SAMUEL WHITBREAD ACADEMY
OPPORTUNITY · ACHIEVEMENT · EXCELLENCE

PARENT & PUPIL
DISTANCE LEARNING GUIDE 2020
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Dear Parent / Carer,

First and foremost, we hope you and your family are safe and well. These are challenging times for all in our community and the support we continue to offer each other during these unprecedented days is truly inspiring.

With new and extraordinary measures in place across the UK, Samuel Whitbread is preparing for long school closures and how best to support every learner. With this in mind, staff have been focusing their time on preparing for the delivery of new subject content after Easter.

This guide aims to provide you with reassurance and clarity as you support your child from home. It has been designed around the questions and queries parents have asked the academy to date and hopes to address any further anticipated issues. The guide includes key contact details, best practice with regards to setting your child up with home study and opportunities to enrich and prepare your child for future study, especially if they are currently in Year 11 - 13. We have also included information regarding mental health support and physical activity.

Students are encouraged to follow their normal school timetable where possible. This will ensure a varied and broad programme of home learning. We appreciate that families may need to adjust and we encourage you to make the choices that best fit your home circumstances.

We previously emailed about our strategy post Easter: teachers will be setting work in Show My Homework; storing resources, including teaching videos in the relevant Google learning platforms and interacting with students via Google Classroom and theeverlearner.com website. We will be delivering new subject content and our teachers are in the process of designing and recording materials for your child to engage with.

For some students, booklets or projects have been set and these will be completed over the course of a few weeks. We ask that students read all instructions slowly before embarking on a task, so they are not overwhelmed by the work set.

There may be some teething problems over the next few weeks and I ask for your patience. Many of our staff, like you, are working from home with young children or vulnerable relatives, and supporting key worker or self-employed partners. However, we can promise they are working hard to guide and support your child.

Please continue to adhere to all government advice regarding social distancing and hygiene. Sending you our best wishes.

Kind regards

Mr N Martin, Mrs C Linehan and Mr I Butler
Principal and Vice Principals
SUMMARY

We appreciate that many of you are busy running a household and working from home and may not have the time to read this booklet from cover to cover. Please dip in to it when convenient. In the meantime, the below summarises the key points:

- Encourage your child to follow their school timetable
- Your child should be working for approximately 4 hours a day
- No homework will be set during school closure
- Ensure your child accesses their school email daily
- Make sure they log in to Show My Homework daily
- Check they have accepted all invites to Google classrooms
- Confirm they have set up a Seneca account
- Completed work should be submitted online. Physical project work should be photographed and uploaded.
- New content will be delivered after Easter, which will include teacher pre-recorded materials
- Feedback will be given in accordance with department assessment schedules
- If you need to borrow a Chromebook (providing we have remaining stock) contact Mr Rowell
DISTANCE LEARNING
GOOD PRACTICE & TOP TIPS

Whilst studying at home, we would highly recommend the following:

• Each day your child should FOLLOW THEIR SCHOOL TIMETABLE.
  During the timetabled hour they should log in to Show My Homework and read through the tasks
  set by their teacher. They should then allocate adequate time to complete the work set. If project
  work, they need to finish at an appropriate place, so this can be started again later that day or
  week.

• Your child should check the relevant SUBJECT LEARNING PLATFORMS, where
  resources and accompanying videos may have been placed to support with the
  completion of work.
  These supporting materials will ensure stretch and challenge for those who need it, and support
  those who may find the material more difficult. Resources will be shared frequently and updated
  regularly.

• Your child should ACCESS THEIR SCHOOL EMAIL daily.
  They will receive notifications from Show My Homework and invitations to join Google
  Classrooms. Any alerts received or communication from teachers will only be sent to student
  school email addresses.

• Your child should be encouraged to take part in DAILY PHYSICAL EXERCISE.
  Whilst adhering to social distancing regulations please encourage your child to go for a walk, or
  spend time in your garden. Joe Wicks is running a daily PE class 9-9:30; Oti Mabuse is streaming
  dance lessons and a number of personal fitness trainers are posting live work out sessions. Your
  child may want to explore meditation, yoga or start a new hobby.

• Agree with your child a ROUTINE that suits the family.
  Try to agree and maintain a set routine to encourage positive mental health and wellbeing. Your
  child should take regular breaks. It is recommended that a 15-minute break is scheduled for every
  two hours spent on a computer or device. Ensure your child has a quiet study area at home
  without distractions. Please discourage social media use during their learning time, unless they are
  accessing an educational tool.
KEY CONTACTS

Our staff are here to support. Below you will find the key contact details should you have any queries. Where your query is subject specific please encourage your child to contact teachers via Show My Homework or post in the relevant Google Classroom. Our staff, providing they are healthy and able to work, will aim to respond within 48hrs. Please note we have 1700 students and staff will be working through requests for support as and when they are received.

SEND / CHROMEBOOK ENQUIRIES
Mr T Rowell (SENDco) trowell@bestacademies.org.uk

SAFEGUARDING
Miss C Hood (DSL) chood@bestacademies.org.uk

YEAR 9 PASTORAL TEAM
Mrs M Godfrey (PSO) mgodfrey@bestacademies.org.uk
Mr R Sinclair (HoY9) rsinclair@bestacademies.org.uk
Miss A Duiguid (AHoY9) aduguid@bestacademies.org.uk

YEAR 10 PASTORAL TEAM
Mrs J Abbott (PSO) jmabbott@bestacademies.org.uk
Miss V Yadav (HoY10) vyadav@bestacademies.org.uk
Miss A Priano (AHoY10) apriano@bestacademies.org.uk

YEAR 11 PASTORAL TEAM
Mrs J Saggers (PSO) jsaggers@bestacademies.org.uk
Miss C Tabert (HoY11) ctabert@bestacademies.org.uk
Miss E Prow (AHoY11) eprow@bestacademies.org.uk

YEAR 12 AND 13 PASTORAL TEAM
Mrs T Clark (PSO) tclark@bestacademies.org.uk
Ms S Hoad (HoY13) shoad@bestacademies.org.uk
Mr C Tonking (HoY12) ctonking@bestacademies.org.uk
Mr L Huckle (Head of Sixth Form) lhuckle@bestacademies.org.uk
HOW MUCH WORK WILL YOUR CHILD BE SET?

We are very conscious that every family will be responding differently to the current school closures. Whilst we do not want students sitting permanently at a desk studying, we do expect that they show dedication to their distance learning and commit to approximately four hours of work a day.

To that end, our staff are setting work on Show My Homework or in Google Classroom either weekly or fortnightly, depending on the nature of the subject, as per the table below:

<table>
<thead>
<tr>
<th>Year 9</th>
<th>English, Maths &amp; Science</th>
<th>History / Geography</th>
<th>French / Spanish</th>
<th>All other timetabled subjects</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>3 hours</td>
<td>2 hours</td>
<td>1 hour (fortnightly)</td>
<td></td>
</tr>
<tr>
<td>Year 10</td>
<td>4 hours</td>
<td>3 hours</td>
<td>3 hours</td>
<td></td>
</tr>
<tr>
<td>Year 12</td>
<td></td>
<td>students will be set 5 hours a week per subject.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Year 11 &amp; 13</td>
<td></td>
<td>please see suggested work on pages 13 and 14 of this booklet.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Departments are busy collating additional resources and websites and will be making recommendations via our learning platforms. These resources will allow your child to stretch and challenge themselves or undertake further practice in subjects they feel less confident in. The English department are creating a recommended reading list that will provide breadth and depth to your child's reading repertoire and our PE team are setting regularly fitness challenges.

Teachers will not be setting homework during the school closure. Homework hours have been considered in the table above.

All completed work should be submitted online via Show My Homework or Google Classroom. Guides on how to access these areas are included in this booklet. Some departments may be setting practical or project work which cannot be submitted online due to its very nature. Students should upload photographic evidence where possible to enable their teachers to comment on progress and provide feedback where appropriate.
ACCESSING SHOW MY HOMEWORK

• In a browser, go to https://www.satchelone.com/login

• Select the appropriate login function: Staff, Parent or Student. Students use their school email address and parents the email address you have given to the school as your point of contact.

• If you have forgotten your password, you can request that to be reset by clicking on the Forgotten Password link.

Once you have logged in, you should focus your time on 3 main areas:

The Dashboard: If you have multiple children at the academy they will be listed here. Each child will have their own Calendar, Homework, Gradebook, and Notice board pages for you to view. You will also be able to view their last activity on the site, which will help you monitor their engagement whilst learning from home.

The Calendar: To check your child's home learning tasks, click on the Calendar tab. This will arrange their work in a week by week format. From here you can filter the calendar by date, teacher, subject or class. This will allow you to navigate quickly to tasks, if your child needs support.

Homework: You can view the work set as a list by clicking Homework from the menu under your child’s ‘To-do list’. On this page, tasks are sorted into two tabs: Recent and Upcoming. Whereas work has been set for the last fortnight quite generically, staff will now start setting specific deadlines to support with your home routine.

For those parents who use the mobile phone app you can access the main menu by tapping the menu bar in the top left corner, then navigate to your child’s ‘To-do list’.

Completed work should be submitted via Show My Homework or clearly saved in the shared Google drives.
ACCESSING GOOGLE SHARED DRIVES

Students only

- In a browser, go to drive.google.com
- In the top right corner, login using your @mybest.org.uk email account (the same details you use to log into a chromebook at school)

Once logged in, you have the option of My Drive (unlimited storage in the cloud) and Shared Drives, where you will find the GCSE and 6th Form Learning Platform, depending on what year you are in.

- Open the relevant subject drive and visit the folder named ‘School Closure Work’. Within this folder, you’ll locate week by week materials, support and guidance.

www.samuelwhitbread.org.uk
ACCESSING GOOGLE CLASSROOMS

- In a browser, go to classroom.google.com
- All the Google classes that you have been added to will appear. You should have a ‘classroom’ for every subject.
- To access the classroom simply click on the title.
- Your work will be in the classwork section at the top of the page

- Click on the activity you have been given and work through it.
- When you’ve finished you can click on “Mark as Done” so your teacher knows you have completed it.
- Your teacher will then be able to access and comment individually on the work where appropriate.
- Within the ‘Stream’, your teacher will address whole class misconceptions and answer any generic questions.
- Please encourage your child to post their questions and queries publicly.
ACCESSING SENECA

Students only

- In browser go to https://www.senecalearning.com/

- Select the appropriate login function: Students.
- Once you have clicked onto the students tab you will be directed to 'sign up'. Please do so using your school email address and password.

Once you have logged in, you should focus your time on 2 main areas:

**Classes & assignments** This is the section where you will be able to join your classes, access upcoming assignments and view past assignments.

**Courses** In this section you will be able to search for any courses and access the course that you have joined with individual subjects.

** Please note that not all departments will be using this programme.
TEACHER FEEDBACK

Our teaching staff continue to be available for any questions your child may have. We encourage any queries to be posted in their subject Google Classroom, so the teacher can address the misunderstanding or misconception publicly and support all students in the class. This will in turn create class discussion that can be incredibly valuable to student learning.

Teachers will acknowledge work submitted via Google Classroom, Show My Homework or theeverlearner.com. They will offer feedback in accordance with their department’s feedback policy, which has been adjusted by Heads of Department to suit distance learning. Not all feedback will be given individually. Where possible teachers will address general areas for development collectively, but may contact your child specifically if the need arises.

To ensure feedback regarding new content is regular and that your child has understood their new learning, teachers are designing numerous ways of providing instant feedback including: self-marking activities; online quizzes and making use of Seneca. In addition, answer sheets and model responses are being written that allow students to assess their own work so they can see where they have gone wrong and then ask for specific help and advice from their teachers.

Each subject will be setting specific tasks, in accordance with their departmental assessment schedules, that will receive more detailed formative feedback. Individual feedback will be given to students and a series of tasks will be set to ensure improvements can be made. Students will know these tasks as their ‘MRI’ and should complete them as a priority when set by teachers to ensure new learning is consolidated.

NON-SUBMISSION OF WORK

We appreciate that you are busy establishing new routines at home and to date may not have a set work timetable for your child. When a natural rhythm begins, please ensure that once work is completed it is submitted via the online platforms listed in this guide.

Students who do not submit work weekly will initially be chased by class teachers via an email to their school account. If the pattern of non-submission continues a parental email will be sent to you via Parent Mail so you know that your child is not completing the work being set.

Where there is persistent non-completion of work a member of our administration or pastoral teams will call home and try to address any problems your child may be having.

As always, we ask that you continue to monitor the level of work being completed by your child and encourage them to contact their subject teachers for support where needed.

** Please note that if staff become unwell feedback may be delayed.
SIXTH FORM STUDY INFORMATION

All sixth form students should have been using the sixth form learning platform on Google drive to access the following during their prep/study periods:

- Specification and unit checklists
- Past and example examination questions/papers
- Lesson resources including PowerPoints
- Extra reading and note taking resources

As per page 9 you access the shared drives in the same way (see ACCESSING GOOGLE SHARED DRIVES - Students only).

- You are looking for the SWA 6th Form Learning Platform

- When you are in the learning platform area you will see all the courses that are taught in the sixth form:
• Click on each of your course areas. Here is an example of what is in the geography area for students to access and use:

- You will see the first folder is called ‘Yr 12 School Closure’ – this is where resources and tasks are being placed that are linked to work set on Show My Homework.

- Alongside the school closure folder, all other folders are populated with lesson and unit materials, extra reading and note taking opportunities and revision materials.
YEAR 11 STUDENTS – SIXTH FORM APPLICANTS

PREPARING FOR THE A LEVEL AND BTEC EXAM BOARD SPECIFICATIONS

Year 11s should use this time to be planning ahead and preparing for Sixth Form study. We actively encourage Year 11 every year to be looking at specifications and reading around their chosen courses.

Please use the sixth form subject handbook, located in the sixth form area of our website to access course information pages along with the exam board specifications.

This is what the sixth form subject prospectus looks like on the website (right).

TOP TIPS
1. Access the exam board specification on the internet for the courses you have applied for.
2. Create a summary of how the course is examined: number of papers, unit content within each exam paper, any coursework or Non Examined Assessment (NEA).
3. Look at the individual units of study within each exam paper and make notes on the content, key questions and skills.
4. Begin researching and making notes using the internet and exam board text books to start looking at the knowledge, skills and application needed for each unit. Keep this brief.
5. Create a key terms list for each unit of study using the unit outlines – research the definitions of these key terms.

Any notes from the above research should be kept safe and then used when you start the courses in the sixth form.

Any questions please contact the KS5 leader for each course that is written on each subject page.
MASSIVE OPEN ONLINE COURSES (MOOCS): YEAR 11, 12 AND 13

To ensure students are fully prepared for their next stage of education, we are recommending they explore Open Online Courses.

These can be accessed via this website: https://www.futurelearn.com/courses

Use the links for Massive Open Online Courses (MOOCs) to assist you:

**Year 11s** – Enhance your knowledge and understanding of more advanced areas of learning linked to the courses you have applied for in the sixth form or at college.

**Year 12s** - Enhance your knowledge and understanding of more advanced areas of learning linked to the courses you are studying in the sixth form and also help prepare you for your next steps and applications.

**Year 13s** – Select some MOOC’s that are linked to areas of study you have applied for at university. This will be excellent preparation for you. There are lots more if you go to the course section on the below website.

Our departments have highlighted some recommended courses. The suggested list can be found on Show My Homework and has been set by Mr L Huckle.
STUDENT WELL-BEING
WHERE TO GO? WHO TO SPEAK TO?

<table>
<thead>
<tr>
<th>WHERE DO I GO AND WHO DO I SPEAK WITH IF...</th>
<th>MEMBER OF STAFF TO CONTACT AND/OR PLACE TO GO</th>
</tr>
</thead>
<tbody>
<tr>
<td>Workload concerns/stresses</td>
<td>• Form tutor in the first instance.</td>
</tr>
<tr>
<td></td>
<td>• Subject teachers and/or KS5 Leader for that course.</td>
</tr>
<tr>
<td></td>
<td>• Pastoral team (PSO and/or Head of Year)</td>
</tr>
<tr>
<td>Friendship issues, worries or concerns</td>
<td>PSO and/or Head of year</td>
</tr>
<tr>
<td>Bursary and/or administration question/concern</td>
<td>Miss Butler: <a href="mailto:sbutler@bestacademies.org.uk">sbutler@bestacademies.org.uk</a></td>
</tr>
<tr>
<td>Feeling stressed, anxious and overwhelmed</td>
<td>• Form tutor in the first instance.</td>
</tr>
<tr>
<td></td>
<td>• Pastoral team (PSO and/or Head of Year)</td>
</tr>
<tr>
<td>Mental health support and guidance</td>
<td>• Access the NHS website for student mental health. This outlines a variety of mental health situations appropriate for students and divides them into the following categories:</td>
</tr>
<tr>
<td></td>
<td>• Common problems students face</td>
</tr>
<tr>
<td></td>
<td>• What can you do now?</td>
</tr>
<tr>
<td></td>
<td>• Real stories</td>
</tr>
<tr>
<td></td>
<td>• Mental well-being audio guides</td>
</tr>
<tr>
<td></td>
<td><a href="https://www.nhs.uk/conditions/stress-anxiety-depression/student-mental-health/?tabname=common-problems">https://www.nhs.uk/conditions/stress-anxiety-depression/student-mental-health/?tabname=common-problems</a></td>
</tr>
<tr>
<td></td>
<td>• Pastoral team (PSO and/or Head of Year).</td>
</tr>
<tr>
<td></td>
<td>• Remember you can also access support and advice through your doctor/GP.</td>
</tr>
<tr>
<td></td>
<td>Some of the agencies you and the PASO can access:</td>
</tr>
</tbody>
</table>
Accommodation/housing issues or concerns

- CHUMS: Mild to moderate mental health and emotional well-being service. Group and family work. www.chums.uk.com
- CAMHS: A team supporting the students and young people who are experiencing difficulties with their emotional or behavioural well-being; mental health diagnosis, self harm for 5-18 year olds www.camh.org.uk
- RELATE: 1-2-1 therapeutic counselling sessions for 5-21 year olds www.relatebedachluton.org.uk
- YOUNG MINDS – Crisis management, text advice service: can help with urgent issues such as: Suicidal thoughts, abuse or assault, self-harm, bullying, relationship issues. Please text YM to 85258
- BEDFORDSHIRE WELL-BEING SERVICE: A range of free and confidential talking therapies and specialist support to help you feel better for those aged 17+. Self referral either via online referral form or phone: www.bedfordshirewellbeingservices.nhs.uk/get-started/ Tel: 01234 880400
- THE SURVIVORS TRUST (TST): Support for the impact of rape, sexual violence and childhood sexual abuse throughout the UK and Ireland: Free, confidential helpline and signposting – 08088010818
- KOOTH: an online counselling and emotional well-being platform for children and young people, accessible through mobile, tablet and desktop. https://www.kooth.com/

Safeguarding and/or child protection concern

- Sixth form team (PASO and/or Head of Year). The sixth form team can be contacted by email during this time.

UCAS applications/apprenticeship applications/job applications – concerns, advice and guidance

- UCAS: Form tutor in the first instance and then Head of Year. Also use the UCAS survival guide.
- Apprenticeships – Careers team:
  - Mrs McMillan: jmcmillan@bestacademies.org.uk
  - Miss Foreman: eforeman@bestacademies.org.uk
- Job applications - Careers team:
  - Mrs McMillan: jmcmillan@bestacademies.org.uk
  - Miss Foreman: eforeman@bestacademies.org.uk
| Young carers support, advice and guidance | • Access the following part of the school website to access the staff who can assist you: [https://www.samuelwhitbread.org.uk/page/?title=Young+Carers&pid=57](https://www.samuelwhitbread.org.uk/page/?title=Young+Carers&pid=57)

• You can also access the young carers network: [https://carers.org/about-us/about-young-carers](https://carers.org/about-us/about-young-carers) |

| Oxbridge and Russell Group Universities advice and guidance, high attainers. | Sixth Form high attainers coordinator – Professor Hubbard: lhubbard@bestacademies.org.uk |

| Alcohol and drugs support | • Pastoral team (PSO and/or Head of Year).

• Remember you can also access support and advice through your doctor/GP.

• Agency support the PSO or you can access: AQUARIUS: Alcohol and drugs support: 1-2-1 psychosocial support, family sessions, group work that supports 5-19 year olds. |
10 TOP TIPS
REMOTE LEARNING FOR PARENTS

Remote learning can be a great way to continue learning outside the classroom, particularly in difficult circumstances. For parents and carers, the idea of remote learning isn’t always straightforward and there can be a number of factors they need to consider, especially around ensuring their children feel comfortable and are familiar with the whole concept. That’s why we’ve created this guide to help parents and carers support their child in getting the most out of their remote learning experience.

1) Take an active interest in your child’s learning
As a parent or carer, remote learning will be a new concept for your child and there are bound to be a few teething problems to start with. Take an active interest in their learning and help support them whenever they need a helping hand.

2) Monitor your child’s communication and online activity
It’s important to remind your child that despite being at home, the same level of behaviour and conduct exists as if they were at school. Encourage them to remain polite, remember their manners and not to post or send any negative comments just because they are behind a computer.

3) Establish a daily schedule and routine
Working from home and trying to learn in a more casual setting that children might associate more with play and a degree of freedom might take a bit of getting used to. Try to stick to a daily routine and use the timetable/schedule that schools have sent home to help children keep on top of their daily learning.

4) Encourage screen breaks away from devices
Remote learning will inevitably require more interaction with computers, laptops and tablets. Teacher’s will invariably advise on screen breaks however it doesn’t hurt to keep a check on their time online or encourage them to get some fresh air/exercise.

5) Ensure your learning device is in a public space in the home
It’s important to consider where your PC or laptop is placed if live video is being used. Try to keep the background neutral with no personal information visible and move learning devices out of the bedroom as this could be deemed inappropriate.

6) Implement safety controls and privacy restrictions on apps and software
Dependent on how your school implements remote learning, your child may be required to download certain software or apps. Whilst these are likely to be relatively safe to use, like any other new app or platform, parents should still implement safety controls as a precaution.

7) Ensure your child only uses official school communication channels
It’s important that all communication with teachers and school staff is directed through approved school channels, whether that be through the school’s online portal or the relevant secure messaging site.

8) Familiarise yourself with relevant school policies
Schools should have a policy on remote learning and direction that they can share with parents. Familiarise yourself with this and ensure you know what is expected of teachers and your child during lessons, both online and offline.

9) Maintain Feedback with teachers
Engage in communication with teachers where possible and try to feedback progress and development as well as any helpful suggestions around the learning process. Be transparent but remain professional and only use official channels to communicate.

10) Monitor your child’s wellbeing and mental health
Remote learning will likely mean that your child won’t get the same level of social interaction and might not see their friends for a while. Keep a check on their wellbeing and try to encourage them to get out as much as you can. Whilst learning from home might seem fun and exciting to start with, missing out on seeing their friends everyday might take its toll.

www.nationalonlinesafety.com  Twitter - @natonlinesafety  Facebook - /NationalOnlineSafety  Instagram - @nationalonlinesafety

Users of this guide do so at their own discretion. No liability is entered into. Current as of the date of release: 20.03.2020