lesson timetable. This is a suggested plan and prepopulated with subjects. Pupils may choose to complete the work set on Class Charts during each slot.*

Time	Monday	Tuesday	Wednesday	Thursday	Friday
9:00-9:45	Y7 Assembly	History	English (or English Q+A)	Science	Maths
10:00-10:45	Geography	English	Maths	English	Art
11:00-11:45	Y7 - Geography	Spanish	Y7 - Maths	Y7 - English	Y7 - Science
12:00-12:45	Science (or Science Q+A)	Core PE	Y7 - Spanish	EPR	Food
13:00-13:45	lunch	lunch	lunch	lunch	lunch
14:00-14:45	ICT	Y7 - History	Maths (or Maths Q+A)	Y7 - EPR	Drama / Music (every other week)

Monday 18<sup>th</sup> January 2021  
Monday 1<sup>st</sup> February 2021



# HOW TO ORGANISE YOUR DAY



Have a dedicated work space, preferably somewhere that is not your bed. A desk or kitchen table would work nicely. This allows you to separate 'work time' and 'leisure time' by having separate spaces.



Log in to Class Charts first thing in the morning and select the work you want to complete that day. Don't be overburdened by all the work on there; chip away at it slowly.



Check your Microsoft Teams calendar and see what live lessons are scheduled for that day.



Put your phone/tablet away and out of sight (unless you are using it for online work). The science tells us that we are less productive when we have a phone nearby, even if that phone is switched off/on silent.



Take regular breaks away from your screen. For every 45-60 minutes of work, take a 5-10 minute break. Walk around your house, get a drink or snack, or chat to someone in your household. Remember, take a break from a screen so don't just sit there on your phone/tablet.



Use the example below as a guide and set yourself a daily timetable. Be realistic about your start and end times and make sure you give yourself some wind down time in the evening.

8:30-9:00	Get ready and plan the work for the day; choose 3-4 subjects. Take note of any live lesson.
9:00-10:00	Complete work for subject #1 (with short 5 minute break)
10:00-10:45	Complete work for subject #2
10:45-11:00	Break
11:00-12:00	Complete work for subject #3 (with short 5 minute break)
12:00-1:00	Lunch (though this might need to change based on live lessons)
1:00-2:00	Complete work for subject #4 (with short 5 minute break)
2:00-3:00	Complete work for subject #5
3:00-3:15	Email work to teachers if they have requested that you do so, or if you are particularly proud of what you have produced



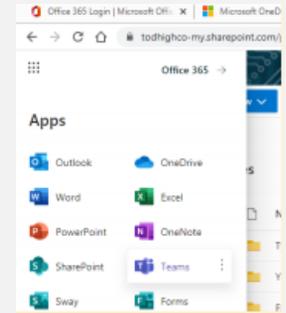
# MICROSOFT TEAMS



The vast majority of your online lessons will be hosted on Teams. As well as this, you can access lessons that you have missed or watch a lesson back to get anything you have missed. To access Teams:

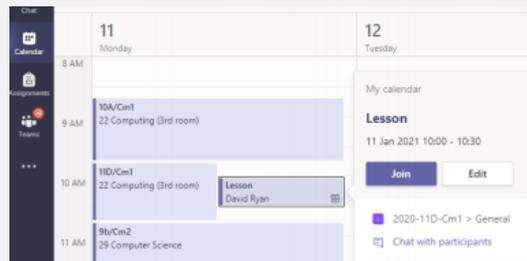
## TO ACCESS TEAMS

1. In your search engine, type 'Office 365' and use your student email to login. Your password is the same as the one used to log in to the school computers. For any password issues, contact Mr Anderton at [homelearning@todhigh.co.uk](mailto:homelearning@todhigh.co.uk)
2. Click the Apps Launcher, which look like 9 dots in the top left-hand corner and select 'Teams'. You can either use Teams on the web app or download the Teams app to your computer.



## TO JOIN A LESSON

Click on the calendar tab at the left hand side. This will show you your calendar for the upcoming week. Click the lesson you want to join, and click 'join' in the top right-hand corner.



How do I join a lesson?



Help video

## TEAMS RULES



Mute yourself and turn your camera off.



Make only respectful and appropriate comments in the chat. The chat is a learning tool, not a social media platform to have conversations with friends.



'Raise your hand' if you need to get a staff member's attention.



Show your ambition by contributing to the lesson.

How do I rewatch a lesson?



Help video

## TO REWATCH A LESSON

1. In your calendar, go back to the lesson you missed.
2. Select 'Chat with participants' button. This will open the chat for the meeting.
3. Scroll towards the end of the meeting to find the recording of the lesson.



# CLASS CHARTS



All of your teachers are setting your work on Class Charts. It is incredibly important that you have your Class Charts login. Where possible, you should download the Class Charts 'student' app onto your smartphone. Parents and carers can also access Class Charts via the 'parent' app.

If you are struggling to access your Class Charts, you may need a new login. You should email your form tutor or learning manager and they can set this up for you.

## WORK SET ON CLASSCHARTS

- Your teachers will be setting work on Class Charts so it arrives on Sunday; this will give you time to plan and prepare a timetable for the week ahead.
- You may have resources for multiple lessons within one Class Charts task. You should divide this work up so that it spread across the week.
- You may receive resources for independent learning alongside any resources you might need for your live lesson.
- It may look daunting to have all of your work released at once, but your teachers are not expecting you to complete everything on day one.

Date of week beginning, subject and the focus of the lesson

Due date

Instructions for the week's live lesson

Resources for the week

Instructions for independent home learning task

WC 4/1/21 - Year 8 History - What was the Enlightenment?  
Issued: 5/1/2021 | Due: 13/1/2021

Submission and Copy to Lesson buttons

Hello year 8, and a happy new year!

We are starting a new unit this term, looking at the Age of Revolutions during the 18th century. Your first lesson looks at what is 'the Enlightenment' and how did that change peoples ideas at the time. To complete this lesson you need to:

**Home learning**

1. Access the Oak National lesson entitled: "What was the Enlightenment?" at the following address <https://classroom.thenational.academy/lessons/what-was-the-enlightenment-c5hkje>. Complete the lesson up to the quiz, **but do not complete the quiz** on Oak National.
2. Once you have finished the lesson and written work, complete this Microsoft forms quiz: <https://forms.office.com/Pages/ResponsePage.aspx?id=V6lP4C5ZDkYwW09OkgawGstRJOuxwRpnLJZTKumFBBURVBNk5RU0F5R0M4U0pXWVBBSU8zTDJDVl4u>
3. You must email your work (either typed or a photograph of your written work) to your history teacher.

**Live lesson**

The worksheet you will need for this weeks live lesson on 14/11/21 at 1:00pm is attached below. It would be helpful if you had these printed in front of you to compete alongside the lesson, but do not worry if you cannot print it. Make sure you can see it somehow.

If you have any issues or difficulties, please do not hesitate to get in touch with your teacher. Stay safe and keep up the hardwork!

Mr Dewsnip.

<https://classroom.thenational.academy/lessons/what-was-the-enlightenment-c5hkje>

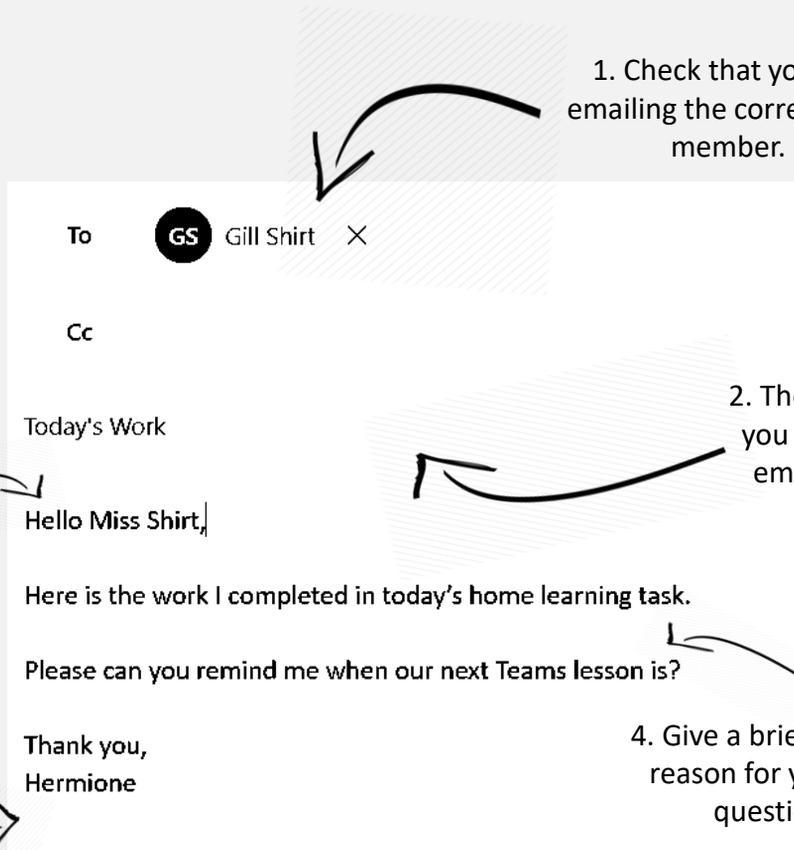
<https://forms.office.com/Pages/ResponsePage.aspx?id=V6lP4C5ZDkYwW09OkgawGstRJOuxwRpnLJZTKumFBBURVBNk5RU0F5R0M4U0pXWVBBSU8zTDJDVl4u>



# EMAIL ETIQUETTE



Emails are a great opportunity to practise your skills of clear communication and spelling, punctuation and grammar! For apprenticeship and college applications, and most jobs, you'll need to be able to communicate in this way.



1. Check that you are emailing the correct staff member.

2. The subject bar is where you type the title of your email (like the title of a piece of work).

3. Start your email with a greeting (e.g. Hello, Good morning) and make sure it starts with a capital letter! Use a comma after the greeting.

4. Give a brief explanation of the reason for your email and any questions you have.

5. Sign off with your name and please don't forget your manners by including a goodbye (e.g. Thanks, Hope you are keeping well, Yours).

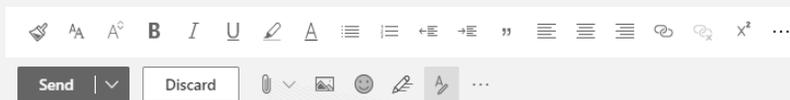


# SENDING YOUR WORK



You are not expected to email every piece of work you do to your teacher. You should email your teacher:

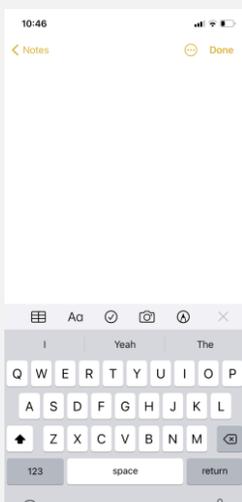
- When you are particularly proud of a piece of work and want your teacher's feedback
- If you are asked to do so by your teacher
- If you need a task/piece of work clarifying by your teacher.



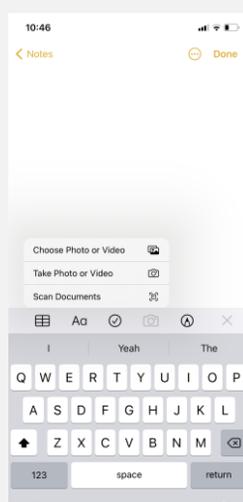
To attach a document, click on the paperclip and choose the document from your files.

If you have an iPhone, you can use the 'notes' function to scan copies of your work to send a clearer image to your teachers.

1. Open 'notes' on your phone and create a new note.



2. Press the camera image and select 'scan document'.



3. Scan the document using your camera. Reposition the corners to match the corners of the page. Click 'keep scan'.



4. Email the scan of the document to your teacher. Make sure you use your student email address, not your personal email.

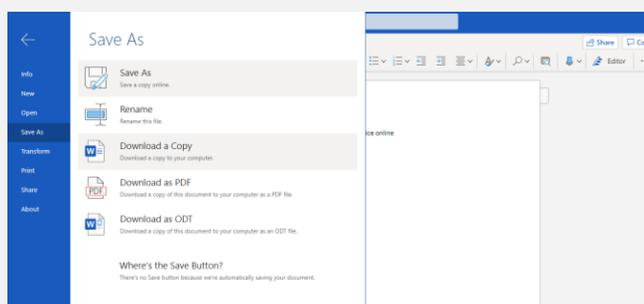
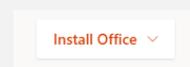
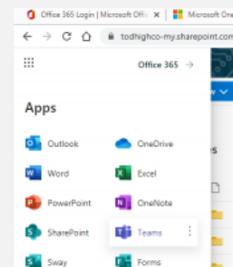


# ACCESSING MICROSOFT OFFICE



Some of you may wish to complete your work on Microsoft documents, making it easier to send to teachers. Every pupil has access to Office365, even if you do not have Microsoft Office downloaded on your computer. To access this:

1. In your search engine, type 'Office 365' and use your student email to log in. Your password is the same as the one used to log in to the school computers. For any password issues, contact Mr Anderton at [homelearning@todhigh.co.uk](mailto:homelearning@todhigh.co.uk)
2. Once you have logged in, you will see an app launcher button, which looks like 9 dots in a square. If you click that you will find you have access to all the programmes within Microsoft Office.
3. You can also download Office to your device. At the right hand side of the screen there is an option to 'install Office'. This will then download Microsoft Office to your computer.
4. Alternatively, you can complete your document online and save documents either to your OneDrive or as a copy on your computer.



# ACCESSING REMOTE LEARNING ON CONSOLES



Your gaming consoles are an excellent and engaging way for you to access your home learning during this lockdown.



## XBOX

1. Plug a keyboard into the Xbox USB slot.
2. Go into 'My Games and Apps'.
3. Find 'Microsoft Edge' and select.
4. Type in 'Office 365' in the search bar and log in to your student account.
5. Click the square made out of dots in the top left hand corner and select the programme you wish to use. Here you can access:
  - Teams
  - Word
  - Excel
  - PowerPoint
6. To move around the Xbox, plug in a mouse or use your controller.



## PLAYSTATION

1. Find the PlayStation internet browser icon (it is WWW with dots around it).
2. Press the PlayStation logo on the controller.
3. Go to the library and find options for games and applications.
4. Go into applications and you will find the internet browser.
5. Type in 'Office365' and login in using your student account.



# COMMON AND USEFUL ONLINE RESOURCES



## QR CODES

Increasingly, teachers are using QR codes as part of their lessons to allow quick access to other resources. You need to scan the QR code with your smartphone camera; this should give you the option to open the webpage.



## OAK NATIONAL

Lots of teachers are using the excellent lessons on [Oak National](#). These give you a starter quiz, a pre-recorded lesson, a task/worksheet and the answers. Your teacher will guide you to the lesson they want you to complete.



## SENECA

Some teachers are setting work on [Seneca](#) for you to complete. Seneca gives quick and easy access to knowledge and then allows teachers to set quizzes to check your learning. You may need to create a Seneca account, if you haven't already. Your teacher should then give you the code to access your group's classroom.



## QUIZLET

[Quizlet](#) allows you to create and use flashcards for learning key facts and vocabulary. Set up an account, browse the pre-made Quizlets or create your own. This is an excellent resource for revision.



## BBC BITESIZE

BBC Bitesize offers a wide variety of knowledge and help across the curriculum. If you are struggling, or given a research task, [BBC Bitesize](#) is an excellent place to start.



# PROTECT YOUR EYES WHEN HOME LEARNING



Whilst working at home, we are all looking at our screens far more than before. It is important to look after your eyes and keep them healthy.

## 20-20 RULE

Give your eyes the chance to focus both near and far away. When working at a screen, set a timer for 20 minutes. When the timer goes off, look into the distance or out of a window for at least 20 seconds.



## SCREEN GLARE

Place your laptop or desktop in a place relatively clear of sunlight, and away from a light source immediately above your screen. Adjust your monitor's brightness and contrast settings and try keeping it at half-brightness. Use anti-glare screen filters or glasses.



## POSITION YOUR MONITOR FARTHER AWAY

Adjust your monitor to about an arm's length away from your eyes. Keep the top of the screen at or just below eye level.



## GET OUTSIDE

In between lessons, get some fresh air. It will allow your eyes to interact with a distant visual space, which is a less stressful visual demand than a near point task.



## AURELITEC - COLOURED OVERLAY

If you require a coloured overlay, you can run or install [this programme](#) and it will automatically change your screen.



# SUPPORTING YOUR CHILD IN HOME LEARNING



This is a difficult time for everyone, especially for parents who are trying to support and motivate their children with home learning. Below are some guidelines and advice to support parents with their child's home learning.



## ESTABLISH AND HELP YOUR CHILD MAINTAIN A ROUTINE

Work with your child to create a flexible routine and timetable to work with. Encourage your child to stick to their routine and try to keep a routine as a family, including meal times and bed times.



## CHOOSE A GOOD PLACE TO LEARN

Create a physical space that is dedicated to your child's learning. Make sure it is quiet, free from distractions and has a strong WiFi signal or ethernet connection. Encourage your child to separate their work space from their leisure space.



## DATA ALLOWANCE

The government have increased data allowances on mobile devices to support home learning. Get in touch with us at school if any of the following apply to you:

- No fixed broadband at home
- Unable to afford addition data for child's device to access home learning
- Experiencing disruption to face-to-face education due to issues with access to data

If you are struggling with data and internet access at your address contact [homelearning@todhigh.co.uk](mailto:homelearning@todhigh.co.uk) or fill in the following [survey](#) and someone from school will be in touch to try and help.



## CHECK IN WITH YOUR CHILDREN'S LEARNING

We know how difficult it can be to support your child, and we are not expecting parents to become teachers. Encourage your children to 'own' their learning and check in on them regularly throughout the day. In the morning, you might ask "What subjects/live lessons do you have today?", "How will you spend your time?", "What can I do to support you?". In an evening you may want to ask "How far did you get on in your learning today?", "What did you learn/achieve?" At a time of decreased social interaction, these brief conversations really do matter.



## ENCOURAGE BREAKS AWAY FROM THE SCREEN

Encourage your child to take regular breaks from the screen (including mobile phones and tablets). This may include a snack or drink, a walk with family, or just a quick chat.



## MANAGE STRESS

We are going through a time of major upheaval to our normal routines and ways of life, and there's a great deal of anxiety in the world right now. Emotions may be running high, and children may be worried or fearful. Parents may be stressed as well. We have scheduled regular wellbeing calls with children and parents, but please don't hesitate to get in touch if you or your child needs any further support.



# KEEPING IN TOUCH

As a school, we will be in touch with any updates to remote learning. We will communicate any updates to you via the regular channels:



Weekly letter which is released on Class Charts



[www.todhigh.co.uk](http://www.todhigh.co.uk)



[Todmorden High School page](#)



[@TodmordenHigh](#)

**From everyone at Todmorden High School,  
thank you for all of your hard work and  
support in making sure our pupils continue  
to access a fantastic education and unlock  
their unique potential.**

