

**Guidance for Students and Parents on organising remote learning**

Learning remotely is challenging in lots of ways, and we want to make your experience as positive as possible. When you are at school you have your peers, friends, teachers and other members of staff to help structure your time, interact with you, and keep you focused. This can feel different at home.

We have given our remote learning a really clear structure, and want it to be as predictable as possible, so you can establish routines around your learning, and we recommend that you follow your normal timetable. However, everyone is different. Everyone works at a different speed, and not everyone will want to organise their learning exactly the same way. That's fine!

We want you to engage fully with all of your lessons, but this does not necessarily mean sitting at the computer for the whole time. Structure your day in a way that works for you and your family, and take breaks when you need to.

Session start time (the same every day)	Example Day 1	Example Day 2	Example Day 3
<b>8.50 – Tutor Time</b>	<b>8.50</b> Log in to Google Meet and post a message to your tutor group.	<b>9.00</b> You take your dog for a walk with your sibling	<b>8.50</b> You log in to watch your House assembly on the tutor Google Classroom page
	<b>9.00</b> Have a quick snack and drink		
<b>9.10 – Lesson 1</b>	<b>9.10</b> Start first lesson with a Google Meet with your teacher, working on tasks together for 25 minutes. Do practice questions, submit your answers to Google Classroom. You check	<b>9.30</b> Log in to your first lesson on Google Classroom and upload a picture of the work you have done from last lesson. Listen to the recorded explanation of what to do for the lesson and make some notes on the topic. Message the teacher to let them know you were there and what you did.	<b>9.10</b> You have watched some videos from PE earlier in the week, so you spend half an hour doing exercises and stretches. You do some painting and colouring following the techniques you learned in Art last term. You message your teacher to let them know what you have done.
	Finish at <b>9.50</b> have a break and walk around the garden or read a book or do something away from a screen for 20 mins	Finish at <b>10.00</b> – Start planning the ingredients and recipe for the meal you will make for your family later.	
<b>10.10 – Lesson 2</b>	<b>10.10</b> Watch the video posted for the lesson and practice the skills demonstrated. Chat to your friends about how they are doing with it. Complete the writing task for the lesson. Couldn't quite finish in time. Let your teacher know you haven't finished by messaging them on Google Classroom, and leave the work to one side, to check with your teacher next lesson.	<b>10.10</b> Join your Google Classroom and join the discussion in the live lesson. Go onto the website you are directed to and complete the quiz. Start the translation activity, which occupies you for the rest of the hour.	<b>10.10</b> You read a book and get so involved that you go for the whole hour. You write a sentence or two about it to share with your English teacher and tutor.
<b>11.10 – 11.30 Break time</b>	<b>11.10 – 12.00</b> You take an hour outside because it's a dry day.	<b>11.10 – 11.30</b> You have a break, and do some Jo Wicks exercises in the garden with your younger sibling.	<b>11.10 – 11.30</b> You have a drink and a snack.
<b>11.30 – Lesson 3</b>	<b>12.00</b> Log into the Google Classroom and message your teacher to say you've seen the work they have set for the session but haven't started it. Start looking at the slides and the worksheet, but you do not start the work this session. Check in with the teacher next time.	<b>11.30</b> – You don't log in at the start of the lesson, because your teacher has already set up the lesson from last time. You start the task, and log in at the end to check in with your teacher.	<b>11.30</b> You log in to your Google Classroom, and work through the lesson resources. When you get stuck, you message the teacher to let them know the parts you found tricky.
<b>12.30 – Lesson 4</b>	<b>12.30</b> Science - Log into the Google Classroom. There is a link to an online video which you watch, and then fill in a worksheet about your learning. Post it in the Classroom after a question and answer session.	<b>12.30</b> - It's a double lesson, so you carry on with your work until 1.00 , take a photo to upload to your Classroom then have lunch. After lunch you help your sibling with their home learning from primary school.	<b>12.30</b> Your parent has the day off work, so you go for a bike ride together and take a packed lunch. You talk about what you have learned in one of your subjects.
<b>1.30 – Lunch Time</b>	<b>1.30 – 2.15</b> Lunch break – do something away from the screen – read a book or do something creative.		
<b>2.15 – Lesson 5</b>	<b>2.15</b> Log into the Google Classroom and start the tasks that have been set. You choose to do the tasks on paper rather than on the screen as your eyes need a rest.	<b>4.00</b> – You finish the work you started in Lesson 1 and post it in the Google Classroom.	<b>2.15</b> – You log into the Google Classroom to join a live lesson, and discuss the learning with your classmates. You take a photo of the project you have been working on and upload it.
		<b>4.30</b> – You start preparing the meal you are cooking for your family	

There are three different example days below to give you an idea of how you might work flexibly to support your learning. Day 1 is the busiest, and Day 3 is the lightest. Try to complete around 4 hours of learning a day.

