

- 1) Ensure that your child can access to Teams and their school email. If you have any difficulties, or any other problems with accessing remote learning (such as a lack of suitable equipment, internet access or balancing the needs of more than one pupil) please contact school quickly to get help solving any issues (office@codsall-middle.staffs.sch.uk).
- 2) Follow the online timetable, paying careful attention to the colours and the timings. Encourage pupils to plan their week to suit their own circumstances, bearing in mind the following conditions:
 - a) Pupils are expected to attend all of the yellow lessons (English, Maths and Science).
 - b) Pupils are expected to attend **EITHER** of the green lessons for each subject (E.g. History 1 **OR** History 2). This is to allow pupils the flexibility to organise their learning to fit their home circumstances.
 - c) There will be a session with form tutors as the first timetabled slot. All pupils are expected to attend as this will help them understand their timetable for the week.
 - d) Independent work will also be set in Go4Schools and Teams Assignments, which pupils have practised using in school.
 - e) Staff may provide recorded versions of content for pupils to access at other times.
- 3) Teachers will set up online lessons and pupils will receive email notifications for each one. There are two ways of accessing these lessons:
 - Click on the 'Join' button in the email.
 - All of the lessons will appear in the calendar in pupils' school Outlook email account. The easiest way is to click on the links in their calendar – this will give them a useful overview of their timetable.
- 4) You can see all of your child's independent learning tasks in Go4Schools as usual (please see the help guides on the school website). If you can't remember your password, don't worry. Use your child's school email and click on the forgotten password link. It will send a link to the school email address to reset the password.
- 5) Pupils should follow the instructions CAREFULLY in the tasks and tick them off when they are completed.
- 6) Pupils are expected to complete the work, unless they are ill. It is important that they continue to build their independent learning skills and take responsibility for their own learning, but teachers are available by email if support or feedback is required.
- 7) If pupils are not sure what to do or feel worried, they have a few choices:
 - a) Attend the online lessons and ask.
 - b) Check on Teams for resources that may help.
 - c) Use Teams 'posts' section to ask their classmates.
 - d) Email their teacher, who will be happy to help. All teachers email addresses are available on the website.
- 8) We recommend that pupils check their email every day. They can use it to get Teams updates, help or feedback for their work. Teachers will be busy teaching the year groups that are still in school so they won't be able to reply as quickly as they did in lockdown. Teachers will reply as

soon as they can so please be patient. If pupils can't access their email, please contact Miss Watson on ew@codsall-middle.staffs.sch.uk and she'll help.