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Dear Parents,

In the light of recent events I would like to share with you what is in place for pupils to access online learning whilst they are away from school. Ellesmere on-line is the first port of call. All pupils know how to access this and as a website it is accessible from any part of the world. Our main platform for on-line teaching and learning is through our virtual learning environment called Frog, with which many of you are familiar. Pupils access this through their usual Ellesmere login and it is accessible in most parts of the world. It is important that pupils work on a PC or laptop and not on their phones. I appreciate that some pupils in China may experience some restrictive access imposed by the Chinese government and we are making adjustments to enable ongoing teaching for them using different software.

The tools we are using are as follows:

- Online resources via Ellesmere  
Online: [https://www.ellesmereonline.com/Site/Pupils/Pupils\\_page.aspx](https://www.ellesmereonline.com/Site/Pupils/Pupils_page.aspx)
- **Frog:** subject by subject lessons and activities/links/assignments

Teachers are setting work on Frog and receiving completed work through a variety of means, mainly either through use of the upload button on Frog if the work has been set as an assignment in Frog, or by email. The work being set will include links to other software that we have available: the main ones that we are using are: GCSE Pod, Clickview, Kerboodle, Renaissance Learning, My Maths, Kahoot, and departments will have additional subject specific links for pupils.

We are using Team for video lessons, mostly recorded and put up with the material so pupils can watch the teacher first then do the work; occasionally we will do live streaming, but due to time differences we appreciate that isn't always practical. Pupils will receive an invitation to access Team software via their Ellesmere emails. Where we are running a live session please set up a learning location that is suitable to be seen by peers and teachers. Whilst children may normally do their homework in their bedroom it is best to choose a public space in the home where they do their schoolwork - and a place with a strong wireless or wired internet signal, if possible. It should be a space where parents are present and monitoring their children's learning.

Pupils must be appropriately dressed (not in pyjamas or swim clothing!) normal everyday casual wear is fine. It will need to be somewhere that other family members won't interrupt the lesson.



Teachers will notify pupils by email in advance if they intend to run a live video session with details of day and time. It will also be recorded and made available on Frog to be watched at any time. Work will be marked and feedback given to pupils through the assessment function on Frog and/or by email. We will always use Ellesmere email addresses. Teachers are not allowed to respond to personal email addresses so please remind your children that communication must be through their Ellesmere emails.

It is inevitable that those studying GCSE and A level will be concerned about the news that they will not be sitting their exams in May/June. At this stage we are waiting to hear from the Department for Education with regard to the Prime Minister's statement '*we will make sure that pupils get the qualifications they need and deserve for their academic career.*' In the meantime I strongly recommend that all coursework is completed as this is likely to be a key component. With regard to BTEC and IB, we understand as things currently stand that there will be no change to the completion and assessment of the BTEC assignments so students must keep to their deadlines as issued by their teachers. IB examinations are still scheduled to take place and we expect to run them as per the published schedule. However some students are looking to arrange to sit them in a centre in their home country, and we will continue to assist students with that.

### Online Teaching and Learning:

#### Guidelines for Pupils

- Establish a daily routine to support your learning. Ensure you understand your schedule and commitments to complete work.
- Keep an academic calendar of your commitments so you know what has to be done and by when.
- Identify a comfortable, quiet space so you can work effectively and successfully.
- Check your email and Frog notifications frequently.
- Complete assignments with integrity and academic honesty, doing your best work.
- Do your best to meet timelines, commitments and due dates. Complete work on which you can receive feedback (either online or during the next class meeting, as indicated in instructions).
- Complete assessment tasks.
- Participate in online learning activities with your peers as directed.
- Take breaks, play, be active.



## Guidance for Parents:

You will find that children like routine and it would help if you could help them to draw up a schedule for them to follow that fits around your home schedule so that they have a lesson session of 50 minutes and a short break, then another and then lunch, followed by two more in the afternoon. In this way they should be able to do work for every subject through the week. Some subjects will require more time than others, particularly the core subjects of English and maths.

Look on Frog with your child to see what the current topics are that your child will need to cover.

Help your child develop daily routines:

- Set regular hours for their children's schoolwork. keep normal bedtime routines - don't let them stay up too late and sleep in!
- Have a daily meeting and set the boundaries and expectations.
- Begin and end each day with a check-in: In the morning ask your child what they are learning today/what are their learning goals/how will they spend their time/what resources do they require/what support do they need?
- This allows children to process instructions they have received from teachers and organise themselves for the day. At the end of the day check that the objectives have been achieved.

I hope this information is useful in establishing a home learning routine. Your child's teachers will be in regular contact during normal term time weeks this term and next to monitor and progress the learning.

With best wishes for your family to stay safe and well.

Regards,

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