Dear [Student],

Please find attached your new remote learning timetable. The timetable begins on Monday 18th January and we start on a WEEK A.

When you look at your new timetable, you will note that there are three separate elements; Live lessons, Pre-recorded lessons and Extra-Curricular activities.

**Element One: Live Lessons**

Before we go any further, please watch this Video on our expectations and how to log in to your live lessons:

[VIDEO](https://youtu.be/tKwjCEFUj_A) TO BE CREATED FOR KEY STAGE THREE

To access your lessons, you must have an active zoom account, and we expect your username on this account to be your full name, as you would in a professional environment. If you haven’t already done so, please setup an account using your school email address. Try not to use a parent or sibling’s Zoom account where possible.

**Please be aware that all live lessons are recorded and that by entering a live lesson, you are agreeing not to share any of the content via any form of social media. The live recording remains the property of Shenfield High School and any sharing would require formal written approval.**

What we expect of you:

* Be organised by consulting your timetable before the school day, and knowing when you will need to click the link on your timetable to access the correct Zoom lesson. We are following the normal school day from Period 1 at 9am including normal breaks and lunchtimes. Setting a reminder on your phone for lessons may be helpful.
* You should engage fully in the lesson and complete any tasks set
* You can use the chat facility at the discretion of the teacher to ask or respond to questions. However, the teacher might not always be able to respond during the lesson.
* Your teacher will unmute you for the purpose of answering a question.
* You should maintain the same standard of behaviour as you would in a classroom. Any inappropriate communication will result in you immediately being removed from the lesson followed by a parental phone call. Repeated incidents will result in removal from future live lessons.

**Element Two: Pre-recorded Lessons**

Your pre-recorded lessons will continue to be provided in the same manner, although some will have now been replaced by live lessons. You will continue to access through the Planet Estream link on your timetable, logging in by using your school username and password. Staff will be monitoring your completion of these lessons, and the tasks embedded within them.

The series of pre-recorded lessons will lead towards assessment points, where the progress you have made whilst at home will be monitored and recorded.

**Element Three: Extra-Curricular Tasks**

This final part of your timetable is an optional element, and much like the Music, PE and Maths Twitter competitions of the first lockdown, provides you with two opportunities each week to complete some fun, creative tasks.

Demonstrating **Contribution, Challenge and Collaboration** in these competitions will be rewarded accordingly, with additional prizes on offer for our winners from each year group.

**Technical Issue?**

**Telephone Support** – (01277) 219131

**Email Support -**  [SHSYear7@shenfield.essex.sch.uk](mailto:SHSYear7@shenfield.essex.sch.uk)

[SHSYear8@shenfield.essex.sch.uk](mailto:SHSYear8@shenfield.essex.sch.uk)

[SHSYear9@shenfield.essex.sch.uk](mailto:SHSYear9@shenfield.essex.sch.uk)

**Frequently Asked Questions - Remote Learning**

**Do I have to attend all live lessons?** We want you to engage with all lessons we have on offer. If you are unable to attend ‘live’ then a recording of the lesson will be provided via your school email, which can be viewed at an alternative and more convenient time.

**Where can I find the recording of the lesson?** All recordings of the day’s live lessons will be sent to your email account the following day. Unless you remain logged in, you may need to use your zoom username and password to access the recording.

**Will all my lessons be live?** No – There is now a variety of Live lessons and pre-recorded lessons, giving you and your family flexibility to maintain your learning in a convenient manner. Some practical based subjects will not be offering live learning due to the nature of the subject, but will continue to offer key learning through Planet e-Stream. Many of the subjects not offering live learning feature within our extra-curricular challenges.

**Will I get PREP to do as well?** Just as there would be in the normal school week, we will expect you to continue to PREP at evenings and weekends. We are trying to limit the number of PREP tasks that are set formally in order to support all families who have to share devices. However, PREP is not a chore, it’s a way of life!

**What happens if I have technical issues during a live lesson?** Please try not to bother the teacher with technical issues during a lesson. Please call or email the support details given above and we will try to assist you. Most issues can be solved by closing Zoom, re-logging in and re-joining the class.

**Will every live lesson be a full hour?** No, it is likely to take time for the teacher to set up the lesson, students to join, and end the lesson in time to change to the next one. If a lesson has to end early, the teacher will set a task to do during the rest of the lesson time.

**What happens if I am removed from a live lesson for behavioural reasons?** The teachers have been asked to R3 (remove) any student who does not meet the professional expectations of the ‘live’ lesson. Once removed, you will not be allowed to re-join that lesson and will have to access the remaining learning through the recording later in the day. If you are removed from 3 or more lessons for behavioural reasons you will lose your right to join ‘live’ lessons and only have access to the recordings until we return to school.

**What should I do if I cannot access my email account or Planet Estream?** The only reason you would have this issue is if you are entering the incorrect username or password, as the same username and password exists for both accounts. If this happens, phone the school contact number or email your year group’s email account via a parent’s account – both of which are listed above.

**How do I submit my work?** For pieces of work that require review or teacher feedback, a majority of teachers will ask you to email to them as an attachment. In most Pre-recorded lessons, additional tasks will exist that allow instant feedback for both you and the member of staff, highlighting your understanding of the content covered and indicating your overall progress.

**Do I have to take part in all lessons?** The intention is for you to complete all lessons provided, however the Extra-Curricular element is optional. These opportunities are intended to provide light relief and enjoyment in the day for you and your family, and will certainly be rewarded.