

Priory Remote Learning - Essential Information



Expectation	Monitoring	Checked by	Outcome & Escalation
<p>Show My Homework contains classwork for students lessons according to their normal school timetable</p>	<p>Is work on SMHK being accessed by each student?</p>	<p>Tutor Daily</p>	<p>An email will be sent to the parent and student if SMHK is not being accessed to resolve any issues</p> <p>If contact cannot be made or a resolution achieved the Head of Year will phone the parents to resolve any issues</p> <p>If contact cannot be made and no resolution is achieved this will be passed to the attendance officer and Mr Currie, assistant head.</p>
<p>Every lesson will contain a core element that must be completed by all students to the best of their ability.</p> <p>In addition every lesson will include an extension activity/task.</p> <p>At least every third lesson students will be required to submit acknowledgement work that demonstrates their learning from the previous lessons.</p>	<p>Is each student engaging in the remote learning that is being set?</p>	<p>Class teacher Every third lesson submission of work is tracked</p>	<p>A class teacher will log on PARS details of any student who has failed to submit this piece of acknowledgement work.</p> <p>This will ensure that the parent is notified and able to discuss with their child at home.</p> <p>The teacher will email the student and parent(s) carers to remind them that going forward they need to complete the work that is set. Students will also be encouraged to go back and submit the missing work.</p> <p>Heads of Year will monitor PARS and any student who fails to submit three or more pieces of work across three or more subjects in any given week will be contacted by phone.</p> <p>If contact cannot be made and no resolution is achieved this will be passed to the attendance officer and Mr Currie, assistant head.</p>

Tutor times	Google meet	Tutors	<p>Tutors register those who are present.</p> <p>Tutors will follow up on those they do not see in that session with an email on the same day stating the expectation they must attend the next day.</p> <p>Students who miss two consecutive sessions will be referred to HoY and phoned by tutor by the end of that day.</p> <p>If contact cannot be made then this will be passed to the attendance officer and Mr Currie, assistant head.</p>
Assessment and Feedback	Teacher tracking PARS for Housepoints and demerits	Teachers and HODs	<p>During extended periods of remote learning teachers will;</p> <ul style="list-style-type: none"> ● Provide formative/summative feedback at least once every 6 lessons. ● There should be a combination of formative and summative over a six lesson cycle. ● This is in addition to ongoing 'live' support being available during every lesson. <p>This will occur in a variety of ways and may include feedback within Google classroom, live on Google docs or via SMHW.</p> <p>Not all work that is completed will be individually marked or given feedback. Learning happens in lesson cycles, and can be assessed by the teacher through the pieces requested for submission.</p>

The Priory School students guide to successful remote learning



Each day have I

- ✓ Eaten?
- ✓ Been to the toilet?
- ✓ Had a break recently (no more than 2 hours apart)?
- ✓ Done some physical activity?



Before lesson considerations

- ✓ Am I keeping to my timetable (in most cases this is your school timetable)?
- ✓ Is the equipment I need ready and to hand?
- ✓ Have I removed myself from distractions from around me such as my phone?
- ✓ Am I in an appropriate space which is as quiet as possible to allow me to concentrate?

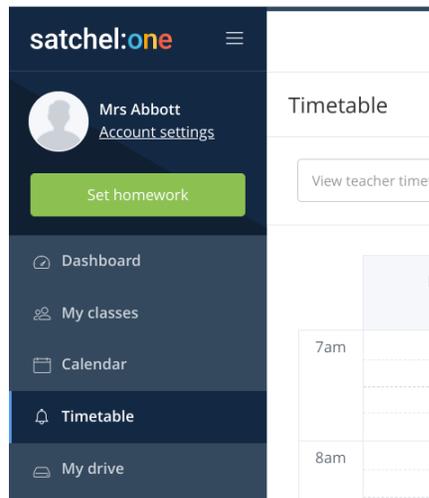
When on live calls I must

- ✓ Stay on screen.
- ✓ Have a break before so I am fresh for the call.
- ✓ Mute on and put my hand up to contribute.
- ✓ No snacking on screen.
- ✓ Ask to leave the screen.
- ✓ Don't move my camera around on call.
- ✓ Only use the chat box if asked to.



Using SMHK from Monday 11th January

1. When you log on to SMHK click onto the link in the sidebar that says 'timetable' as you can see on the image below;



2. Your timetable will then appear on your screen as shown below;

satchel:one ☰ Search for

Mrs Abbott
Account settings

Set homework

- Dashboard
- My classes
- Calendar
- Timetable
- My drive
- Community resources
- My resources
- Reports
- Notice board

9am	Music Room E3 Music Mr S Pohlman 9A2/Mu Due	Science Room 3:6 Sc lab Mr J Lambert 9a/Sc2 Due	Phy Educ Room Dome Mrs C Harrison 9x/Pe2	Religious Ed. Room R1 PS/Comp Miss A Evans 9A2/Re	Modern Languages Room 2:9 MFL Miss J Roach 9x/ML3 Due
10am	Mathematics Room 2:5 Maths Mr P Harrison 9a/Ma3	Geography Room H2 Geography Mr R Harrington 9A2/Ge	Computing Room G14 Computing Miss H Crow 9A2/Co Due	Mathematics Room 2:5 Maths Mr P Harrison 9a/Ma3	Religious Ed. Room R1 PS/Comp Miss A Evans 9A2/Re
11am	Registration Room H1 Geography	Registration Room H1 Geography	Registration Room H1 Geography	Registration Room H1 Geography	Registration Room H1 Geography
12pm	English Room 1:1 English Mr M Everall 9y/En2 Due	Food Technology Room G10 Textiles Miss A Lawson 9x/Tx2	Science Room 3:6 Sc lab Mr J Lambert 9a/Sc2	Phy Educ Room Dome Mrs C Harrison 9x/Pe2	Mathematics Room 2:5 Maths Mr P Harrison 9a/Ma3
1pm	Modern Languages Room 2:9 MFL	Mathematics Room 2:5 Maths	English Room 1:1 English	English Room 1:1 English	P.S.E Room H7
2pm	Modern Languages	Mathematics	English	English	P.S.E

3. You should then click on the lesson that you are due to be in and a white box will appear with a link to the remote learning that you have been set. Click on this link and do the work;

The screenshot shows a student's timetable on the satchel:one platform. The user is Mrs Abbott. The timetable is organized by time slots from 9am to 1pm. A pop-up window is open over the 'Modern Languages' lesson at 9am, showing details such as the room (2:9 MFL), teacher (Miss J Roach), and class (9x/MI3). The timetable includes lessons like Music, Science, Phy Educ, Modern Languages, Mathematics, Geography, Computir, Religious Ed., Registration, English, Food Technology, Science, and Mathematics. Some lessons are marked as 'Due'.

Time	Lesson	Room	Teacher	Class	Status
9am	Music	Room E3 Music	Mr S Pohlman	9A2/Mu	Due
9am	Science	Room 3:6 Sc lab	Mr J Lambert	9a/Sc2	Due
9am	Phy Educ	Room Dome	Mrs C Harrison	9x/Pe2	
9am	Modern Languages	Room 2:9 MFL	Miss J Roach	9x/MI3	Due
10am	Mathematics	Room 2:5 Maths	Mr P Harrison	9a/Ma3	
10am	Geography	Room H2 Geography	Mr R Harrington	9A2/Ge	
10am	Computir	Room G14	Miss H Croxall	9A2/Co	
10am	Religious Ed.	Room R1 PS/Comp	Miss A Evans	9A2/Re	
11am	Registration	Room H1 Geography			
11am	Registration	Room H1 Geography			
11am	Registration	Room H1 Geography			
12pm	English	Room 1:1 English	Mr M Overall	9y/En2	Due
12pm	Food Technology	Room G10 Textiles	Miss A Lawson	9x/Tx2	
12pm	Science	Room 3:6 Sc lab	Mr J Lambert	9a/Sc2	
12pm	Phy Educ	Room Dome	Mrs C Harrison	9x/Pe2	
12pm	Mathematics	Room 2:5 Maths	Mr P Harrison	9a/Ma3	
1pm					

4. Once you have completed the work that has been set make sure you submit (send it in) to the teacher in the way that they have asked.

5. Go back to your timetable on SMHW and click on your next lesson.

If your timetable says 'Due' on some of your lessons you need to go back and check that you have done that piece of work. If you have done it then you haven't sent it back to your teacher in the way they asked, if you can go back and do that then your work will show as all being done.