

**Learning remotely
at
Community Schools Trust**



**Instructions for HNS students
January 2021**

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Introduction

The guidance in this booklet will help you stay on track with your learning whilst you are at home.

It is very important that you continue to access your lessons following your normal school timetable during this time so that you do not fall behind in your learning. It is very difficult to catch up in learning once you fall behind. Please follow the timetable below for lesson times:

8:50- 9:40	Lesson 1
9:40-10:30	Lesson 2
10:30-10:50	Break
10:50-11:40	Lesson 3
11:40-12:30	Lesson 4
12:30-1:00	Lunch (End of day on Fridays)
1:00-1:50	Lesson 5
1:50-2:40	Lesson 6
2:40-3:30	Lesson 7 (Monday, Wednesday only)

Remember that your teachers are still here to help you. Use the support and resources you are being given as best you can. Please see the helpful poster on page 3 for guidance on how to access your lessons.

Remember to upload your work completed at the end of each lesson to the DPR assignment portal where each of your lessons will be set by your teachers. You can not do this after the lesson. You may be given the chance to improve it though.

Make sure you log on to each of your lessons and engage fully. We will be monitoring your attendance by completing a register each lesson and if you are not attending, your teachers will be calling home.

We are here to help you and ensure your learning and progress is not affected. Even though you are learning from home, know that you are not alone. Your peers are doing this from home just like you and it is down to the choices you make and the self-discipline you have to make this experience one that is beneficial and meaningful for you.

If you need help with laptops or internet access, or have forgotten any of your login details you can email:

info@hackneynewschoolcst.org



HOW TO ACCESS YOUR LESSONS FROM HOME IF YOU ARE SELF ISOLATING

You must follow your school timetable to join your lessons live, from home.
Here's how:

1

LOG IN TO RM UNIFY

Make sure you know your log in details. You will need your school email address and password.



2

CLICK THE MAIL OR DRIVE ICON

This will mean you have properly logged into your school Google account.



3

CLICK THE DPR ICON - CLICK ON YOUR CLASS - CLICK ON YOUR CLASS CHAT

You can access the Google Meet link to your live lesson here.



4

YOUR TEACHER WILL ALSO SAVE YOUR LESSON ON THE ASSIGNMENT PORTAL

Complete the work set and submit your work via the assignment portal within 24 hours.



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Remember you must log in via the DPR website to be able to access all documents shared with you by your teachers. Here is a reminder of how to do this:

1. Log in through the DPR website: [DPR Website link](#).



2. Click on your lesson class chat. For example if you have History, click on your History class chat. Your subject teacher will share with you the link to the google meet link where they will explain what you will be learning.
3. The lesson resources will be uploaded onto the DPR assignment portal. The lesson will be titled with the date and period - e.g "05/01/21 - Period 3".
4. Your teacher will explain the task and then give you time to complete the task. Complete your work as instructed by your teacher and upload it to the DPR assignment portal for the lesson you've just completed. An easy guide on how to access the class task and upload your completed work can be accessed here: [Assignments – Axle Education](#)

Homework

- You will still be set homework for each of your subjects. However the type of homework you will be set will be adjusted from your usual homework to reflect the fact you are learning remotely.
- The homework you will be set may be MCQs (multiple choice quizzes) to review your learning or ensuring you respond to the feedback on work that you have submitted in class by completing fix-it.
- Make sure you complete these in a timely manner. You will need to stay on top of both your classwork and homeworks which will both be on the DPR assignment portal. Make sure you submit work at the end of each lesson and by the deadline set for any homeworks.
- You should also use the assignments portal to submit your completed homework.
- An easy guide on how to access your lessons via the assignments portal can be accessed here: <https://axle-education.zendesk.com/hc/en-us/articles/360035157693-Assignments>

Independent resources

- Stay on top of your learning by completing learning and testing resources using the independent resources feature on the DPR.
- You can either pick a key objective (KO) you want to improve on and find resources linked to that KO or search for specific resources via the resources portal.
- An easy step-by-step guide on how to do this can be found here: [Resources – Axle Education](#)
- You can also use your time to memorise key information from the knowledge maps booklet you have been given which covers most of your subjects. Your teachers may refer to your knowledge maps in your lessons and homework too. You can also use the knowledge maps to help you consolidate your learning by memorising the key information. Remember to use the Look, Cover, Write, Check method.

Your lessons

- It is important you follow your timetable as normal.
- All students, from years 7 - 11, can access their lessons via the DPR Assignment Portal.
- Your teachers will be teaching your lessons as normal, via the DPR chat and explaining instructions through Google Meet.
- You must join your teacher via this link at the start of each lesson. Your teacher will say hello, explain your task and set you the main task to submit via the Assignment portal. Your teacher will be online for the whole of your lesson, although you will be required to complete your work individually, away from the screen in most instances.
- It is important you follow your timetable as normal and join your teacher on DPR chat so that you can complete the lesson with your teacher and the rest of your class.
- If you have issues with access to a laptop or the internet, please contact: info@hackneynewschoolcst.org

Communicating with your teachers

- Remember, your teachers are here to help you even though you are not in school.
- Use the DPR class chat to communicate with your teachers. You can ask them questions on any work you are stuck on or upload evidence of work you have completed so that your teachers can continue to make judgements against your KOs on your DPR.
- Here's a reminder on how to use the collaboration portal on DPR: [Collaborating – Axle Education](#)
- Look out for announcements from your teacher on the DPR class chat as well as their responses to questions you or your peers may have asked.
- Your teachers will be checking that you are logging in and checking the lessons. You will receive a phone call if you are not attending your timetabled lessons online and/or submitting the completed work on time.

Exam revision tips

If you have exams coming up, don't worry. Your teachers are an email away. Do not hesitate to contact them with questions or concerns. They are there to help you. You have lots of resources at your fingertips to continue revising and really using this time to secure your understanding of your key objectives in time for your exams.

Here are some top tips to help you to revise effectively:

- Continue to attend Exam Skills sessions after school. Normal Exam Skills sessions will continue to be offered online for Year 11 and Year 10 students. Please see your DPR class chat for the google meet links to attend your normal Exam Skills sessions if you are in Year 10 or Year 11.
- Use your knowledge maps to memorise key information:
 - Look at a section of your knowledge map to take it all in
 - Cover the section you looked at and say it in your head or out loud
 - Write down what you remember
 - Check to see if you remembered it all
 - Repeat the above until you remember it all correctly.
- Create your own revision notes and test yourself to see if you can recall what you have written down.
- Complete practice questions your teachers have given you - this might be the printed booklets you have or practice questions you have found on DPR resources portal.

- Complete the work set by your teachers - this work is being specifically created for you to help you in this crucial time. By completing the work, you are revising effectively!

Some tips for staying safe whilst learning from home using these guidelines

- Use your school email only which ends in @hackneynewschoolcst.org
- Do not communicate with anyone unless you definitely know who they are. Ask questions that only they will know the answer to
- If you are worried about your own, or someone else's safety, either online or offline, email safeguarding@hackneynewschoolcst.org giving as many details as possible. If there is immediate danger call 999 or report it here: <https://www.ceop.police.uk/safety-centre/>
- Don't use the webcam in your bedroom or if you are not fully dressed.
- Be respectful and formal at all times
- Do not behave in any way that you wouldn't at school. The HNS behaviour policy still applies.



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