



Knox Academy

Guide for Remote Learning

Information for All

During this period of remote learning the principle we are working to is about delivering high quality remote learning opportunities for all young people which:

- Provides timely feedback which is transparent, actionable, ongoing and consistent.
- Includes opportunities for connectivity to help pupils and teachers stay connected, support pupil well-being.
- Offers real-time support to pupils who need help accessing their learning.
- Contributes to an overall range of remote learning experiences, including collaborative learning experiences, which foster engagement and meet the needs of diverse groups of learners.

Our approach at Knox Academy will be for pupils to have work set from each subject, each week on Google Classroom. This work can be completed at a time and pace that works for individual pupils and their home circumstances. However, where possible we would recommend that pupils follow their timetable for some structure. For S1 & S2 this is a newly reissued timetable, but for all other pupils this should be their normal class times. Pupils can email teachers via Edubuzz for help and support throughout the week as appropriate.

Following our previous experience of remote learning, we recognised that many pupils benefitted hugely from live interactions with teachers (synchronous learning). We aim to continue with this, and build on the skills and confidence staff and pupils have in using the Google platform. This will allow them to ask questions, listen to other pupil's questions and receive immediate feedback/answers.

Our **aim** for most subjects is that there will be an invitation to a weekly live google session (subjects allocated 1 period per week in the timetable will doing this on a fortnightly basis). Online sessions may not be with their usual teacher. Access to these online sessions will be in an email invite or through the subject Google Classroom and may take the form of a live, taught lesson and/or a Google Meet discussion with the teacher where pupils can ask their teacher questions. The teacher may choose to keep their camera off during these sessions, and pupils also have the choice to do this too. Pupils need to be organised in knowing when they are to be online, and may find the Google Calendar function useful here too. Attendance at online sessions is strongly encouraged, but we understand that this will not always be possible. If unable to attend the planned online session, we would encourage learners to send an email to the teacher with any questions they may have from the previous week's learning.



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Expectations of Pupils

Our expectations for positive behaviour extend to the online platform just as we would expect within the Knox Academy building. If a pupil is behaving inappropriately or using offensive language either in the meeting or via the chat, the class teacher will remove them from the meeting. Just as in school, there will first be a warning and if the behaviour persists, the pupil will be removed from the meeting and this it will be passed on to House Teams, and potentially communicated home as a discipline issue.

Platforms for live tutorial sessions

It is likely that most teachers will use Google Meet. However, if any member of staff prefers, they can also use Google Hangouts and use the chat function.

Pupil can opt to have cameras switched on during these sessions to allow more personal face to face interactions, enabling staff to read reactions. We are aware that some pupils would rather not be on screen, and therefore you can chose not to use your cameras and just use the chat function, microphone or listen to the lesson.

Rules for live lessons

- **Pupils should not be recording any part of the GoogleMeet, nor should they be doing screen shots of the live sessions.**
- Parents, carers and siblings should also not take part in any class GoogleMeets. If families require further information, they should get in touch through the House Teams or Curriculum Leaders.
- If a pupil has specific concerns they can email the class teacher directly through their EduBuzz.
- Do not share any personal information in the class. Stick to learning.
- Keep your microphone muted unless you are speaking (without this there is a lot of feedback and makes it harder for others to hear what is being said).
- Use an appropriate venue or background when on-line e.g. if in a bedroom you must use a virtual background or blur the background and make sure there are no personal items in view.
- Be mindful of how you appear on camera.
- Dress appropriately for any online video interactions.
- Use the chat function to ask questions or engage with the lesson, but remember that this should be using classroom appropriate language at all times. Be respectful of others opinions.



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- Turn off notifications or pop-ups that could appear on your screen.
- Make sure that you have 'hung up' when the meeting has finished.
- If you need to leave the meeting, or someone in your household would like you to leave the meeting, that you can do so at any time.
- If you see or hear something that makes you feel uncomfortable tell your teacher, another member of school staff or your parent/carers immediately.



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Please use the checklist/table to ensure you are ready and set up for remote learning.

Do you...	Why is this important?	What to do next?	Do you have this?
Have your Edubuzz login details?	You need this to access all the G Suite applications including Google Classroom.	Contact admin@knox.elcschool.org.uk with your name and “Edubuzz login details required” and someone will contact you to help.	
Have Google Classroom access for all your subjects?	You need to have joined the Google Classroom for each of your subjects so that you can access the tasks and resources that your teacher will set for you each week. Each subject will set you work in each of your Google Classrooms.	Contact your class teacher by Edubuzz email and they will invite you to join the Google Classroom. Or email admin@knox.elcschool.org.uk with your name, “Need access to Google Classroom” and the name of the teacher you are trying to contact, and your email will be forwarded to them.	
Have a suitable device that you can access Google Classroom and do the work on?	A mobile phone on its own may not be suitable due to its small size and lack of a proper keyboard. A tablet, laptop, PC, Games Console or Chromebook may be better. If you only have one device to share between your working parents and siblings, you may find it difficult to get enough time to access and engage with all the work set.	Contact admin@knox.elcschool.org.uk with your name and “Problem with access to a suitable device” and someone will contact you to help.	
Have internet access and sufficient data?	You need internet access and enough data to access your work on Google Classroom. With more people in your household potentially doing the same thing, we want to make sure you can get the access you need.	Contact admin@knox.elcschool.org.uk with your name and “Problem with internet access or data limits” and someone will contact you to help.	



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<p>Know how to find out what you need to do each week for each subject?</p>	<p>All tasks and resources will be shared through Google Classroom, so you need to check each Classroom regularly. Some of these posts will be materials that you need to work through by reading, watching or answer questions. Some of these may be assignments that you need to submit for marking when you have completed them.</p>	<p>Make sure you check each Google Classroom, regularly, to see what tasks you have been set.</p> <p>You can activate the notifications so that you will know when work has been posted. This video shows how to do this on your phone.</p>	
<p>Have a timetable or plan for what you need to do each week and when you will do it?</p>	<p>Organising yourself at the start of each week, so you know what you need to do and when you need to do it, will help you to stay on top of your learning and help to get a balance between school time and family/personal time.</p>	<p>Check your Google Classroom feeds to see what work has been set for you for that week for each subject.</p>	
<p>Know how to submit assignments on Google Classroom?</p>	<p>Your teacher will sometimes set work as an assignment that you need to return for marking and feedback. Assignments may have a due date in which case you need to submit them before the deadline, or they may have no due date in which case you can submit them in your own time once you have completed the work.</p>	<p>Check Google Classroom regularly. You can also use your Google Calendar to check which assignments you have been set.</p> <p>Complete the assignment and then submit it for feedback. This video shows you how to submit assignments with attachments set by your teacher, and how to attach your own attachment (a Google Doc, photo, video etc.) before submitting it. There are a range of “how to” videos available on youtube to help you understand how to use Google Classroom.</p>	



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Additional resources for pupils

E-Sgoil

E-Sgoil programmes are in place for Early Level and for First to Third/Fourth Levels in the Broad General Education. The programmes are designed to complement the curriculum and remote learning being provided by schools:

- Live lessons for **S1-S3 pupils** are delivered in a rolling series of four, two-week programmes. Programme details and timetables are available on the e-Sgoil website <http://www.e-sgoil.com/esgoilbgeoffer2020/>
- Refreshed **Senior Phase** daytime provision will be available from 11 January 2021. This senior phase offer is live on the e-Sgoil website <http://www.e-sgoil.com/seniorphase20/>

Pupils require their Glow username and password in order to access the E-Sgoil resources. Any pupil who does not have their Glow username and password should email admin@knox.elcschool.org.uk or contact their House Team.

Bright Red Books

<https://www.brightredbooks.net/subjects/>

The Bright Red Digital Zone is completely free and has content for N5, Higher and Advanced Higher students. Pupils just need an email address to register and then they can access all of the content on the platform (there are tests, video links, activities etc.).

In addition, they also have a YouTube channel which has subject playlists for N5, Higher and AH subjects, which is also free and can be viewed here:

https://www.youtube.com/channel/UC71WI3_vVIagpAYmnegVC3A?view_as=subscriber

BBC

The BBC are broadcasting programmes each day to support remote learning. For secondary school pupils they are on BBC2 TV in the afternoons.

BBC Bitesize

<https://www.bbc.co.uk/bitesize>

Free online study support resource to help with revision.

Go to the Secondary menu and choose the appropriate level from the Scotland list.

For those of you looking for additional online resources to support learning, the BBC

has launched an updated and expanded BBC Bitesize Daily service, offering lessons

rather than just the revision resources which it used to focus on. There are lessons

aimed at pupils from P1 up to S4. This online resource is also accompanied by educational

material being broadcast on BBC TV channels. You can find a guide to these broadcasts at -

<https://tinyurl.com/ya5pxepe>



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SCHOLAR

<https://scholar.hw.ac.uk/>

Online courses at National 5, Higher and Advanced Higher levels. To access SCHOLAR materials, you will need your SCHOLAR username and password.

Collins Learning

<https://collins.co.uk/pages/scottish-curriculum-free-resources>

Free resources and downloadable answers from HarperCollins Publishers Ltd.

Oak National Academy

<https://www.thenational.academy>

The Oak National Academy is aiming to add dozens of hours of lessons every week during the coronavirus lockdown. Although matched to the English curriculum, many of the online lessons posted thus far are of a general nature and the topics are just as relevant for those following the Scottish curriculum. The great thing about this resource is that it contains lessons which children can work through on their own (or with a parent) and don't require you to 'fill in the gaps' between separate pieces of work or information.

SQA – Past Papers

<https://www.sqa.org.uk/pastpapers/findpastpaper.htm>

There are a range of papers and marking schemes available on the SQA website.

Khan Academy

<https://www.khanacademy.org/>

This is a free resource, where learners or parents can sign up. It caters for P1 to S6 and beyond. Although the resources are not specific to the Scottish system, there is a wealth of resources and videos that relate to the topics covered in school. Note that not every subject or topic is available.

They also have videos available on YouTube:

<https://www.youtube.com/channel/UC4a-Gbdw7vOaccHmFo40b9g>