




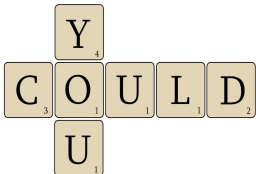
Ref: KSA/era

Date: 24 November 2020

Dear Student

We understand that working remotely at home is not the same as being with your teacher and friends. Being resilient in our home learning can be difficult, especially if you are unsure of what you need to do or where you can ask for help.

Below is a short guide to help you when working at home and answer some of the questions that you may have come across.

	
I cannot find the work my teacher has set, and I am not sure where to look?	You could write a message on the Google Stream to your classmates asking one of them, or email the teacher directly.
I do not know how to organise my time.	You could follow your timetable as your teachers will be online to support you where they can. You could look at your submission dates and complete the tasks due in first. It would be best if you built-in time away from a computer as you would for break and lunchtimes when at school.

I have finished all my work, what should I do now?	You could email your teacher to ask for extension work, use the subject area <a href="#">website links</a> to extend your independent learning, read a book or watch a National Geographic documentary on your favourite animal. If you have completed all of your work, you could help your family around the house.
I cannot log into Google.	You could go onto the school website ( <a href="#">click this link</a> ) and read the guide on how to use Google. Or ask a parent to contact the school for more help.
I cannot submit my work to the Google Classroom?	You could go onto the school website ( <a href="#">click this link</a> ) and read the guide on how to submit work to Google. Or ask a parent to contact the school for more help.
I am behind on the work my teacher has set, and I am worried.	Email your teacher, they will understand. They would rather know so they can support you rather than you be at home worrying.
My internet/device has stopped working, and I cannot access any of the work set?	Ask a parent to ring the school. We will then send you a work pack home for you to complete.

All your teachers want to support you and your learning, so when you return to class, you feel confident and ready for your next steps.

Kind regards



Mrs K Sapp  
Deputy Headteacher