

Dear Student,

Whilst school is closed, following the latest government guidance, you are expected to continue your daily learning using Google Classroom. If you develop coronavirus symptoms, you should go for a test and inform the school if you have Covid-19. If you are ill, you will not be expected to complete work at home, but you will be expected to catch up with work missed once you feel better.

You have already received an email (to your Google Classroom account) which contains the Google Classroom codes for all of your subjects. You should already be a member of all of your classes, but check this email in case you have missed some. You can also find these codes on the school website under [Remote Learning](#).

Your teachers will set work either daily or weekly. This can be found in every Google Classroom, for every subject you study, under the **Classwork** menu. It will be organised in date order so you simply need to find the work for the date(s) you will be absent from school.

Your teachers will expect you to turn in completed work regularly and they will offer you feedback and support throughout the time you are at home. If you have any questions, you can send your teacher a message, using the **Private Comments** under each assignment.

Additional Work

Additional daily learning activities can be found on our school website under **Remote Learning – Oak Academy Daily Lessons**. You can simply click on the Oak Academy link and then select your year group. A set of daily timetabled activities with videos and quizzes are available to work through.

Help

- If you have forgotten your password you need to email ictsupport@mosslands.wirral.sch.uk
- If you do not have a computer at home to access Google Classroom, ask your parent/carer to contact your house office and explain the issue.
- If you are stuck or have forgotten how to use Google Classroom there are “How to help guides” which can be found on the school website under [Remote Learning](#).

Please see the guidance on the back of this letter for further support.

We look forward to seeing you when you return to school.

Yours sincerely



Mrs A Cassidy

Assistant Headteacher – Raising Standards

Remote Learning Guidance for Students

- Log on to **Google Classroom** to access the work set by your subject teachers. To login to Google Classroom from home, go to <http://classroom.google.com> and click 'Sign In', then 'Google Classroom' use your school email address and password when asked. If you have forgotten your password you need to email ictsupport@mosslands.wirral.sch.uk
- You have been emailed a personalised list of all relevant Google Classroom codes for every class you are taught. You can also find the access codes to all of your Google Classroom online classes via the school website, under [Remote Learning](#) and under the [Students](#) menu option.
- Once you have joined all classes, they will be listed in the Classroom hub screen. Click on the class code at the top to visit a class.
- You will automatically be taken to the **Stream** which contains any notifications as well as links to new assignments.
- The work set by your teachers can be found by clicking the **Classwork** tab at the top of the Classroom screen.
- Classwork is grouped by topic (in date order) and should be easy to identify. To search by topic, use the **All Topics** menu down the left hand side.
- Once you have identified the piece of work you must complete, click **View Assignment** to expand the screen and find your instructions and other resources provided to complete the work.
- The majority of assignments will include acquiring new knowledge, skills or understanding and then demonstrating, consolidating or applying it to certain situations. Teachers may require some work to be completed online and other work may be more project based, or written down.
- You may be asked to respond to feedback once the work has been marked by your teacher. Teachers may use **Private Comments** within your work to provide you with feedback.
- If you need to talk to someone about a problem or concern whilst at home, please make use of the **Private Comments** area in the assignment. Your teacher will then receive an email notification and will be able to support you in a timely fashion.
- You must use the online learning platform sensibly. It is unacceptable to send inappropriate comments to your class teacher.
- The Mosslands School promotes the work-life balance of its staff. We do not expect our staff to respond immediately to emails or to respond outside normal working hours.
- You can access step-by-step help sheets via the school website, under **Remote Learning – [Google Classroom Help](#)**.
- **Additional daily learning activities** can be found on our school website under **Remote Learning – [Oak Academy Daily Lessons](#)**. Students can simply click on the Oak Academy link and then select their year group. A set of daily timetabled activities with videos and quizzes are available to work through.