

## **Guidance for parents/carers - Learning from home**

### **What should my child be doing at home over this time?**

- We advise that students should complete as much work at home as possible using the timetable provided as a guideline which is available on our Academy website. In these extraordinary circumstances we are aware that this directly impacts time spent in school but want to minimise that impact in terms of learning.
- Teachers have set sufficient and meaningful work for all students. This is outlined here: <https://www.cityacademynorwich.org/student-it-support>

### **Where will my child find their work?**

- All work will be set and completed in Google Classrooms. There are other online resources that will be used like; GCSE Pod, Tassomai, Hegarty Maths. These can all be accessed via our student intranet here: <https://student.cityacademynorwich.org/>

### **How does my child use Google Classrooms?**

- Guidance and link provided here: <https://www.cityacademynorwich.org/wp-content/uploads/2020/03/How-to-login-to-Google-classroom.pdf>

### **What do we do if my child has forgotten their password?**

- Email [Student@cityacademynorwich.org](mailto:Student@cityacademynorwich.org) One of our IT team will then reply, giving login details or details about how to recover the password.

### **What do we do if my child has completed their work set online?**

- Teachers will be monitoring the completion of work and will update and set work regularly, shared via website. *Students should have sufficient work to complete*
- In addition to the work set, students can continue their revision of the Knowledge Organisers (using the homework timetables as a guide).
- Year 7 and 8 students can complete additional Lexia work
- All students have borrowed two reading books from the school library and can also be reading as a part of their regular learning.

### **We don't have computer access at home. What do we do if my child has completed their work packs?**

- Students without computer access at home will be given work packs before they leave and the school is forced to close
- If you do not have computer access at home, and if we are unable to provide work packs in school for any reason, they will be posted directly to your home address - please ensure all your contact details are correct and updated with the school. Contact reception if you feel you have any concerns or use the 'Schools coms app' to send an update to the school.

- If you do not have computer access and do not receive work packs please contact
- [office@cityacademynorwich.org](mailto:office@cityacademynorwich.org) and a member of the Academy team will contact you back within 48hours.

### **Will teachers give my child feedback on work?**

- Please see the guidance for homework and feedback here below.

### **What does my child do if they don't understand the work set?**

- Should your child not understand any aspect of the work they have been set, we ask that they do the following
  1. Make sure they have thought through the question or instruction, looking at all of the information. If unsure about specific words, use Google or a dictionary to check for understanding
  2. Join our 'Support Room' Google Classroom, where they can message our Learning Support Team directly (during school hours) and get immediate support - see guidance here
  3. Contact their teacher / subject leader by email - the contact addresses for all teachers can be found here: <https://www.cityacademynorwich.org/wp-content/uploads/2020/03/Teacher-Email-Addresses.pdf>
  4. Ask others at home, to see if they can help understand or explain

### **Guidance for Feedback and Marking of Work**

- We recognise giving feedback to students is an essential part of the process of learning and wish to ensure students receive feedback on work they have completed at home.
- In these extraordinary times, we also need to prioritise the work of Year 11 students who are nearing their exams
- During term time, work will be set and updated fortnightly by our teachers.
  - *Where students have computer access, Google Classroom lessons will be updated every two weeks*
  - *Where students do not have computer access, work packs will be distributed every two weeks. (Distribution method will vary depending on circumstances. However, this is likely to include postage to home address or collection from a key point in the school on communicated dates, to parents and carers)*

### **Feedback – students with computer access:**

- Where students have computer and internet access, work will be set, and feedback given, through Google Classroom
- Staff will try to mark all work within two weeks of it being completed. Work will usually be marked by a student's subject teacher, although this may not always be possible

**Feedback – students without computer access:**

- All students without computer / internet access will receive work packs (either before they leave school, or through the post)
- Students will receive a pre-named envelope within the work pack, so they are able to return completed work via a drop box system outside the front of the main Academy on given dates below
- Students names will be pre completed via a sticker on the back of the envelope (*so that we can ensure work is sent to the correct teachers and return to students upon their return to school, and normal 'service' is resumed*)
- *Students completing hard copies of work should drop ALL COMPLETED work back to school EVERY TWO WEEKS (so that teachers can organise their time for marking effectively). This excludes the school holidays.*
- *The first (and hopefully only) date for dropping work to school is:*
  - Friday 3rd April 2020

***We are desperate to reopen as soon as possible. We will be regularly reviewing our approach, and will update parents / carers through the website and text (School coms app).***