

# The Codsall Middle School Guide to Remote Learning

## Getting Started...

Check you can access Teams, Go4Schools and your school email. Contact school quickly to get help solving any issues ([office@codsall-middle.staffs.sch.uk](mailto:office@codsall-middle.staffs.sch.uk)). For Go4Schools, you can just click on the forgotten password link.

Follow the online timetable, paying careful attention to the colours and the timings. Plan your week to suit your own circumstances, bearing in mind these things:

- You **MUST** attend all of the yellow lessons
- You can attend **EITHER** of the green lessons for each subject. This is to allow you to organise your learning.
- Independent work will also be set in Go4Schools and Teams.
- Staff will record live lessons and upload resources so you can access them at a time that is convenient for you.

## Hints to help you become a successful remote learner...

Make a plan of your week, using your timetable as a starting point

Find out any times you might struggle to access remote learning and work around them

Follow instructions **CAREFULLY** in the tasks and tick them off in Go4 when they are completed

Find a quiet place to work and get into good routines

Build your independent learning skills and take responsibility for your own learning

Seek help quickly rather than getting worried - we're here to help!

Check your email every day

Give yourself screen breaks  
Do something active

## Getting help...

Attend the online lessons and ask

Watch a recording of the online lesson or check resources uploaded by your teacher (in the files section of Teams)

Look at WAGOLLs ('What A Good One Looks Like' examples) and Success Criteria

Use Teams 'posts' section to ask your classmates

If you've finished your work and need extension tasks, ask your teachers

Email your teacher, who will be happy to help  
All teachers' email addresses are available on the website

Attend a wellbeing session with Mrs Deas or a form tutor session  
Email them directly if you'd like to discuss issues privately