



HEDINGHAM SCHOOL  
AND SIXTH FORM  
ACHIEVEMENT & EXCELLENCE

8 December 2020

**Official**

Dear Parent/Guardian

**PARENTAL AND STUDENT GUIDE FOR HOME LEARNING**  
**“Whilst our building is closed, the school is still open”**

Our strong intention during this challenging and frustrating time, is to ensure that we maintain the positive momentum with student learning that has been evident this term. We are confident that we can transfer much of the good work done in classrooms into the local communities through our remote learning offer. Although home school provision will be vastly different to children’s “normal” day to day in school experience, we hope to maintain some aspects of learning habits that children are familiar with.

We continue to use Microsoft Teams to educate students remotely. Many of our students have grown familiar with this platform and have become familiar with the structure and functions that it offers. All students have been introduced to and talked through Microsoft Teams. “Teams” are electronic groups that students belong to (primarily subject classes).

There will always be something enriching and useful for your son/daughter to do whilst they are learning from home. There are three priority levels of learning:

**1: Timetabled Lessons**

- We aim to engage students through the online platform and will be delivering work through a variety of methods including live lessons, pre-recorded lessons and assignments.
- Children should try to follow a structured timetable, using each timetabled lesson as a plan for completing daily work. Their teachers will be setting work to be completed at home and students will find details of the work as well as resources on each subject class “Team”. A guide is available on the school website.
- All timetabled lessons will set work via Microsoft Teams. This platform has the capacity for students to return work to teachers and for teachers to monitor student engagement and provide feedback.
- Years 7 - 9 students will follow a structured timetable which includes one live lesson and three assignments, pre-recorded or audio-based lessons per day (accessed through their class team). Please see the separate attachments for structured timetable per year group. The live lessons will be scheduled through their subject teams (ie: when they have a live English lesson, they will need to go to their English team and click on the lesson link)
- Year 10 - 13 students should try to follow their normal timetable, using each timetabled lesson as a plan for completing daily work. Their teachers will be setting work to be completed at home and students will find details of the work as well as resources on each subject class “Team”. This will be delivered through various methods including live lessons, pre-recorded lessons and assignments, tailored to meet the needs of the students according to subject requirements.

**2: External online learning links**

- There are a range of activities that students can do to complement timetabled learning. We have a list of online learning platforms available on our website that students can explore.
- Although certain websites will be referenced by teachers and used in assignments set, if students enjoy this way of learning, they can delve into these learning platforms in more depth if they choose.

**3: Reading:**

- We continue to promote the value of students regularly reading for pleasure. Using this time to find reading genres that generate a desire to regularly pick up a book, is time well spent.
- Students can continue to access the reading app SORA, available to all year groups. The reading app provides a gateway to a vast selection of e-books and audio books from various authors. All students have been shown how to access the reading app, using their school username and password.

## **Troubleshooting and FAQ**

We have considered some key questions and answers about your children's education at this time.

### ***What can I do to support my child?***

Encouraging your children to structure a learning routine is of great support. Emphasising to your children that they can only do their best is also important. We do not want children to feel overwhelmed with workload. We appreciate your support. If you feel that your child requires more work, please contact the subject area directly.

### ***We have questions about the work. Who can I ask?***

Each Department has a subject email address (available on the school website). Teachers will view student contact through these email addresses and get back to students/parents as quickly as possible.

### ***How will my child get feedback?***

It is part of our role to provide feedback but please bear in mind that it is not practical to do this for every single task. Subject areas will provide feedback in a variety of ways and this will very much depend on the nature of the task, subject area requirements and the year group the student is in. If your child requires subject specific guidance or support, please use departmental email contact (available on the school website) and teaching staff will respond as promptly as possible.

### ***Will my child fall behind if they don't complete every task?***

We will build catch-up time into the curriculum on return in January. However, building foundations of knowledge during this time will make the process to follow in school much easier for your child.

### ***How can my child submit work?***

There are a variety of ways in which this can be done through Microsoft Teams. Subject areas will provide guidance in this through the assignment task. Some more detailed guidance can be found on the student user guide which is accessible through the school website.

### ***What if I can't log in or have issues with accessing resources?***

Technical support and guidance can be accessed through: [hedICTTECH@hedingham.essex.sch.uk](mailto:hedICTTECH@hedingham.essex.sch.uk)

Yours sincerely



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