



PARENT GUIDE TO REMOTE LEARNING

In the event of a school closure or a student being unable to attend school due to coronavirus related reasons, we endeavour to ensure that all students can continue to learn remotely.

The school approach to on-line learning is led by current research. For example, sitting in front of a computer screen for five hours does not enhance learning, and students benefit from class discussion. A mixture of face-to-face and independent study works best.

Student attendance is expected and parents will be contacted if a student is absent. If your son is unable to attend virtual school, please contact the Attendance Office in the normal way.

The following information will support parents/carers in ensuring their child is able to take part in the remote learning provided by Rutlish School.

- Students will have remote tutor time registration at 8.30am.
- Tutor time is an opportunity for students to highlight if they are having any issues with their technology or retrieving resources on Teams and Fronter. Tutors will forward on to the relevant person any issues they are unable to resolve.
- Each department will complete a learning map for the online learning of each class. This will include: when Teams and face-to-face contact will be used in each lesson; what work will be published on Fronter; and the assessment plan.
 - The plan will be published on Teams for each student so that they know for each subject what and how they will be studying each period.
 - Assessment will follow the normal pattern of marking after six hours of teaching.
 - At the end of each unit/module the teacher will publish the learning map for the next unit/module. Students will receive one unit at a time.

The **remote-learning school day** will follow the normal pattern, including lesson length and break times.

Times are as follows:

8.30am	Registration with form tutor
8.50am	Period 1
9.50am	Period 2
10.50am	Break
11.15am	Period 3
12.15pm	Period 4
1.15pm	Break
1.50pm	Period 5

A lesson will normally follow the pattern of:

- Introduction with the class teacher on Teams. They will introduce the activities and check understanding. The planned learning will lead the activities.
- Teachers will check that students can access the work.
- Students will work through the activities published on Fronter or Teams.
- Students will be informed of how to submit work and when it needs to be completed.

When the school is open for all students but your son is self-isolating:

- Unless the whole tutor group or year group is remote on-line learning via Teams, this will not usually be available for students who are self-isolating.
- On the first day of self-isolation students should ensure their work is up-to-date and homework complete if work is not available on Fronter.
- From day 2 onwards, lessons resources will be placed on Fronter. Tuesday work will be available on Fronter on Wednesday.
- There will be regular contact with a member of staff who will contact the student to ensure they are accessing work and to resolve any issues. This will be on Teams or by telephone.
- If an issue remains unresolved parents should contact their Head of Year via administration@rutlish.merton.sch.uk indicating their son's name and year group in the subject of the email.

To support your son with his home learning you will find useful information on the school website at [Rutlish School - Home Learning](#) and links to the websites students use at [Rutlish School - Learning Links](#)

The information includes:

- "How to" videos on how to log in to Microsoft Teams and Fronter
- Information on appropriate IT equipment and requirements for home learning
- Practical tips from Ofcom on improving your broadband
- Remote Learning Protocol for students and parents which includes expectations on behaviour, dress code and location for remote learning.

As always, if you have any concerns during home learning please contact your son's form tutor in the first instance.

Any safeguarding, child protection concerns should be immediately reported to the school using the email safeguarding@rutlish.merton.sch.uk .

Contact can be made directly with the tutor or through the school email administration@rutlish.merton.sch.uk please make sure you indicate who the message is for as well as your son's name and tutor group.

