

Just because you are working at home it is important that you continue with your schoolwork!

Don't start losing your routine – no late nights and lie ins; it is still a school day for you

Start of the day – what I need to know and do!

- School will start at 9am each morning and you will complete Maths, Science, English and PSHEE lessons; your timetable is below.
- Teachers will be logged into Microsoft Teams at the time you would normally begin each lesson – make sure you are logged in ready to start.
- You will log in using your school email address; this is personalised to you and will be given in the event your bubble is affected. If you are using a school laptop, then Microsoft Teams has already been installed on your desktop. If you are accessing on your own device there will be help to show you how to log on.
- Once logged in with your class teacher and other members of your class your lesson will be delivered as normal – all work set needs to be completed! This will be done in books supplied by school or saved and sent to your teacher via email.

Registration will be taken by your teacher and passed to the attendance officer – failure to attend will result in normal attendance procedures being followed unless a suitable reason is provided by your parent/guardian/carer.

ONLINE LEARNING RULES – these must be followed!

- ❖ **We expect the same standards of behaviour during live lessons, as we would in school. Any inappropriate behaviour will be logged and appropriate sanctions will be applied when you return to school.**
- ❖ **Lessons are not to be shared with anyone else.**
- ❖ **They must not be recorded, uploaded, shared or subject to comment (via screenshot) via any means of technology.**
- ❖ **Make sure your microphone is off and your video is on for the initial registration for safeguarding purposes, once the teacher has established it is you, this should be turned off.**
- ❖ **You should only ask questions to your teacher, unless group discussions or activities are part of the lesson.**
- ❖ **Anyone found to be breaking any of these will be dealt with appropriately.**

Completing my work and lessons, written tasks/independent learning.

These will continue to be uploaded on a daily/weekly basis using Century learning. You should attempt to complete all tasks set by your teacher. We advise you follow your normal timetable and complete work for this subject.

During tutor time your class teachers will be online to answer questions if you are struggling.

We will also ring at 3:00pm each day to check how you are and how your learning has gone that day.

We understand there is a lot of work on Century Learning, as it is to mirror schoolwork on a normal day. Please do not worry if it appears a little overwhelming. We are here to help!

Therefore, Century Learning will run alongside Microsoft Teams lessons and will be used for learners to complete independent learning tasks. You can do additional Century Learning if you like.

There is an expectation that Key Stage 3 pupils will have access to at least four hours of education per day, this will be made up from a combination of live lessons, home learning work books, Reading Plus and Century Learning.

What if we go off half-way through the week?

To ensure work is available all work is set daily/weekly by your class teachers. This means if a learner goes off through the week they will not be expected to complete all the work set for that week, they will simply pick up the work from where they left off in class. Century Learning will allow for specific topic areas to be caught up as well as specific tasks/assignments which have been set by the teacher.

Where can you get more information?

The Link School Webpage - <https://www.linkschool.org.uk/> - We would encourage you to access The Link School webpage. We have an Online Learning tab on the main page which you can navigate around to view the online learning platforms and more information on these. Here you can also view the schools online learning policy.

Any updates to the school will be found in the News & Events tab – <https://www.linkschool.org.uk/news-events/>

Your Timetable

	Monday	Tuesday	Wednesday	Thursday	Friday
Tutor 9:00-9:10	This is your opportunity to connect with staff to discuss how your wellbeing and learning is going or raise any questions you have about your independent work.				
Lesson 1 9:10-9:40	Mrs Knight - English	Mrs Knight - PSHEE	Connor - Science	Mrs Knight - Reading Plus	Mrs Knight - English
Lesson 2 9:40-10:10	Connor - Maths	Mrs Knight - English	Mrs Knight - PSHEE	Connor - Maths	Connor - Maths
Break 10:10-10:30	Chance to grab a quick drink, stretch your legs and have a toilet break.				
Lesson 3 10:30-11:00	Connor - Science	Connor - Maths	Mrs Knight - English	Connor - Science	Connor - Science
Lesson 4 11:00-11:30	Mrs Knight - Reading Plus	Connor - Science	Connor - Maths	Mrs Knight - English	Mrs Knight - Reading Plus
Lunch 11:30-12:00					
Afternoon Learning 12:00-2:45	Century Learning, work packs and individual reintegration sessions	Century Learning, work packs and individual reintegration sessions	Century Learning, work packs and individual reintegration sessions	Century Learning, work packs and individual reintegration sessions	Staff PPA