



## HOME LEARNING GUIDE FOR STUDENTS AND PARENTS

Due to the measures necessary to keep our community safe, you are now Home Learning (HL) whilst school remains closed. We aim to ensure that this time out of school, although not ideal, will enable your learning and education to continue until we can all return to school.



### What you will need

All students need a laptop, PC, tablet or smartphone that has access to the internet. You will also need your usual school stationery, files and textbooks. Make sure you know your school email log-in as this allows you to access all Microsoft services including Teams and email will be the main means of communication with you.

### Registration

Students will register in their lessons with their teachers. Please let school know if they cannot attend for any reason.

### Pastoral

Whilst you are unable to attend school, in addition to daily interaction in lessons, we will be in contact with you directly. If you have a particular concern (parent or student) please make contact with your form tutor or Head of Year.

There will also be assemblies and form times you should attend; keep an eye on the student notices.

### Microsoft Teams

You will be part of various class Teams whilst you are studying from home. There will be live lessons streamed through the platform and additional work, video or audio files may be accessed for some lessons. Students will be invited to these by their teacher in advance of the session. It is really important to attend all live lessons scheduled whilst adhering carefully to the code of conduct or AUP for IT.

### Firefly

Firefly is the first place students should check to see which work has been set each day, which also includes homework. The work uploaded will often include resources or information needed for the lesson, so it important to check regularly so you are prepared. The information about lessons maybe complete in itself or may direct you to other platforms such as Microsoft Teams OneDrive or MyMaths. In some cases, this work may not be uploaded before the lesson but will be explained in the lesson and therefore available afterwards.

### Organisation

Home Learning replaces attendance in school and in lessons and it is really important to stay organised and keep up with all the work being covered. By ensuring that all deadlines are adhered to and work is completed to the best of your ability, you will ensure that you are quickly back up to speed when you return to school.

### Submitting work

Subject teachers will identify how and when they want work submitted. It may be:

- Taking a picture of work and uploading to Firefly or Teams
- Emailing it to the teacher
- Self-marking

Feedback will be given in a variety of ways but we would encourage students to engage directly with their teachers by email if they have any queries.

### Lessons

Work will be set for all lessons on Firefly. Most classes will involve a live interaction with the teacher at the usual lesson time. This may be a traditional 'teaching' format, or the teacher may set a task to be completed individually and then ask students to join live at a specific time to give feedback.

Teachers will be involved in supervising key worker and vulnerable children in school and therefore will not be able to do live lessons when undertaking this role.

### IT Support

If you are struggling at any time with any of our platforms, please contact IT Support ([itsupport@westholmeschool.com](mailto:itsupport@westholmeschool.com)) or Reception on 01254 506070.

