## Distance Learning - Learner Information sheet #3 - 17.05.21

### What you need to know

We are doing everything we can to help support you during the Covid-19 crisis. Please follow the guidance below relating to online learning.

### We are expecting:

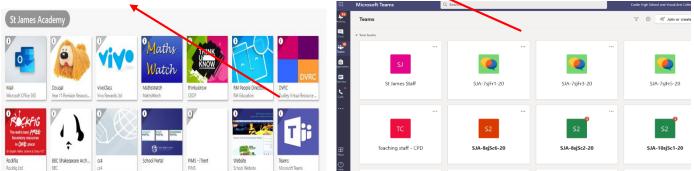
If you are <u>not</u> in school and accessing your education from home:

- Where possible, follow the structure of your 'normal' in school timetable. This will allow you to have some structure to your day, engage with a range of different lessons and stay on track.
- <u>Access</u> your lessons on Microsoft Teams, these will appear as assignments or as a 'live' lesson. For assignments you should go through the lesson and direct any questions you have about the work via Teams directly to your teacher. Some lessons may be 'live' all details will be supplied by your teachers.
   Page 19 of your planner has your log-in details.
- Complete the consolidation task that has been set by your teacher. This may be a quiz, a link to another platform, such as Hegarty Maths, or a written question that may need responding to on Teams. Instructions on the task required will be set by your teacher on Teams. The task will relate to your learning and will help us assess your understanding of the work. Teachers will assess your levels of engagement weekly and report this using a 0 5 scale. 0 being no engagement and I 5 relating to the effort scores outlined in your learner planner on page 16 17.

#### What you need to do

 Access Microsoft Teams. This can be done via the <u>St James academy website</u> select 'Distance learning' and then 'Student Portal' this takes you to your RM Unify log in screen. This is the same log in that is used in school and is your email address and password.

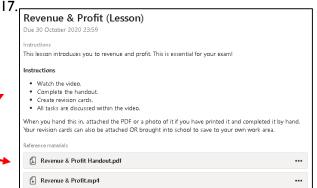
Select Teams. You will then see all the Teams you belong to. Select the class that you need to do at the time as allocated on you 'normal' school Timetable.



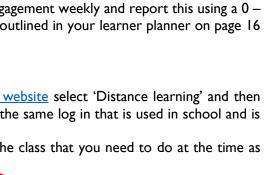
- Log in details can be found on page 19 of your learner planner. If you need support with passwords or usernames or have issues with computer access, please contact your relevant learning manager or email onlinelearning@stjamesacademy.org.uk
- Access your lessons via Teams and complete consolidation tasks as outlined by your teachers. There will be clear instructions on Teams and your engagement will be rated weekly. 0 being no engagement and I – 5 relating to the effort grades as outlined in your learner planner on pages 16 – 17.

## To Access an assignment on Teams (is easy!)

- o Log on to Teams.
- Click on the class name you wish to access work for.
- Read the *posts* thread to see what work has been set or click on the *assignments* tab from the top.
   Click an assignment and follow the instructions.
- Links to resources, other online platforms and consolidation tasks will be shown on the assignment. Remember to hand in the assignment when done.



A video on accessing Teams and other online learning platforms can be found by visiting. <u>bit.ly/distanceSJA</u>





## **Distance Learning Timetable – Outline of the day**

Timing	Session	Guidance									
8:40 – 9:40	Period I	<ul> <li>Complete work on <b>Teams</b> as outlined for your year group.</li> <li>Remember to hand in work via Teams or other platform (e.g Hegarty Maths) at the end of the lesson.</li> </ul>									
9:40 – 10:40	Period 2	<ul> <li>Complete work on <b>Teams</b> as outlined for your year group.</li> <li>Remember to hand in work via Teams or other platform (e.g Hegarty Maths) at the end of the lesson.</li> </ul>									
10:40 – 11:00	Tutor Time	<ul> <li>Year 7 – Year 10: Read a book, newspaper or magazine.</li> <li>Year 11: Read sections from your revision guides (provided by school).</li> </ul>									
11:00 – 11:15	Break	<ul> <li>Avoid using devices during your break.</li> <li>Try to get some fresh air in your garden or at a window.</li> <li>If you are hungry, take time to get a healthy snack, such as a piece of fruit.</li> </ul>									
11:15 - 12:15	Period 3	<ul> <li>Complete work on <b>Teams</b> as outlined for your year group.</li> <li>Remember to hand in work via Teams or other platform (e.g Hegarty Maths) at the end of the lesson.</li> </ul>									
12:15 – 12:45	Lunch	<ul> <li>Avoid using devices during your lunch.</li> <li>Try to get some fresh air in your garden or at a window.</li> <li>Eat lunch away from where you have been working.</li> </ul>									
12:45 - 1:45	Period 4	<ul> <li>Complete work on <b>Teams</b> as outlined for your year group.</li> <li>Remember to hand in work via Teams or other platform (e.g Hegarty Maths) at the end of the lesson.</li> </ul>									
l:45 – 2:45	Period 5	<ul> <li>Complete work on <b>Teams</b> as outlined for your year group.</li> <li>Remember to hand in work via Teams or other platform (e.g Hegarty Maths) at the end of the lesson.</li> </ul>									

## Notes:

- All learners should follow the suggested format above with subjects shown below. Some lessons may be 'live', some pre-recorded and some via other methods such as Oak Academy or Online Learning platforms. This will be communicated with you via your teachers.
- $\circ$   $\;$  Lunchtime may be slightly earlier or later than when in school.
- When you are timetabled for PE, you should carry out some physical exercise. You should not be using a device during this time.
- You, your parents or your carers can contact the relevant learning manager or email onlinelearning@stjamesacademy.org.uk if there are any issues with accessing work from home.

Remember, every learner will be given a 0-5 effort grade **every week** which relates to the effort that has been put into learning outside of school.

# May 2021 – Form group timetables - Years 7

	MONDAY						TUESDAY						١	WEDNESDA	Y		THURSDAY					FRIDAY				
		M1	M2	EM	M4	M5	11	12	<b>T</b> 3	T4	<b>T5</b>	W1	W2	W3	W4	W5	Th1	Th2	Th3	Th4	Th5	E	5	F3	F4	F5
75	5J1	L4L	L4L	L4L	L4L	Science	MFL	L4L	L4L	Maths	L4L	PE	DT/ Music	Art	L4L	Maths	Science	L4L	L4L	L4L	Maths	PE	Maths	MFL	L4L	Science
75	5J2	DT/ Music	L4L	L4L	L4L	Science	MFL	L4L	L4L	Maths	L4L	PE	L4L	L4L	L4L	Maths	Science	L4L	Art	L4L	Maths	PE	Maths	MFL	L4L	Science
75	513	L4L	DT/ Music	PE	L4L	MFL	Science	Art	L4L	Maths	L4L	L4L	L4L	L4L	L4L	Maths	Science	L4L	PE	L4L	Maths	L4L	Maths	Science	L4L	MFL
YEAR 7	5J4	L4L	L4L	PE	L4L	MFL	Science	L4L	L4L	Maths	L4L	L4L	Art	L4L	L4L	Maths	Science	DT/ Music	PE	L4L	Maths	L4L	Maths	Science	L4L	MFL
75		Maths	PE	L4L	MFL	L4L	L4L	Art	Science	L4L	Maths	L4L	PE	Maths	MFL	L4L	L4L	Science	DT/ Music	Maths	L4L	L4L	L4L	L4L	Science	L4L
75	516	Maths	PE	Art	MFL	L4L	DT/ Music	L4L	Science	L4L	Maths	L4L	PE	Maths	MFL	L4L	L4L	Science		Maths	L4L	L4L	L4L	L4L	Science	L4L
75	SJ7	Maths	PE	L4L	MFL	L4L	L4L	L4L	Science	L4L	Maths	DT/ Music	PE	Maths	MFL	L4L	L4L	Science	L4L	Maths	L4L	Art	L4L	L4L	Science	L4L

- Follow lessons that your form group would normally have if you were in school
- All lesson details will be on Teams.
- Lessons will be a mix of pre-recorded sessions, video, independent study and 'live' lessons. Details of all 'live' lessons will be communicated directly by your teacher via Teams.
- In addition to individual work set by teachers on Teams all learners have access to: Hegarty Maths (Maths), Century Tech (Maths, English, Science, Sport and Business), GCSE Pod (lots of subjects suitable for all learners not just those doing their GCSEs) and Bedrock Vocabulary (literacy), all should be used to enhance you learning.
- o If you are unsure of any of your passwords, please contact your relevant learning manager or email: onlinelearning@stjamesacademy.org.uk