THE
SIR ROBERT WOODARD
ACADEMY
"Aspire to Achieve"

Upper Boundstone Lane
Lancing BN15 9QZ
01903 767434
www.srwa.woodard.co.uk
enquiries@srwa.woodard.co.uk
@srwacademy
sirrobertwoodardacademy

Remote Learning Guidance

To support your child while they are required to learn from home during self-isolation, we have produced the following guide..

Finding Work in Google Classroom.

Where students are at home while others in their year group remain in school, it is difficult to provide in class lessons as well as live online learning. Therefore we have worked with all our staff to have remote learning resources available for every class.

1. Students should follow their usual timetabled lessons. Students can find their lesson schedule by visiting Google Calendar. They will find details of the classes they have each day.
2. Students should then access Google Classroom on either their mobile device through the app or by visiting classroom.google.com.

3. Visit the Classwork section of Google Classroom where you will find resources organised by topic.
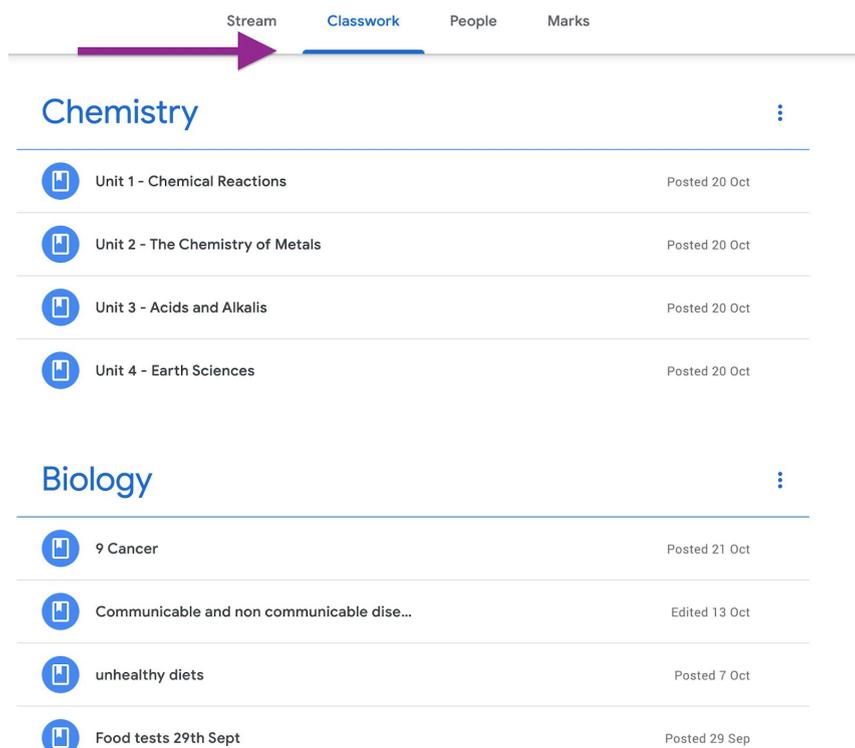
4. Students should find resources which match with the topic they have been working on in class. If a student is unsure what they have been working on, they should contact their chapter team.
5. All the work should be possible to complete independently. Once a student has completed any work they should submit it to their teacher at the end of the scheduled lesson time. Details below.

Submitting Remote Learning

6. Once a student has completed any independent work, they must submit it to their teacher for review.

In all Google Classroom classes, there is a topic called **Remote Learning Submission**. You can find the topic on the left of the Classwork section, or by scrolling down:
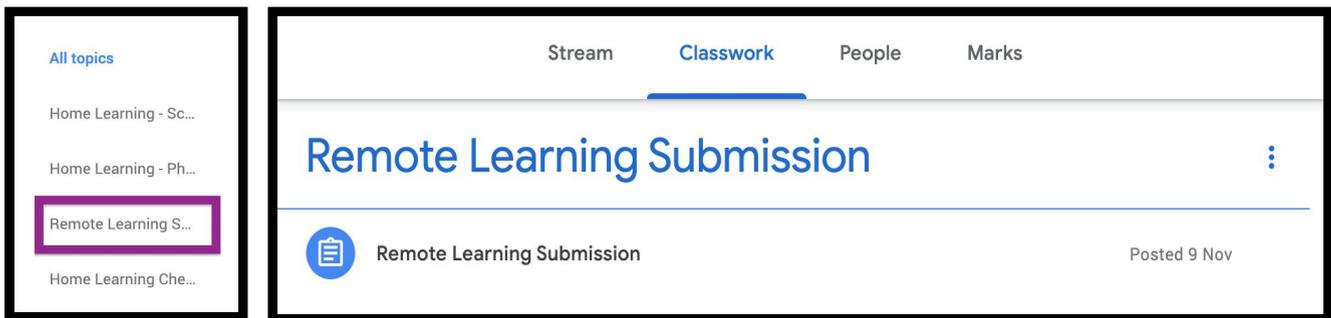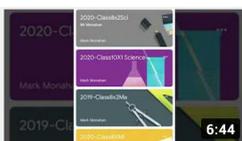

7. By clicking through on the Remote Learning Submission assignment, a student can upload any work they have completed and **Hand In.** This will push the work to their teacher who will be able to view it and provide feedback.
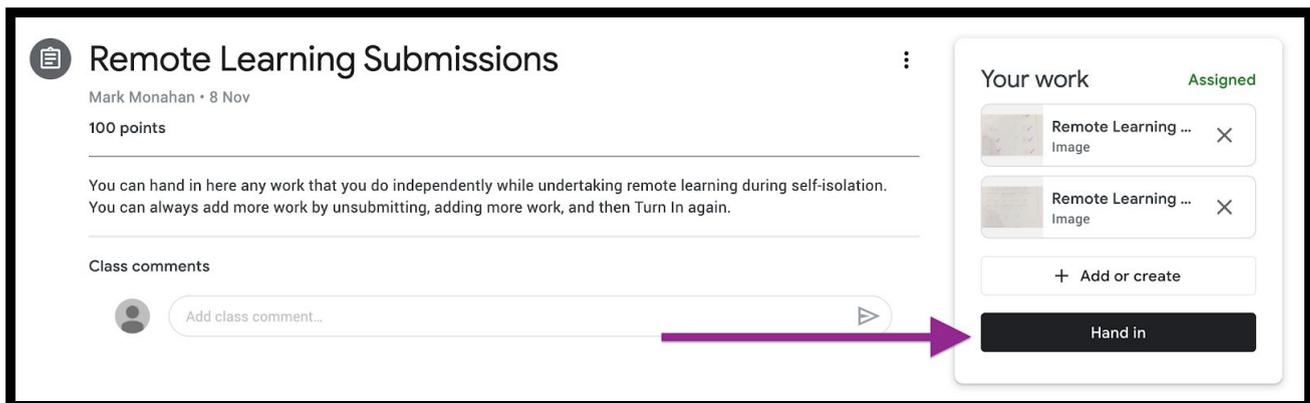
8. In the situation where a student has multiple pieces of work to submit, or they have more work to submit before a teacher has reviewed it, they can Unsubmit and attach more. Remembering to Hand In again so that it is sent across to their teacher.
9. A student should continue to hand in work through this assignment for each subject. Each subject has a similar assignment, so make sure work is uploaded in the correct class.

Students were shown the process last week in tutor time, but to support parents and to remind students, you can find a short video here on how to find and submit work.

[Remote Learning Submissions on YouTube.](#)

How to get help.

Students should be fairly familiar with Google Classroom by now, but if there are issues or questions, please contact the year group chapter in the first instance and they will be able to help or to direct your question to the appropriate people.

We want to ensure that every student is able to engage with online learning and have minimal disruption to their learning.

Attendance while remote learning.

Government guidance states that a student is not absent while they are self-isolating, and are therefore expected to follow their timetabled lessons by logging into Google Classroom and submitting work every lesson.

Our chapter teams will monitor work submitted during self-isolation, and where students are not engaging with Remote Learning, chapter teams will contact home to offer guidance and support.

Live Lessons

When entire year groups are asked to remain at home it is then possible for our staff to run live lessons via Google Meet and Google Classroom.

At the beginning of each lesson students should sign into google Classroom and a link to the live lesson will be shared.

Students only need a smartphone to join lessons, but laptops and tablets also work. Therefore accessing lessons should be possible for most students.

1. Go to calendar.google.com to find the current scheduled lesson
2. Visit that class on Google Classroom.
3. The Live Lesson link will be copied onto the Stream. Students should join the Google Meet at the scheduled start time for the lesson.
4. Students should wear headphones where possible to minimise feedback and background noise.
5. Students should switch off their cameras and microphones unless they are requested to do otherwise.
6. Chat function is only to be used for engagement in the lesson, and is not for general chatting with other classmates.
7. Normal standards of behaviour and conduct apply. Where the Academy positive behaviour policy is not adhered to, normal processes and consequences will apply.