



20 March 2020

Dear Parents and Carers

Remote Learning and Assessment : Guidance

Following the closure of school later today, we will move to our remote learning plan in order to deliver the curriculum and support students' continued studies. Remote learning is the collation of resources, assignments and assessment tasks for your child/children to access and complete during this period of school closure.

The first day of closure (Monday 23 March) - school website

This day will be used by staff to finalise, and set up, the first phase of remote learning for their classes. On this day only, students should access activities/tasks from the resources on the school website, located at:

<https://www.ashlyns.herts.sch.uk/wp-content/uploads/2020/03/Subject-guidance-for-work-for-students-who-are-self-isolating-March-2020.pdf>

From Tuesday 24 March onwards: Google Classroom

Teachers will plan and prepare learning for each day and use Google Classroom to deliver materials to students in line with their timetabled lessons, in the same way as they do for Home-learning. Each assignment will have a reference which includes the date, time of the lesson and subject (ie date/period/subject/title eg 24.3.20 Lesson 4 Maths Probability). Assignments will be available for your child/children to access by 9.00am on the day of their lesson. An alternative arrangement will operate should your child's normal class teacher be unwell. The work set will reflect the length of the lesson where possible.

Students should access their Google Classroom account each day and check their to-do list or calendar to identify the work which has been set, and try to ensure they complete this by the end of the day. Work will be labelled so that it appears chronologically in the student to-do list. Staff will make sure that students have adequate time to complete the task, with sufficient flexibility on deadlines for any assessed work that needs to be submitted electronically. Teachers will monitor work submitted to ensure that our students continue to stay on track.

How can parents support and encourage their child's learning?

1. Try to find an appropriate place in the house for your child/children to learn, away from distractions.
2. Check, with your child, the work set on Google Classroom each day.
3. Identify which tasks or learning require a computer, and which can be done without the computer. There will be a mixture. Technology teachers may set making and cooking activities for remote learning, which will require parental supervision.
4. Help your child/children develop a working routine each day. You may need to plan this with them, as they may need to share a computer with others in the household.
5. Try to put in suitable breaks for drinks and snacks into their working routines eg. this might be at one hourly intervals between each assignment set. Remind them that it is important to move around and take some exercise, where possible.
6. Remind your child/children about e-safety guidance:
https://www.internetmatters.org/?gclid=Cj0KCQjwjcfzBRCHARIsAO-1__OrccuomCpGgjybRJbuEH71e1KLFXrQ0qlUxveeBjvHVzesUYO9vl8saAhX7EALw_wcB
7. Ensure that your child is engaging with the learning during the day.
8. Check that the set learning is completed by the end of each day or as soon as possible so they keep on top of their work.
9. Help them to check and review their work. Some teachers will set work which your child could self-mark and some may set work which can be submitted to their teacher to mark. The teacher will make it clear in the assignment if these methods for marking and submitting are possible.
10. Contact the admin team (admin@ashlyns.herts.sch.uk) if you have any concerns and the admin staff will direct the concern to the appropriate member of staff.

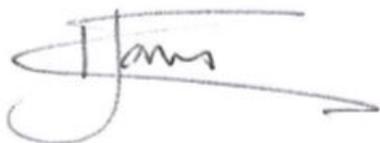
We are sure there will be plenty of work set by teachers over the coming weeks, but if you need more ideas there is a list of resources outlined for each subject on our website:

<https://www.ashlyns.herts.sch.uk/wp-content/uploads/2020/03/Subject-guidance-for-work-for-students-who-are-self-isolating-March-2020.pdf>

Delivering our curriculum remotely represents a new way of working for us all, and as such, teachers will be learning too and making improvements in our delivery over a period of time.

If there are changes in your personal circumstances which may affect your child, please also contact us via email.

Yours sincerely



Mrs H Jones
Deputy Headteacher



Mr R Peters
Deputy Headteacher

Frequently Asked Questions

1. How safe is online learning?

Remote delivery of our curriculum will be conducted using tools pre-authorised by Ashlyns School; any communication between staff and students is logged. Please also visit the E-safety guidance on the link above, in item 6.

2. What if we don't have internet access at home?

Please let us know, as soon as possible if you do not have internet access at home, by contacting the school office at admin@ashlyns.herts.sch.uk. For students who might be disadvantaged through the use of digital systems, additional support will be provided as far as is practically possible.

3. We have three children all needing to share one computer - how should we manage this?

Although the scheduling of learning will be online through Google Classroom, not all work will need to be completed online. Some work will be completed in exercise books or on paper. We will also ensure that there is sufficient time for students to hand in or complete work, recognising there may be competing demands on computer time.

4. How will you know my child is learning and making progress?

Students should mark as complete each assignment they have been set. Teachers will monitor this. In some cases, teachers will be able to give answers for students to mark their work a few days after the work is set. Students will have some pieces of work that can be self-marked and some will be required to be submitted to teachers for marking and/or feedback. Where teachers are concerned that work is not being completed, the school will contact parents.

5. How can I convince my child that this is important?

It is vital that students maintain a learning ethic, to ensure that they do not fall behind in learning and can transition back to school easily when school reopens. It is also important that you explain to your child that their teachers are setting learning, not simply a set of tasks to keep them busy. Future learning in school will build on the work that they are undertaking during this period

6. How will the school support my child's wellbeing?

School doesn't simply offer an academic curriculum - we also focus on your child's personal development, character and social skills. Heads of Year will be keeping in contact through their YearGroup Google Classroom page, and directing students to a range of reading, online content and news to keep students informed. Tutors will keep in contact with their tutor group in a similar way, and ask students for feedback on their wellbeing. The school's safeguarding team will continue to monitor our most vulnerable students.

7. What do I do if I have concerns?

If you have any questions or feedback, please do not hesitate to contact admin@ashlyns.herts.sch.uk, and we will direct your query to the appropriate member of staff.

8. How should I communicate all this to my child?

Please ask your child to read the guidance below.

Guidance for students:

Teachers will be setting work for you in Google Classroom. You should be at home during the day engaging in your learning activities.

1. Try to develop a working routine each day. Plan this with your parents as you may need to share a computer with them and/or a brother or sister.
2. You may find it useful to use your normal school timetable to give you a structure for the day and complete your lessons 1 to 5 in the same order.
3. Have rest breaks in between pieces of work set, as you would do in a normal school day and try to take some exercise.
4. Teachers will post assignments in Google Classroom for you to complete each day. Ideally the assignments will be posted the day before so that they will be available for you to see by 9.00am on the day of your lesson.
5. You should check Google Classroom each morning after 9.00am to access the learning for the day.
6. You may find it easier to use your to do list rather than the calendar.
7. Each assignment will have a reference to the date and time of the lesson ie date/period/subject/title. eg 24.3.20 Lesson 4 Maths Probability.
8. An alternative arrangement will be put in place if your normal class teacher is unwell.
9. You should complete all learning on the day it is set or as soon as possible to make sure you don't fall behind.
10. Some work you do, for example in your exercise book, will not be able to be checked or marked by your teachers. In some cases, teachers will be able to give answers for you to mark your work a few days after the work is set. You will have some pieces of work that can be self-marked and some may be submitted to teachers for marking and/or feedback where possible. Your teacher will make it clear in the assignment if these methods for marking and submitting are possible.
11. Please also look out for notices from form tutors and Heads of Year in your tutor group Google classroom. You should accept the invitation to join your Tutor Group class.
12. Remember to tick the box in Google Classroom to show you have completed the work set.
13. If you have any difficulties with your learning, please let your parents/carers know as they will be able to support you or contact the school via admin if they have any concerns.

Your teachers hope that you can make good progress in your learning, whilst we are all adapting to this new way of working and we look forward to seeing you again soon.