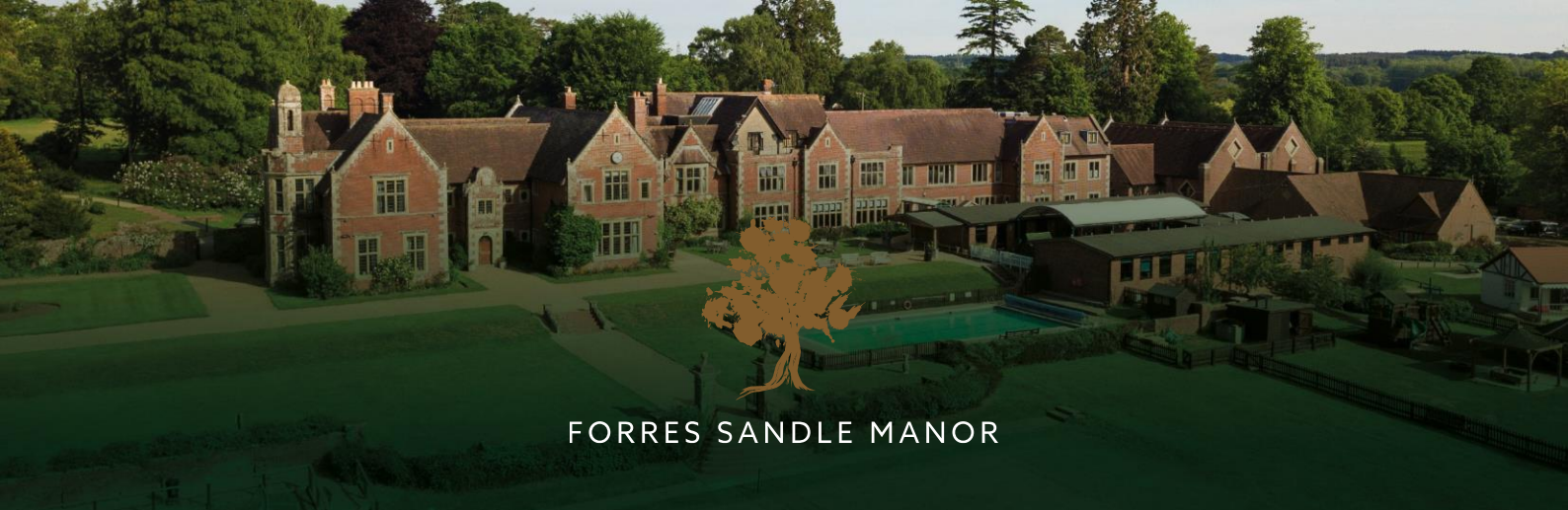


FORRES SANDLE MANOR

Remote Learning Guide

Upper School



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Welcome to the Upper School Remote Learning Guide

Whatever uncertainties we are facing, you can be assured that the whole community at FSM have your child's needs at the forefront of everything we do.

During this period of Remote Learning we will do everything in our power to encourage and support your child, not only in their academic progress but their pastoral and holistic development too.

In the final few days of the Spring Term it became clear that the children in Upper School were able to use our Google Classrooms to see their 'assignments' and 'turn in' their work. I have been impressed by the number of children who have been so productive over the last three weeks, both with their suggested holiday work or taking part in the wonderful 'Project Unity' to keep spirits lifted during this challenging time. We also learnt that 'Rome wasn't built in a day' and have taken your feedback on board, particularly for our younger children.

As the new term begins, we have carefully created an exciting Remote Learning programme for children. We will continue to use the FSM Google Classrooms so all academic, artistic, creative, musical and pastoral endeavours can be easily stored, explored and reviewed.

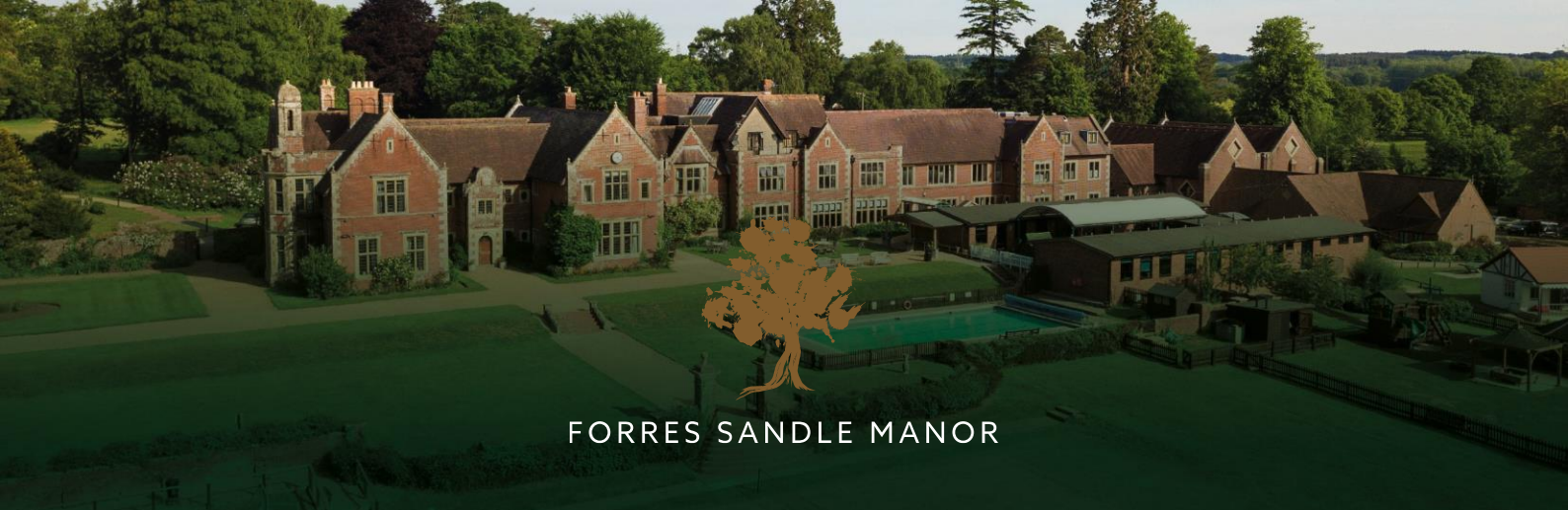
Our aim is to ensure the key components of our curriculum are delivered remotely and to ensure that all children are well supported so that the current events will not have a significant impact on their education.

I have already written to the Year 8 children and their parents outlining the options open to them regarding CE examinations. As you know, we use GL Testing to track standardised scores at the end of each year. This data is incredibly helpful to our teachers for monitoring and informing their planning. It is also requested by Senior Schools, along with references, in support of applications. It is my intention to carry out these assessments at the opportune time and understandably there will be some changes to our reporting systems. I will publish more information about this in due course.

With your support, we can all ensure your child is in a very strong position when they return to FSM.

William Peak - Deputy Head (Academic)





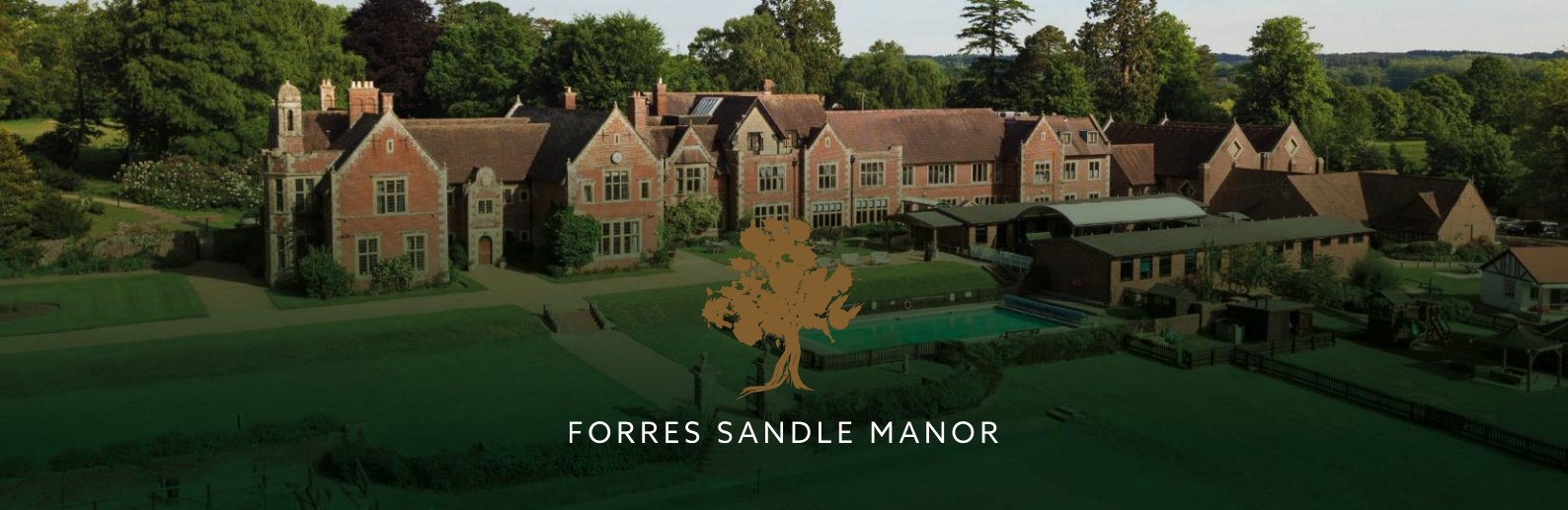
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Remote Learning – The Fundamentals

Subjects and Key Staffing

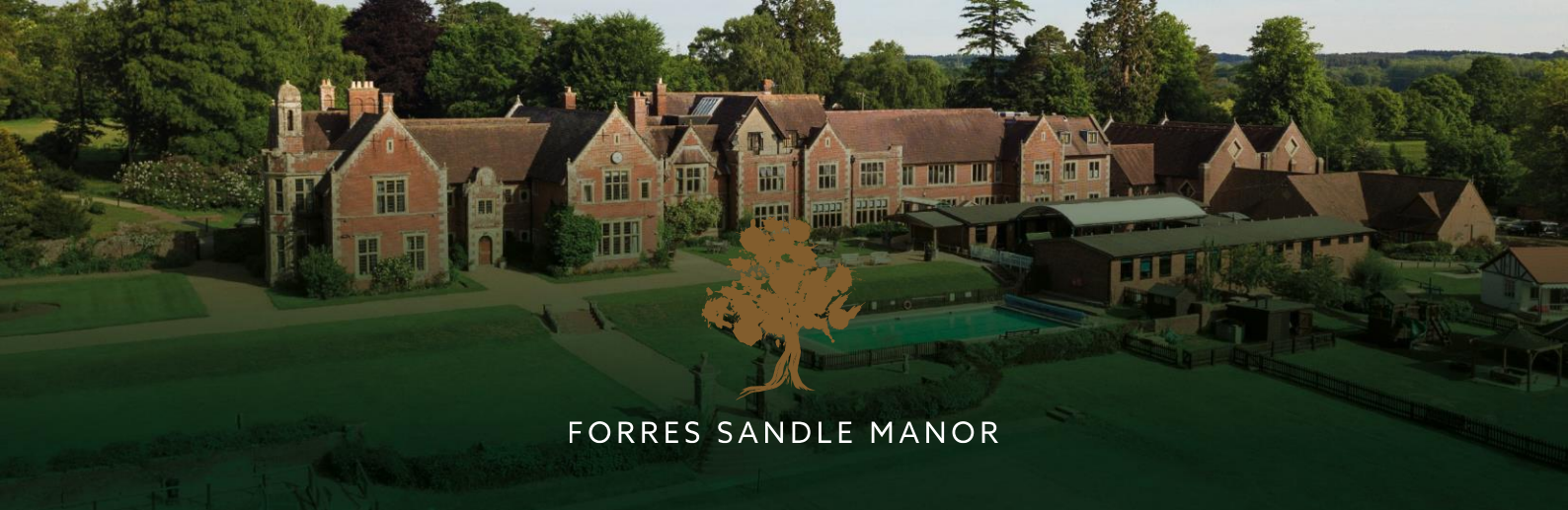
- English - Mrs A Thornton and Mr C Atherton
- Maths - Mr G McEwan
- Science - Mr K James
- Languages - Ms F Wagner
- Humanities - Mr C Atherton
- Art and Life Skills - Mrs J Whiteley
- Music - Mrs C Rowntree
- Year 5 - Mrs V Beech
- Deputy Head (Academic) - Mr W Peak
- Headmaster - Mr J Wells

Mr Peak will write to you directly regarding changes to tutor groups, which parents will be invited via Zoom.

If you have a query please contact your child's tutor in the first instance and thereafter:

- Upper School Academic - Mr W Peak
- Network or Technical Issues - Mr D Albury
- Upper School Safeguarding Issues / Pastoral Concerns - Mr J Wells





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Timetable

Our suggested timetable gives each household maximum flexibility. The majority of lessons will be accompanied by a video to engage and excite the children. These clips will be stored in your child's Google Classroom, so they can be accessed at any time. We have included non-screen breaks, which will enable your child to 'catch up' if they started the lesson at a different time to the rest of their year group. During the scheduled lesson time, your child's subject teacher will be available to answer comments on Google Classroom, in real-time. There will be a Remote Learning staff meeting each day too, so tutors will be made aware of any children not engaging in the process of Remote Learning or any pastoral issues.

Tutor Time

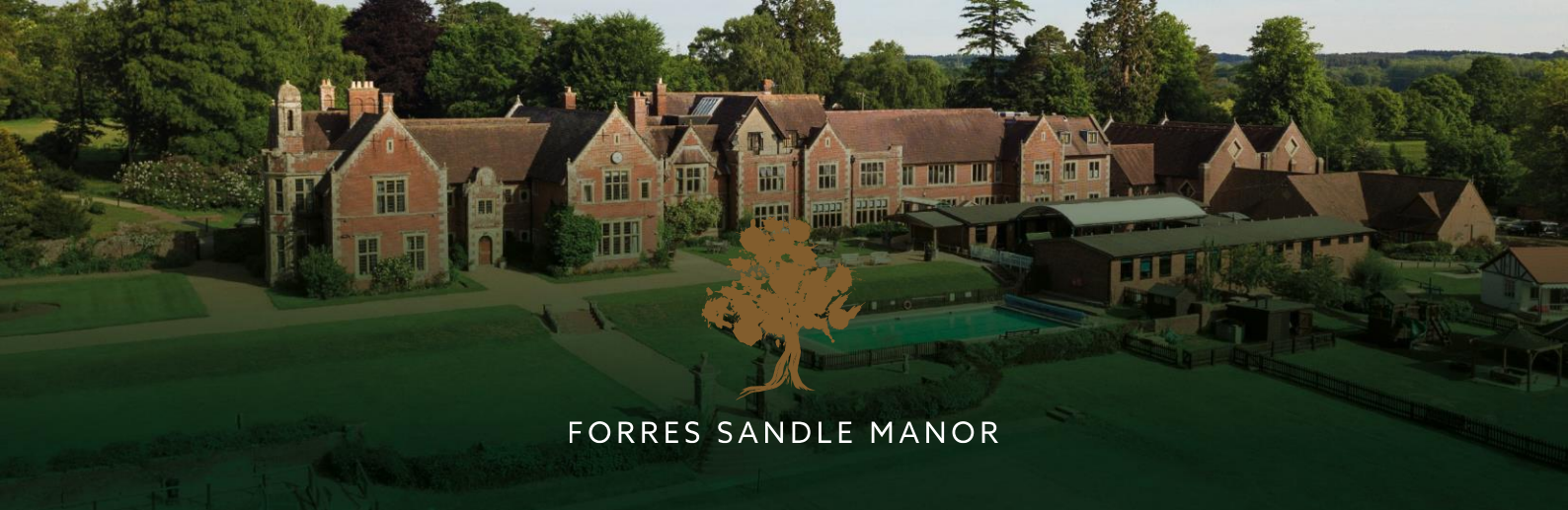
Due to the popularity of Joe Wicks amongst the FSM community (including Mr McEwan) we have arranged our LIVE tutor sessions after his daily YouTube broadcast. These tutor sessions will take place each day via Google-Meet to help promote the feeling of being a school community and act as a registration period too. Children can start the FSM day with a face to face chat with tutors. Issues that have been raised in staff meetings can be discussed or current topics can be explored. If you have any pastoral concerns please email your child's tutor directly.

Safeguarding

As part of our commitment to Safeguarding, Mr Peak will be alerted via our Smoothwall system if inappropriate searches are made via the school ChromeBooks. He will get in touch if he feels you need to be made aware of any issue. Each group Google-Meet session will be recorded by the member of staff and securely stored. 1:1 lessons will not be recorded, as parents should be supervising these sessions. Please see Safeguarding appendix.

House, Form or Year Group Meetings and Assemblies

The start of our Summer Term will begin with the traditional whole school Assembly, to which parents will be invited. Mr Wells has already awarded the first REMOTE HMC and we hope there will be plenty more to commend and celebrate. We are excited at the possibility of hosting live virtual speakers from around the world delivering lectures and seminars on a wide range of topics from academic, to health and wellbeing, the world of work, volunteering, developing leadership skills; and aspects of global citizenship. Dick Moore has a special seminar for Upper School already organised. If you would like to nominate a speaker or volunteer please contact Mr Wells.



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Live Lessons

Live lessons will take place for all children on Mondays, Wednesdays and Fridays. These, much like our current activities, are optional. This gives you flexibility and your child time to pursue activities that they are passionate about. Please discuss if your child wants to attend the LIVE lessons to enable you to plan the rest of the day around their preferences.

Please note on Tuesdays and Thursday we have created extended non-screen time in lieu of LIVE lessons. This is to ensure the children can take advantage of other activities or simply use this opportunity to take a break from their screens. This also affords staff time to assess work and ensure the 'Teacher Talk' sessions are of a high standard.

Please note: In line with our Safeguarding Policies, these LIVE lessons will be recorded but will not be made available.

Teacher Talk

Each core teaching session in the Upper School comes with a 'Teacher Talk' session later that day. These sessions may be delivered to the whole teaching group or in smaller groups. This is an opportunity for the children to connect with their subject teacher via Google-Meet so any misconceptions can be explained or high quality work can be shared. Please encourage your child to actively take part in these sessions, as directed by their subject teachers. Encourage them to take a risk and ask questions to help them become more secure in their own learning.

Lunch

From 12noon until 1pm our whole community will have a chance to enjoy their lunch. Please refrain from contacting staff during this time. After all, Mr Wells needs some non-contact time to perfect his skateboarding tricks....

Absence

Should children be unable to attend the day's lessons, please contact the School Office via email: office@fmsmschool.com. Relevant staff will then be informed.



Individual Lessons

We are delighted that so many of you have chosen to continue with your Music and Learning Centre lessons. You may choose to use the LIVE lesson times to catch-up on the core lessons so your 1:1 lesson does not negatively affect your ability to 'turn in assignments' in good time. PLEASE remember, Mr Peak and your tutor are there to help if things start to get on top of you.

Contacting Teachers

Should children wish to contact their tutors and subject teachers they are asked to use Google Classroom rather than their pupil email. Parents are warmly encouraged to contact teachers via school email.

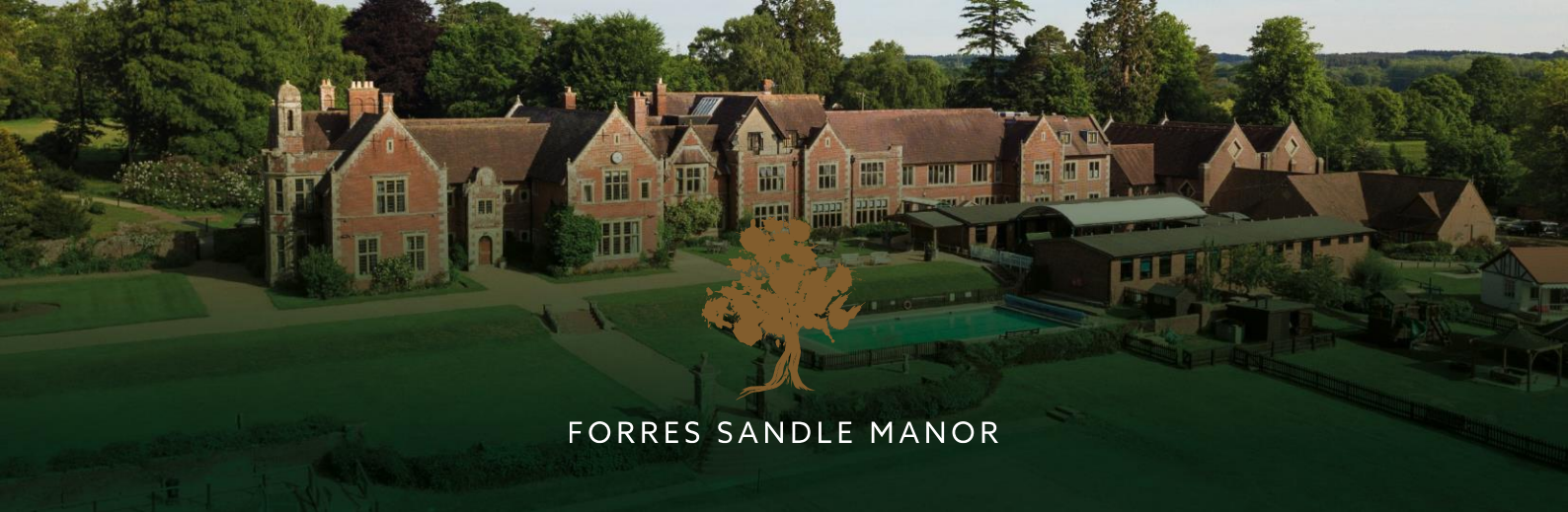
Google Classroom Updates

Mr Albury has been working very hard to 'push out' updates and extra features to all school devices. For example he has added the new 'NOD' feature to Google-Meet so children can stay muted but show they understand or raise their hand. For those unfamiliar with the Google Classroom system, there is a helpful guide at the end of this booklet. These updates will be pushed out, as required.

Resources

Along with your fully charged device some tasks may require a pencil case and paper.





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Mr Peak's Top Ten Tips!

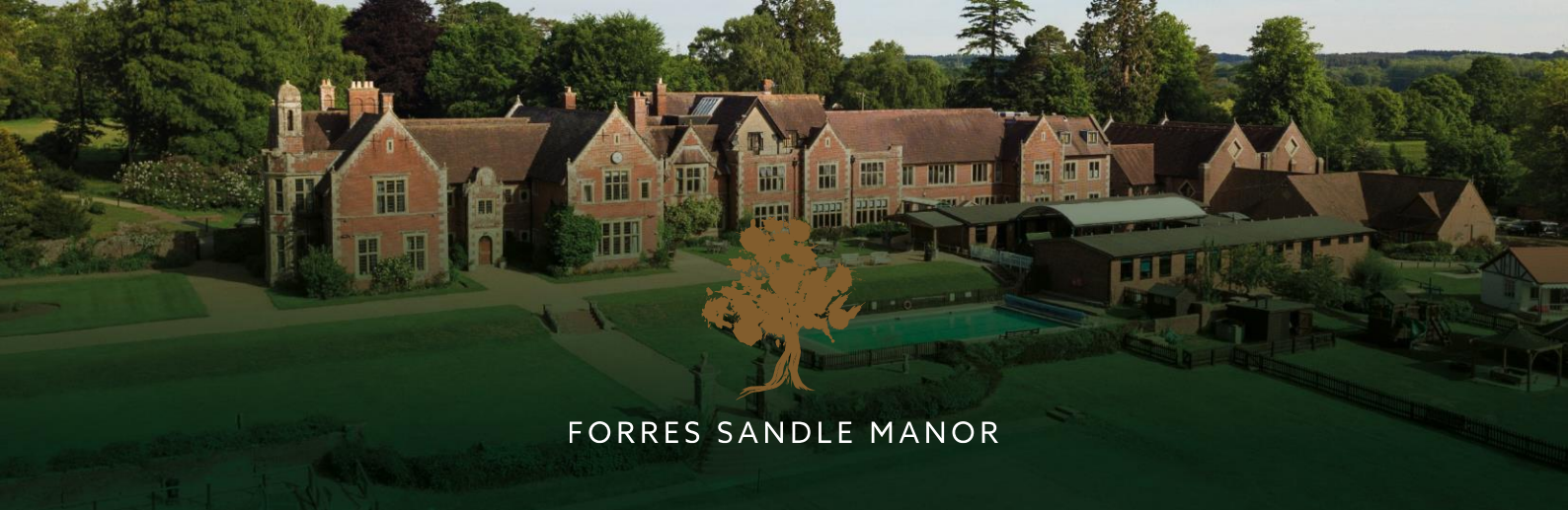
- 1) Establish a daily routine - this will only support your learning.
- 2) Find a comfortable, quiet space so you can work effectively.
- 3) Check the Google Classroom each day for updates.
- 4) Talk to your tutor, either directly or by sending a message - if we don't know, we can't help.
- 5) Plan to complete set work with integrity - we want to see your work, not someone else's.
- 6) Use the FSM Way to help you make good choices and decisions online.
- 7) Record how you use your FSM Learning Traits in your journal.
- 8) Support your fellow learners (this includes your siblings!) - offer advice and ideas that will help others.
- 9) Take a break and don't forget to be active.
- 10) Speak to the adults (or older siblings) at home if you need support or help. .

A Positive Viewpoint from Mr Peak

My friend Daniel, teaching at QSI International School of Shenzhen (Southern China), explained to me that after 8 weeks of Remote Learning his children have become better problem solvers, they have increased their ability to be self-directed, he feels they are more creative and this whole (albeit challenging) process has helped them to develop a growth mindset.

In summary, REMOTE LEARNING @ FSM is a partnership. The importance of ensuring the wellbeing of the children is a priority and we would urge you to encourage your child to use the pastoral support in place. An important element of this will be giving all of the FSM children a sense of structure, focus and motivation to their days over the term ahead.





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Google Classroom: General Information

The school will be using Google as the platform for all of its online learning. Children in Y5 - 8 are already familiar with many of the features in Google Suite. The majority of the children will be using a ChromeBook but we know some are working on a laptop or PC and others have downloaded the app for use on a phone or iPad. If you or your child have problems with accessing G-Suite please contact Mr Albury: dalbury@fmschool.com for technical support.

Google Classroom is the channel the teachers will use to communicate with the students. Here the students can check which tasks have been set and also ask questions of their teachers/classmates by typing them on to their classroom **stream**. The teachers will post out tasks for the children to complete and the children will also see videos of them at the times specified by the timetable. If you are catching up, you will still be able to access the videos and tasks.

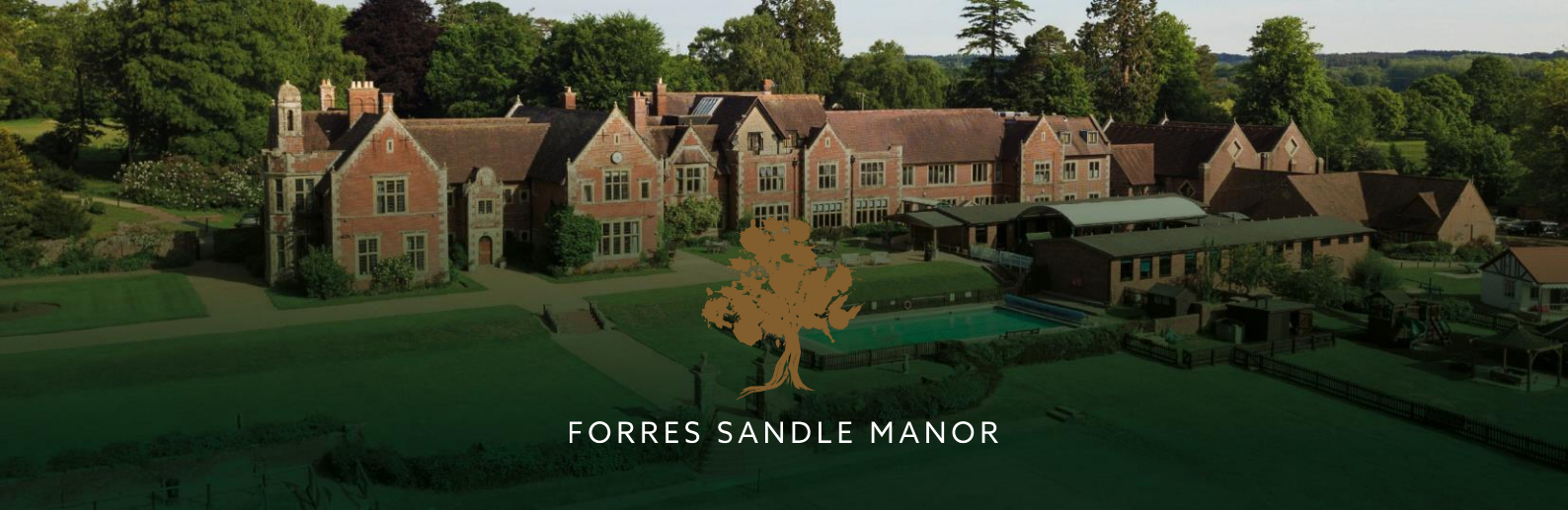
The teachers will endeavour to answer questions posed during the allotted lesson time. If subject teachers wish to speak to children during 'Teacher Talk' they will post a **Google-Meet** link into the stream.

The children will also have a Tutor Classroom - this is where children will find their tutor group Google-Meet invite. These meetings will take place from 9.30am - 9.45am but tutors are able to suggest additional times too.

A word about 'Due Dates'. In our feedback from the end of last term it became clear that using **due dates** was a very helpful way for teachers to organise their **streams**. Therefore we encourage staff to ensure each Google Classroom assignment has a due date. However, please reinforce the message that the subject teachers and tutors will give, explaining that the due dates are listed to help not to apply pressure!

Everyone understands that it will take time to adjust to this new way of working. It is crucial that your child tries to follow the suggested timings so they do not spend all day on one task! Using a timer will be very useful and help to ensure regular screen breaks are taken.





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Google Classroom: General Information Cont.

I hope you find the links below helpful:

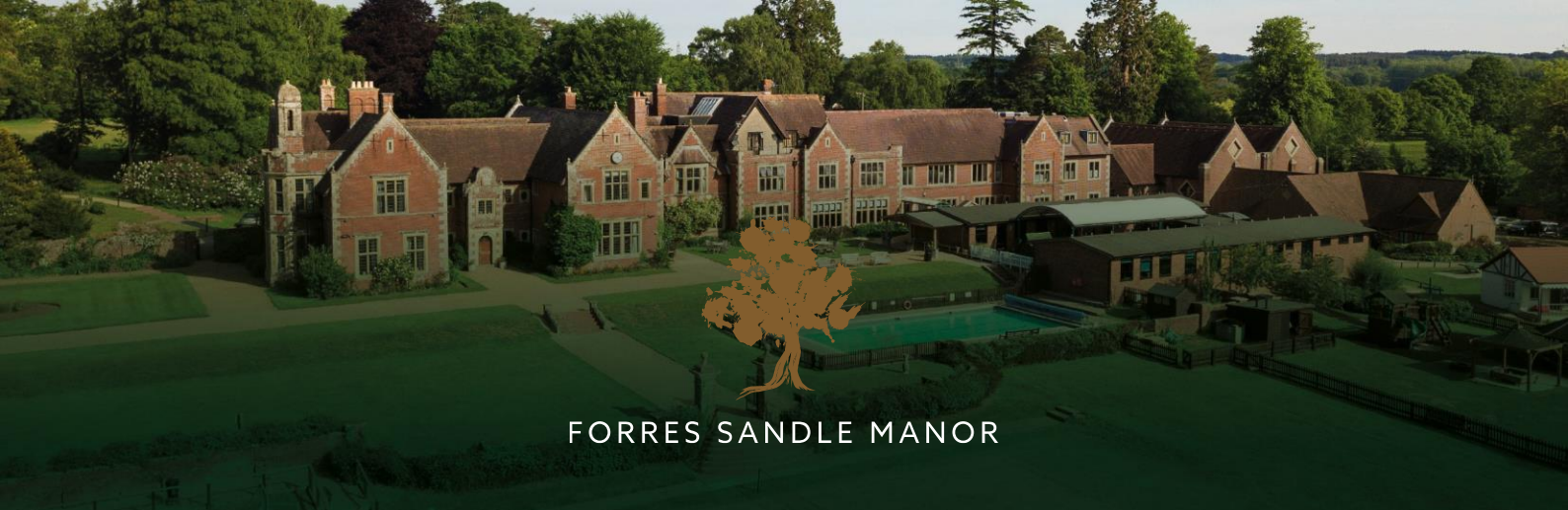
- [Logging on to the Google Platform for the first time](#) - this may help those children unfamiliar with G-Suite or parents logging in for the 1st time
- [Logging on to more than one Google account](#)- helpful if you have more than one child
- [Downloading required apps if using a phone/iPad](#) - you only need this if you will not be accessing the Google platform from a laptop or PC
- [Navigating Google Classroom](#)
- [Asking and Answering questions in Google Classroom](#)
- [Finding work \(assignments\), handing it in and including the work or evidence of it](#) - handing work in is how the teacher will know the children have completed a piece of work
- [Accessing Google-Meet via Google Classroom](#)

Expectations for Using Google-Meet

Google-Meet will be used for LIVE lessons, along with tutor time, and may be used for 'Teacher Talk' sessions.

- Teachers may 'mute' accounts temporarily if children are unable to interact, as expected.
- If you want to be seen or heard during the online meetings you will need to have a camera / microphone on your computer / laptop or get a webcam that you can plug into it.
- Children are asked not to use the chat function, to allow all children to focus on the learning objectives and interactive activities.
- Children may only share their screen when asked to by the teacher.





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Remote Learning: Being Safe

There are a number of reporting routes that pupils may access should they be concerned by any aspect of their online learning experience. As well as approaching a member of staff at school such as their subject teacher, tutor or Mr Wells or Mrs Spottiswood, practical advice and support can also be gained from:

- [Childline](#) - for support
- [UK Safer Internet Centre](#) - to report and remove harmful online content
- [CEOP](#) - for advice on making a report about online abuse

Should parents or guardians choose to supplement the FSM online offer with support from online companies and in some cases individual tutors please ensure this comes from a reputable organisation/individual who can provide evidence that they are safe and can be trusted to have access to children. Support for parents and carers to keep their children safe online includes:

- [Internet matters](#) - for support for parents and carers to keep their children safe online
- [London Grid for Learning](#) - for support for parents and carers to keep their children safe online
- [Net-aware](#) - for support for parents and careers from the NSPCC
- [Parent info](#) - for support for parents and carers to keep their children safe online
- [Thinkuknow](#) - for advice from the National Crime Agency to stay safe online
- [UK Safer Internet Centre](#) - advice for parents and carers

