

Dear Parent/Carer

Guidance for BSA Students taking part in Remote Learning

During your child's self-isolation period, the academy will ensure that they are provided with immediate access to our exceptional remote learning resources. Our teachers continue to plan in advance to ensure that students have access to the lesson content which they would normally be accessing within lessons.

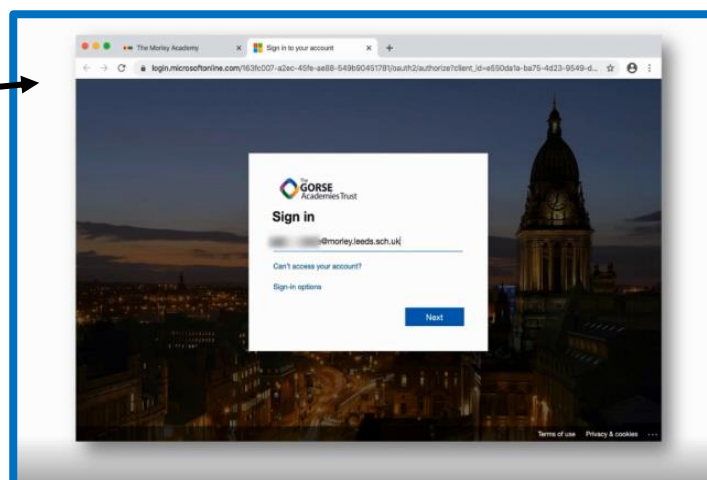
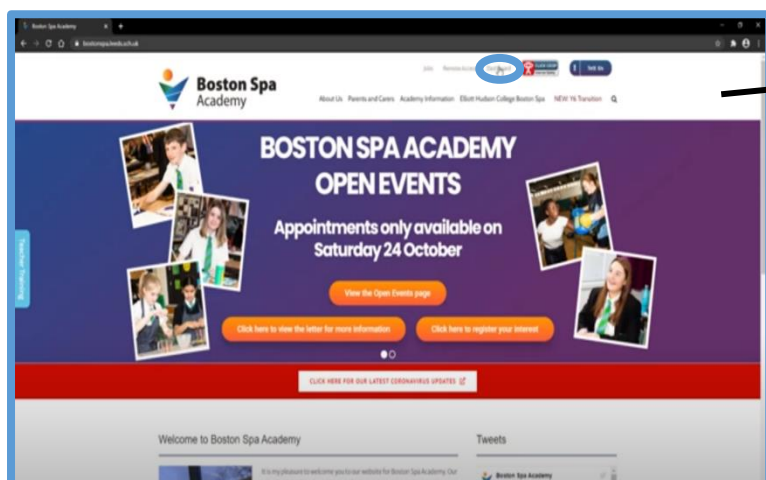
Within these lessons, teachers will ensure that there are opportunities for immediate feedback within 'Starter' and 'Plenary' activities, by providing the answers to any questions posed. Additionally, teachers will ensure that there are enhanced levels of teacher instruction through the use of video resources and/or audio-narration. We have adapted this practice as a result of discussions with students in all year groups who explained that the above steps have been beneficial whilst studying from home.

Accessing Google Classroom

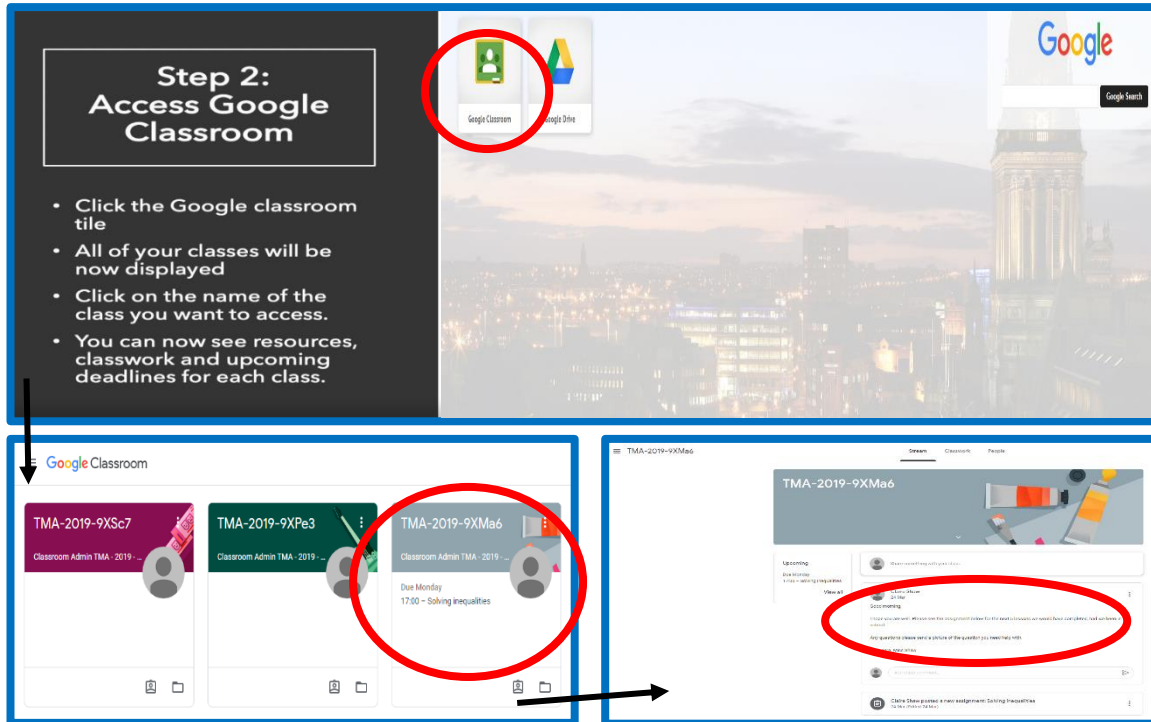
All Remote Learning resources for your child will be posted to our online learning portal, 'Google Classroom'. All students should now have access to their Google Classroom. However, if your child has forgotten their username or password, please send an email to the BSA Information account (info@bostonspa.leeds.sch.uk) and we will ensure a phone call is made with your child's login details.

In order to access Google Classroom, students should follow the steps detailed below. Alternatively, a video guide to logging in to Google Classroom can be found in the following link: <https://youtu.be/tvHUdveYsOU>

Step 1



Step 2



Guidance on how to access remote learning resources from this point can be found within the video link below:

Video guide to downloading attachments on Google Classroom - <https://youtu.be/Q48jD9kPHhY>

Submitting of Work - Student Expectations

The expectation of the academy is that all students complete the tasks and Purple Zone activities within every lesson that they have been set.

Students should complete and submit their work in either of the following ways:

- **Electronically through Microsoft Word/Google Docs** - Work should be uploaded and then students select the 'submit' button on their assignment.
- **In the subject exercise book** – Work should be completed neatly in the exercise book but students must still click the 'submit' button on the corresponding assignment.

If your child is unsure of how to upload and submit work to Google Classroom, the video within the link below will support them in understanding the process.

Video guide to uploading work to Google Classroom - <https://youtu.be/if-eLN2igPw>

If you are still experiencing issues with this, please email your respective year group's Pastoral Team via the BSA Information account (info@bostonspa.leeds.sch.uk)

Structuring of students' time

During the time your child will be taking part in Remote Learning from home, they will be provided with same number of lessons which they would normally be involved in within the academy. This will be the case in all subject areas.

The lessons for W/C 4 January will be uploaded by teachers by Monday 4 January at 8.00am. At this time, teachers will upload one weeks' worth of Remote Learning resources for their subject area.

We would recommend that students try to complete each lesson as though they were in the academy. For example:

| | Normal Academy Day | Self-Isolation Timetable |
|---------------|-------------------------------------|---|
| Monday | Period 1 (9.00am-10.00am) – English | 9.00am-10.00am – Complete Lesson 1 of English Remote Learning Resources |
| | Period 2 (9.00am-10.00am) – Maths | 10.00am-11.00am – Complete Lesson 1 of Maths Remote Learning Resources |
| | Break – 11.00am-11.30am | Break – 11.00am-11.30am |

Teacher Feedback

In order to provide students with as much structure and support as possible, our teachers will continue to provide marking and feedback to self-isolating students as per our usual approach of doing so every 6-8 lessons. The 6-8 lesson period will incorporate both 'in-academy' lessons and 'remote-learning' lessons to ensure continuity and the consistency of regular feedback for students.

Teacher feedback will be in the form of a 'Success' and 'Challenge' and will appear in the Private Comments box of the 'Assignment', as shown in the video link below.

When students receive this feedback, they will be expected to respond with their usual 'Green for Growth' response. They can complete their Green for Growth task by reattaching their improved piece of work or attaching a new document with the completed task. If you require support with this process, the video within the link below will support you.

Video guide to viewing teacher feedback and completing G4G - <https://youtu.be/bqTFTynX9p4>

We hope that this guide will provide your child with the structure required to thrive in their remote learning education. As always, if there are any questions or concerns which you or your child have over the course of the self-isolation period, we would encourage you to contact the academy through our usual means of contact.

Mr P Hollywood

Senior Vice Principal
Boston Spa Academy