

Dear Parents and Carers,

15 December 2020

Remote Education at St Mark's Academy

We hope that you are all well and our thoughts and prayers are with you all in this final week of term. As an Academy we are committed to ensuring that our students and their families have access to our high-quality lessons and home learning when they are in school and at home. Please read this letter carefully to remind yourselves how you can access our provision whilst your child is working at home this week.

Home Learning

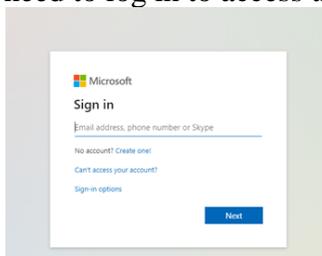
Students should continue to follow their normal school timetable each day.

- Students will receive coaching time resources and resources for the 6 lessons they would have had in school.
- These lessons will be shortened and simplified to 30 minutes each to ensure students have the recommended 3-4 hours of work to complete each day (this is in line with government guidance and educational research on manageable amounts of work when isolating)
- Each lesson will have a PowerPoint, usually with teacher audio on Microsoft Stream
- **Students should look at this lesson carefully and complete activities in a note book or on paper**
- Each lessons will end in a quiz to check students' understanding. **These quizzes should only be completed once the lesson has been completed**
- Please be aware that when some staff are absent or unwell, there might be a slight delay to work being posted

How do I access lessons and quizzes?

Microsoft Teams

Students should log on to <https://teams.microsoft.com>. This will take students to a page where they will need to log in to access their work. All students have been taught how to use Teams whilst at school.



It will take you to something that looks like this.

Email address:

17(Caps lock initial of 1st Name)then (second name)
This is the year you joined.
Joe Smith would be

17JSmith@stmarks.anthemtrust.uk

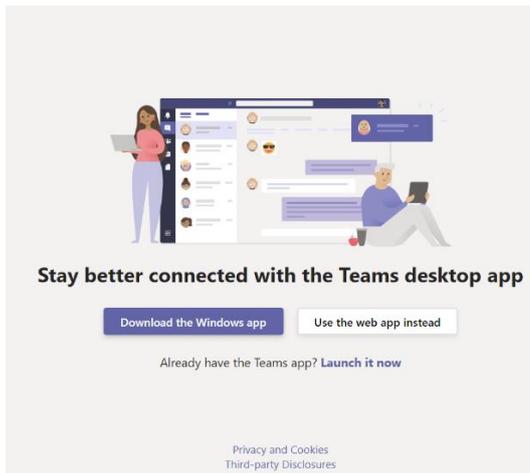
Password:

Marks(then full date of Birthday)
So if you were born 25th July 2005: 25072005

Marks25072005

Your child may have changed this when they first logged in.

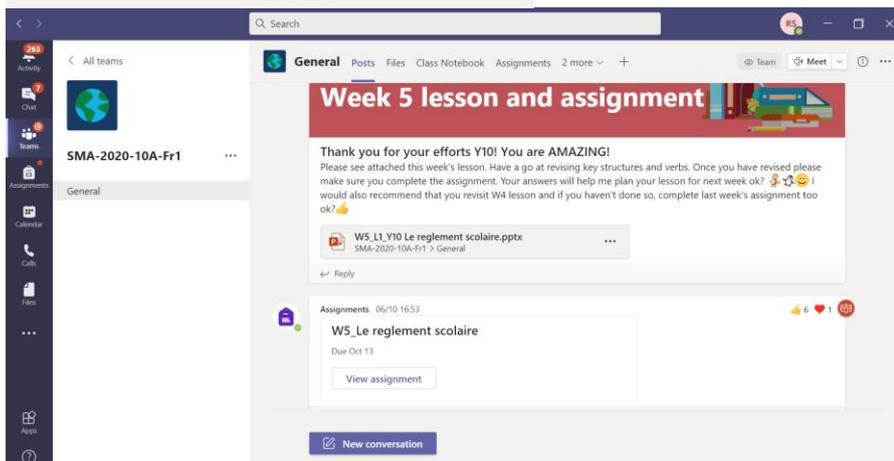
Interim Principal Hannah Fahey



Students can log in to MS Teams in a web browser, or they can download the app to access the work set by their teacher. Once students have logged into Teams, students can visit their different classes.

See image below for an example of what this might look like. You can see the PowerPoint lesson which students can click on and the 'assignment' link to the quiz.

Students have received training in their ICT lessons and/ or in coaching time to support them with developing their skills on MS Teams. MS Teams is used by many universities and businesses, and learning to use it well will benefit students for years to come.



Students can also check Satchel (formerly Show my Homework) for a calendar and for messages/ more information from their teachers. <https://www.satchelone.com/dashboard>

What do I need to do as a parent or carer?

Ensure your child logs on to Satchel and MS Teams every day to look at the resources and complete their homework quiz. **If your child is finding they have too much work to do, they should prioritise their core lessons e.g. English, maths and science, and then humanities, languages or their options subjects.** If your child is well enough, they need to complete the lesson carefully and then the quiz. This will enable their teacher to provide feedback and check their learning.

How can I help my child?

The best way you can support your child with their home learning is to ensure they have:

- a quiet space to work for a few hours each day or a set of headphones
- A note book or some scrap paper and a pen
- A green pen where possible

You might also want to ask them questions like these:

“Which subject are you focusing on for the next hour?”

“What has your teachers asked you to work on and revise today?”

“Can you tell me what you worked on today?”

“Can you tell me about 2 things your learnt from _____”

“Give me your notes...let’s see if you can tell me what you wrote down without looking..”

What if I need help?

If students forget their log in, or you need any support with home learning, email homelearning@stmarks.anthemtrust.uk.

[This video](#) on our website guides you through the process described above and should help you to log in. You can contact your child's coach or Progress Leader if you need further support with ICT or ICT access. Students can also message their teachers on Satchel if they are at home and need support with specific lessons.

Thank you for everything you will do as parents and carers to ensure students make the most out of their carefully planned home learning.

Yours faithfully,

Rachel Sewell
Vice Principal for Quality of Education

Interim Principal Hannah Fahey



The Diocese of
Southwark



Values-based Education
IVET Quality Mark