

# PARENT AND CARER GUIDE TO LIVE LEARNING



## What's Inside:

- Accessing live learning
- Live learning expectations
- Live lesson school day timetable
- Learning break activity ideas
- Accessing support services
- FAQs

January  
2021

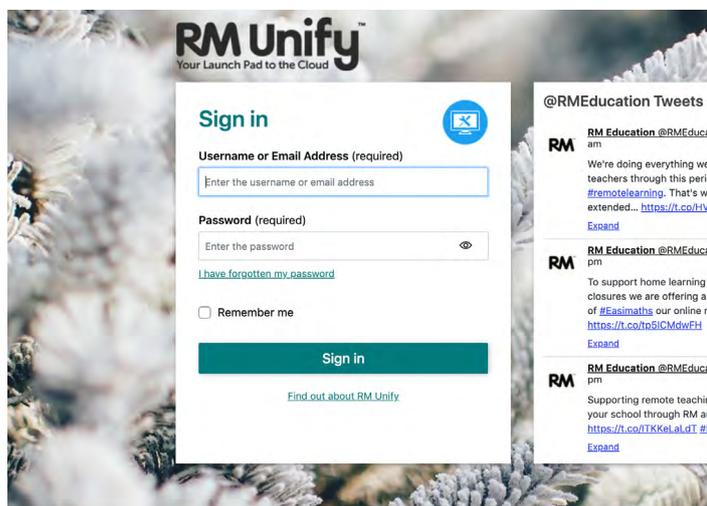
# ACCESSING LIVE LEARNING

Welcome to your step by step guide in supporting your child to access their live lessons.

The first step for students to access their lessons is Satchel:One. Once your child signs in to their Satchel:One account they will find instructions from their teacher regarding how they access their lesson.

## Satchel:One access instructions

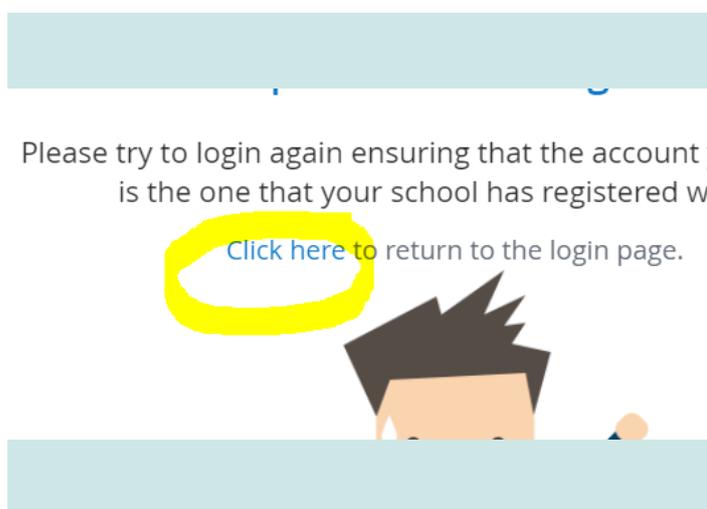
1. Go to [rmunify.com](https://rmunify.com) and log in using school email



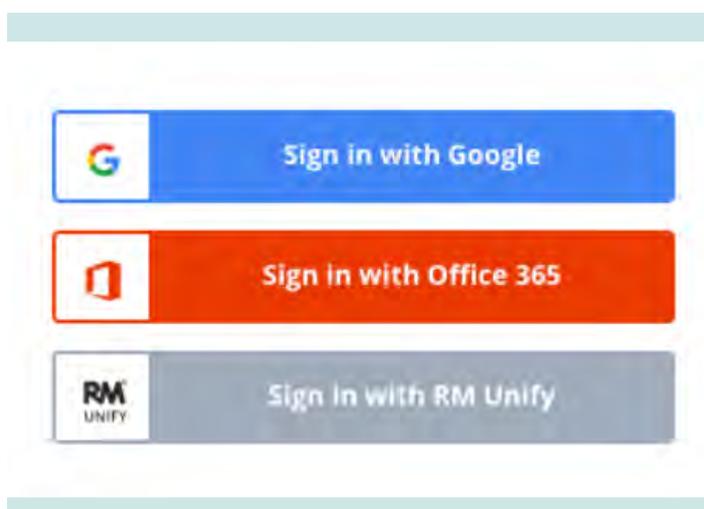
2. Click on the 'Satchel:One' app



3. Click here



4. Click 'sign in with Google' with their school email/password



## 5. Then Satchel:One will then appear.

satchel:one

Search for students and classes

EN

Calendar

Account settings

Calendar

Timetable

Detentions

Reports

Notice board

Support

Logout

Calendar

School calendar

Select a year

Select a type

Select a subject

Select a teacher

All classes

25 Jan - 31 Jan

Please use the above filters to see your tasks. Or, [show all](#)

Download the app and never need to filter again

Download on the App Store

GET IT ON Google Play

Or search for 'SMHW' in the App/Play Store on your mobile device

Homework key

6. You will see the lesson information posted by your teacher on your page & calendar.

Live Maths Lesson  
10Z1/M Maths  
Mrs N. Ganatra

10ZM Science Period 4  
10ZM/Sc Science  
Mr G. Foster

Drama Class  
10A/Dr1 Literacy  
1 student  
Mrs P. RAMSAY

7. Click on each lesson at the correct time, as per your school timetable to see your lesson instructions. For example, here is a Maths lesson

Live Maths Lesson 10Z1/M

Description Insights Assess Discussion

Mrs N. Ganatra set this assignment for group 10Z1/M - Maths

Set on Wed 20 Jan Due on Wed 20 Jan

Task description

Good morning

Please join the live lesson by 2.10pm using the link in your email/calendar.

Put a date (20th January 2021) and title (Circle Theorem Prove That Questions) and underline them.

Open up the Google Form ready for answers to the Retrieval Practice.

'See' you later on.

Mrs Ganatra

Other information

- This classwork will take approximately 60 minutes
- Mrs N. Ganatra would like you to hand in this classwork via Google Classroom

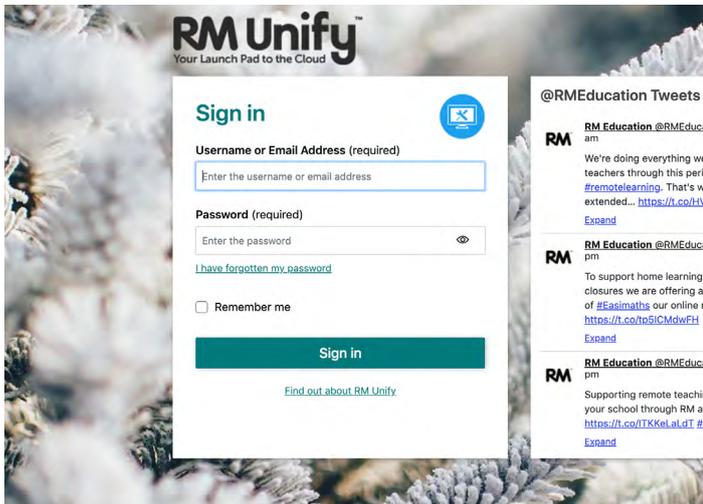
Problems logging in?

Just email: [studentitsupport@stopsleyhighschool.co.uk](mailto:studentitsupport@stopsleyhighschool.co.uk)

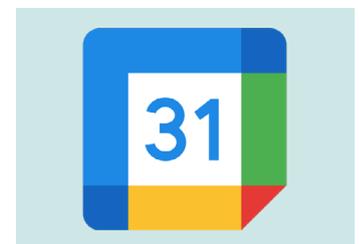
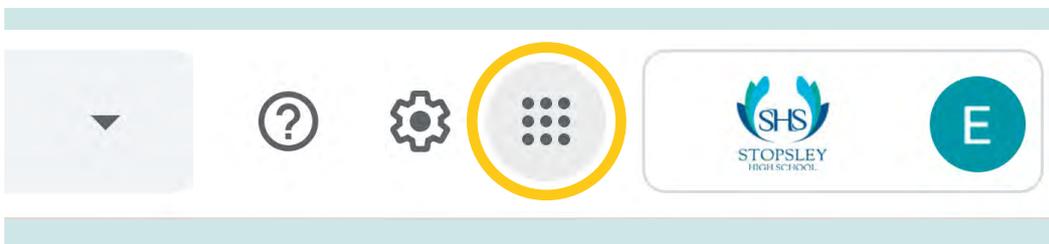
There are two methods of accessing live lessons, depending on the subject. The teacher will provide the instructions of how to join on Satchel:One. The teacher will direct the student to join their live lesson through either **Google Calendar** or **Google Classroom**.

## Google Calendar Method

**1. Go to [rmunify.com](https://rmunify.com) and log in using school email. Then click on the Google Drive app**

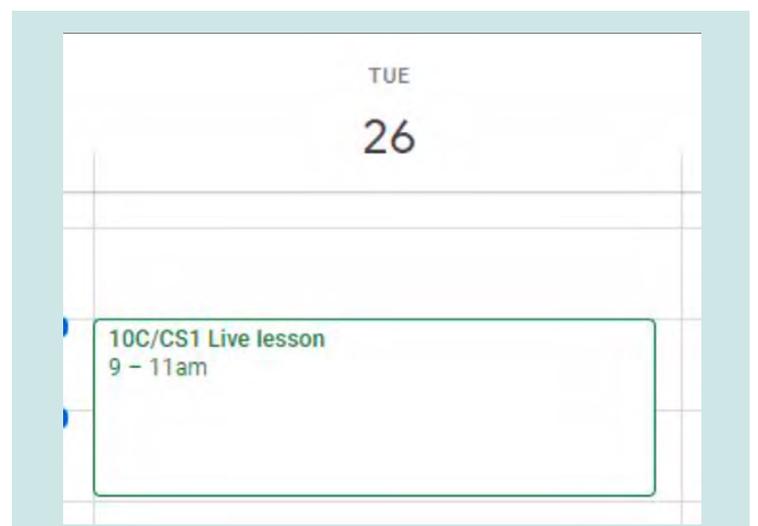


**2. Now click on the waffle icon (circled in yellow) and click on the Google Calendar icon**



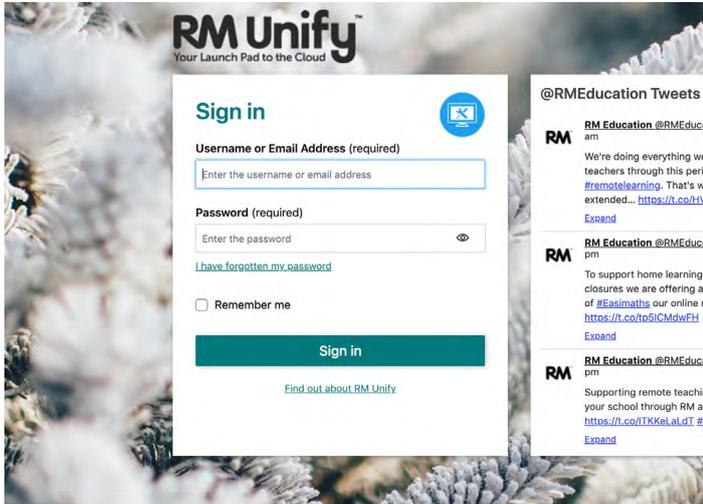
**3. You will see lessons appear on the calendar in the order of their school day timetable**

- Click on the box to bring up the information
- Click on the Meet link to join the session

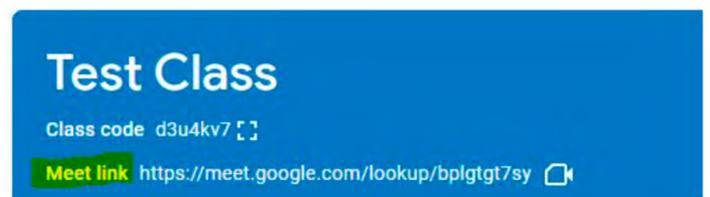


# Google Classroom Method

1. Go to [rmunify.com](https://rmunify.com) and log in using school email. Then click on the Google Classroom app

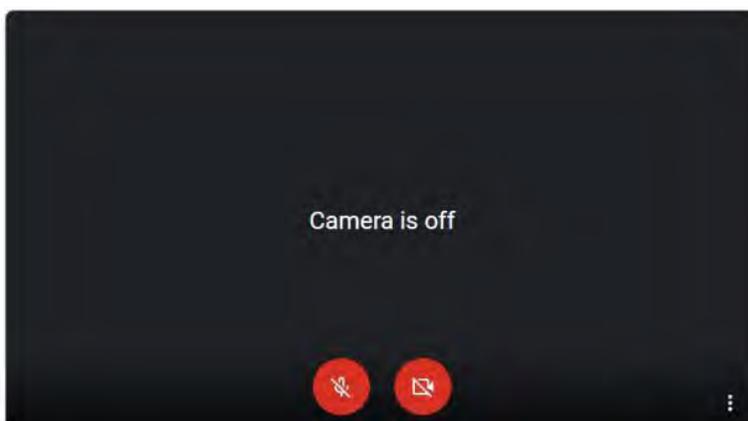


2. When Google Classroom opens, click on the class for your lesson



3. Click on the 'meet' button which you can see is highlighted in green. Remember - this will only be an option once the lesson has started.

4. Turn the camera and microphone off (so that they turn red) then click on the 'Join now' button



# LIVE LEARNING EXPECTATIONS FOR STUDENTS



When joining a live lesson, ensure that your camera and microphone are switched off.

Use the chat box to communicate with the teacher. Be mindful of using correct spelling and grammar.

Be kind and respectful to others.

Arrive promptly to live lessons, give yourself enough time to log in.

# LIVE LEARNING TOP TIPS

1

Check your child's timetable in the morning to see what lessons they have

2

Establish a daily schedule and routine

3

Maintain a quiet and tidy work space

4

Encourage screen breaks by doing 'Get up and move' activities.

5

Monitor your child's communication and online activity

6

If your child needs log-in support they should email: [studentitsupport@stopasleyhighschool.co.uk](mailto:studentitsupport@stopasleyhighschool.co.uk)

7

Check the school twitter and website for key updates

8

Contact the school through email/telephone if you have any queries or concerns

# Live Lesson School Day Timetable 2021

Year 7, 9 and 11		Year 8 and 10	
08:40 - 08:55	Form Time	08:40 - 08:55	Form Time
08:55 - 09:00	'Get up and move'	08:55 - 09:00	'Get up and move'
09:00 - 09:50	Lesson 1	09:00 - 09:50	Lesson 1
09:50 - 10:00	'Get up and move'	09:50 - 10:00	'Get up and move'
10:00 - 10:50	Lesson 2	10:00 - 10:50	Lesson 2
10:50 - 11:00	'Get up and move'	10:50 - 11:00	'Get up and move'
11:00 - 11:20	Break	11:00 - 11:20	Break
11:20 - 12:10	Lesson 3	11:20 - 12:10	Lesson 3
12:10 - 12:20	'Get up and move'	12:10 - 12:20	'Get up and move'
12:20 - 13:10	Lunch	12:20 - 13:10	Lesson 4
13:10 - 14:00	Lesson 4	13:10 - 13:20	'Get up and move'
14:00 - 14:10	'Get up and move'	13:20 - 14:10	Lunch
14:10 - 15:00	Lesson 5	14:10 - 15:00	Lesson 5
15:00 - 15:10	'Get up and move'	15:00 - 15:10	'Get up and move'

## 'Get up and move' activities

Go outdoors and add to your winter watch list. Follow the link to get ideas: <https://tinyurl.com/yyqpqvnx>



Have a break away from all devices and stay hydrated!



Be physically active!



# 'GET UP AND MOVE' BREAKS

You will see from the live learning timetable students now have a 'get up and move' break between each lesson to ensure regular breaks away from devices.

Take a break from  
all devices

Grab a cup of tea  
or a glass of water

Use the exercise  
ideas below &  
stay active

## Be physically active

Spread activity  
throughout  
the day

All activities  
should make you  
breathe faster  
& feel warmer

Aim for  
at least  
**60**  
minutes  
everyday



PLAY



RUN/WALK



BIKE



ACTIVE TRAVEL



SWIM



SKATE

Include muscle  
and bone  
strengthening  
activities

**3 TIMES  
PER  
WEEK**



SPORT



PE



SKIP



CLIMB



WORKOUT



DANCE

**Sit less**



LOUNGING

**Move more**

Find ways to help all children and young people accumulate  
at least 60 minutes of physical activity everyday

# ACCESSING SUPPORT SERVICES

## KOOTH.COM

Kooth is your online mental wellbeing community. Access free, safe and anonymous support.

## YOUNGMINDS.ORG.UK

The UK's leading charity fighting for children and young people's mental health. Making sure you get the best possible mental health support. If you need support, you can text YM to 85258.

## NSPCC

The UK's leading children's charity, preventing abuse and helping those affected to recover. Contact The NSPCC Helpline on 0808 800 5000 or use [help@nspcc.org.uk](mailto:help@nspcc.org.uk)

## MIND.ORG.UK

Mind provide advice and support to empower anyone experiencing a mental health problem. Contact Mind infoline on 0330 123 3393 or use [info@mind.org.uk](mailto:info@mind.org.uk)

## HOPEAGAIN.ORG.UK

Hope Again is a national charity that provides support, advice and information to children, young people when someone close to them dies. For support contact [hopeagain@cruse.org.uk](mailto:hopeagain@cruse.org.uk)

## NHS DIRECT- CALL 111

NHS Direct can help if you have an urgent medical problem and you're not sure what to do.

**VIEW OUR STUDENT SURVIVAL GUIDE HERE**

**[ORCO.DE/BBYFDK](https://orco.de/bbyfdk)**



SCAN ME

**VIEW A FULL LIST OF SUPPORT CONTACTS AND APPS HERE**

**[ORCO.DE/BBYL9H](https://orco.de/bbyl9h)**



SCAN ME

01582 54 81 50



01582 54 81 50

## Luton Child & Educational Psychology Service

*Applying Psychology to Promote Positive Outcomes for Children & Young People*



**We are offering a daily phone line for:**

- school staff
- other professionals
- parents/carers

*to offer support, advice and guidance*

**The phone line will be answered daily between 10am - 2 pm**

**The number is: 01582 54 81 50**

Find us on Twitter  @LutonPsychology

**Have you seen our Local Offer? Ctrl+ Click on the link below!**  
<https://directory.luton.gov.uk/kb5/luton/directory/localoffer.page?localofferchannel=0>

# PARENTS AND CARERS

## FREQUENTLY ASKED QUESTIONS

We have been so impressed by our students' flexibility, tenacity and resilience since we have been forced to switch to live learning. We appreciate that for many students and parents switching back to remote learning can feel daunting; and we really do appreciate parents' support in ensuring students are engaging with their live learning provision.

We will endeavour to collate your questions **regularly** and will frequently provide advice and guidance in the newsletter. We will also be seeking feedback from parents in a survey in the next fortnight to provide us an invaluable insight into what we are doing well and what areas parents feel we need to develop.

### **My child cannot remember their login details– how can they find out their username and password?**

RM unify log in: sign in using your school email address and your password (this is the same password that you use on a school computer/laptop)

If students are still having difficulties, they should email [studentitsupport@stopshighschool.co.uk](mailto:studentitsupport@stopshighschool.co.uk) who will respond with their login information.

### **How does my child find their live lessons?**

We are posting a booklet home to you this week which will give you a step by step guide to follow for how your child should access their work. Your child should go to Satchel One where the teacher will direct them to their live lesson. They should follow their school timetable, in order to know which lesson they should be engaging with. Staff will either ask students to go to their Google Classroom, access a Google meet via their school Gmail calendar or have work set remotely due to the teacher being unavailable.

### **My child cannot access their Google Classroom – what do they need to do?**

Whilst we have been delighted with how quickly staff and students have adapted to working remotely, we are aware that there are still a few glitches. We are doing our best to work these out as they arise. If your child cannot access a particular Google Classroom, it is likely they need to be authorised to enter it by the owner of the Classroom. If your child sends their teacher a message via email, they should be able to invite them directly into the lesson. They can then ensure that they have the necessary permissions to access the Classroom.

### **The lesson link is not working? My child cannot access the Google Meet or Classroom link?**

The link will only become live at the start of the lesson. Accessing the link before the start of the lesson will not give you access to the lesson.

## **How will the online lessons be structured? Is my child expected to be present at the computer for the lesson?**

Your child should follow their timetable and ensure they have checked the instructions posted on Satchel One for how to access the lesson. It is important your child is on time, as on arrival the teacher will take a register and outline the plan for the lesson. We are very aware that children work at different speeds and that it can be challenging for many of us to concentrate looking at a screen for long periods of time. Teaching staff have been advised that they should be using a range of different online platforms, assessment tools, games and quizzes and independent tasks to provide a broad, engaging and varied learning experience for students. When teachers set independent tasks, they will remain available throughout the lesson to answer any questions your child may have.

We are constantly trying to grow and develop our repertoire of strategies to offer our students the best online education and look forward to seeing our online school grow and develop this term.

## **How do parents speak to someone at school if they have any queries or concerns?**

We understand throughout this time you may have concerns or queries and want to speak to us. Feel free to email your child's Pastoral leader or central admin on [admin@stopsleyhighschool.co.uk](mailto:admin@stopsleyhighschool.co.uk). Please do not use your child's Google Classroom to speak to the teacher, this forum is for students only and this is public to the rest of the class.

## **How do parents speak to someone at school if they have any queries or concerns?**

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## **How does my child speak to someone at school if we have any queries or concerns?**

Staff will be available throughout the lesson for students to ask questions. They should do this by sending messages to their teacher via Google Classroom/meets on the chat bar. Students can also ask their Form Tutor any questions they have during their daily Form Time. If they do have specific subject questions to ask their teachers, they can email them, but this will only be picked up during school hours.

## **Will there still be live lessons for Physical Education? Does my child need to wear a PE kit during this lesson slot?**

The Physical Education Department will run practical lessons to help keep students as active as possible during this difficult time. Students should wear their PE kit so that they can take part in these lessons. We also recommend taking regular breaks outside away from their device for exercise, connecting with nature and ensuring they have fresh air. Ideas of wellbeing activities for your child's mental and physical health will be included in the parent booklet which is being posted home to you this week.

## How long are my child's lessons?

We recognise that students are spending a long time on their device throughout the day. We have adapted our school day so that lessons will now run for 50 minutes. This is to encourage both students and staff to take a 10 minute 'get up and move' break from their device between each lesson throughout the day. This is a great opportunity to take a 'wiggle break' and fresh air! More ideas to follow in the parent guide and our weekly newsletter!

## Does my child have a set time for break and lunch? Do they have to remain near a screen during this time?

All students will have break at 11am each day and lunch at either 12:20pm (Years 7, 9 and 11) or 1:20pm (Year 8 and 10). Whilst they may not want to eat a set meal at this time we would insist that a break away from their device at this time would be very beneficial.









Stopsley High School  
St. Thomas' Road, Luton, LU2 7UX  
T: 01582 870900

E: [admin@stopsleyhighschool.co.uk](mailto:admin@stopsleyhighschool.co.uk)  
Twitter: @StopsleyHighSch  
[www.stopsleyhighschool.co.uk](http://www.stopsleyhighschool.co.uk)