



# St. Michael's Catholic High School

High Elms Lane, Garston, Watford, Herts. WD25 0SS

Tel: 01923 673760

Headteacher: Mr Edward Conway

January 2021

Dear Parent/Carer,

Once again, we enter another prolonged period of Remote Learning. While we understand the Government's decision, we are all disappointed about the disruption and challenge this causes everyone. However, looking forward, we are committed and confident that we can provide all students with an enriching programme of remote learning during this period. This will undoubtedly lead to further challenges for students, parents and teachers in the provision of effective learning. To help overcome these challenges I am sharing with you Frequently Asked Questions regarding remote learning at St. Michael's. I hope that this will go some way to answer any questions or concerns. Our full Remote Policy is available on the school website and you are always welcome to contact the school if you have any further unanswered questions.

## **Q. How does my child access the work online?**

A. All instructions will be accessible through the Homework section of Edulink. Students and parents can view this through their separate accounts. Edulink can be accessed with their school username and password. Due to its increased capabilities, some teachers may also choose to download work onto Google Classroom. This can be accessed through their Google account.

## **Q. What do I do if I do not have a device/internet access?**

A. Please inform the school via the following email address:

[helpdesk@stmichaelscatholichighschool.co.uk](mailto:helpdesk@stmichaelscatholichighschool.co.uk)

## **Q. What do I do if I cannot access Edulink/Google Classroom or have any other technical issues?**

A. Please inform the school via the following email address:

[helpdesk@stmichaelscatholichighschool.co.uk](mailto:helpdesk@stmichaelscatholichighschool.co.uk)

## **Q. In what format should a remote lesson be delivered?**

A. Our remote learning policy is to include a variety of teaching styles. This includes live lessons, recorded lessons, links to online channels, worksheets, independent tasks, and a lot more. As with all teaching and learning, 'one size does not fit all'. The form the lesson is delivered is therefore down to the discretion of the teacher to meet the needs of their students at that time.

## **Q. How does my child ask for help from a teacher?**

A. If your child has a question about the work, they can contact their teacher during the normal working hours by either posting a comment on the Google classroom stream or by emailing them.

## **Q. What if my child has completed all the work?**

A. Different students work at different speeds. It is an impossible challenge to set work that will occupy a range of students for a set amount of time. If your child has completed all the work, please visit the following link to find access to websites and resources to supplement and consolidate learning. <https://www.stmichaelscatholichighschool.co.uk/ks4-revision>. There are also plenty of recorded lessons to engage with at <https://classroom.thenational.academy/>. We would always recommend reading as an ideal way to improve students' literacy and general knowledge.

THE DIOCESE OF WESTMINSTER ACADEMY TRUST (Company No: 7944160)

Website: [www.stmichaelscatholichighschool.co.uk](http://www.stmichaelscatholichighschool.co.uk)

E-mail: [admin@stmichaelscatholichighschool.co.uk](mailto:admin@stmichaelscatholichighschool.co.uk)

E-mail: [conway.e@stmichaelscatholichighschool.co.uk](mailto:conway.e@stmichaelscatholichighschool.co.uk) (Headteacher)

*Bringing Christ to All and All to Christ*





# St. Michael's Catholic High School

High Elms Lane, Garston, Watford, Herts. WD25 0SS

Tel: 01923 673760

Headteacher: Mr Edward Conway

## **Q. How will students receive feedback?**

A. Students will receive feedback at least once a week. This is much harder to do remotely than in a classroom. Therefore, feedback will be in different formats including individual comments and generic comments through Google classroom, as well as automated feedback provided through computer programmes, for example, MyMaths, Linguascope.

## **Q. How do I access a live lesson delivered through Google Classroom?**

A. Students will be advised by their teacher when they should connect to a live lesson via Google Meet. This will be through an invitation by email or through a link posted in Edulink or the Google Classroom stream. Students can click on the live link at the correct time to enter the lesson.

Students should aim to be online for the start of the lesson. Students need to be aware that there is a live audience and should consider what can be seen or heard in the background. In regards to behaviour, teachers will have the same high expectations as they would in a normal classroom.

## **Q. What if my child cannot access a device when their Google Meet or lesson is scheduled?**

A. We recognise that there maybe multiple demands on devices in a household at one time. Teachers will understand if your child is unable to meet a deadline or join a lesson at an allocated time. Resources will remain on the Google Classroom stream and can be accessed at a later date. Additionally, live lessons will be recorded and made available to students to watch back on Google Classroom. Please encourage your child to complete an amount of work that is reasonable for their ability and to inform their subject teachers of any difficulties.

## **Q. Why aren't all lessons 'live'?**

A. During the first lockdown, we found that live lessons disadvantaged students who, for whatever reason, did not have constant access to the internet/device. Also, a timetable of live lessons is difficult to organise as some staff are still in school supervising the learning of vulnerable/key worker children. We, therefore, feel a variety of styles of teaching is more suitable and effective.

## **Q. How do students mark work as complete on Edulink?**

A. Every lesson set on Edulink allows students to tick complete when they have finished their work. If an assignment has been handed in, staff can highlight whether the work has been received. Both, can be monitored through the parent account on Edulink.

## **Q. How do students submit completed work?**

A. Students can submit work through the 'Hand in' function in Google Classroom or by emailing the work to their teacher. Ideally, work should be word processed and submitted to staff. If that is not possible, take a photo of the work and submit it that way.

## **Q. What provision has been put in place for pastoral care?**

A. Form tutors will arrange a weekly Google Meet for their tutees at least once every week. This will provide some opportunity for students to discuss any concerns with their form tutor as well as social interaction with their peers. Students are able to contact their form tutors privately through Google Classroom or by email, if they have any concerns or require extra support.

THE DIOCESE OF WESTMINSTER ACADEMY TRUST (Company No: 7944160)

Website: [www.stmichaelscatholichighschool.co.uk](http://www.stmichaelscatholichighschool.co.uk)

E-mail: [admin@stmichaelscatholichighschool.co.uk](mailto:admin@stmichaelscatholichighschool.co.uk)

E-mail: [conway.e@stmichaelscatholichighschool.co.uk](mailto:conway.e@stmichaelscatholichighschool.co.uk) (Headteacher)

*Bringing Christ to All and All to Christ*





# St. Michael's Catholic High School

High Elms Lane, Garston, Watford, Herts. WD25 0SS

Tel: 01923 673760

Headteacher: Mr Edward Conway

## Communication during this period:

Clear channels of communication will be more vital than ever during this time. We would ask you to email specific members of staff as identified in the table below.

However, if you are unsure of exactly where your query sits, please email it to [admin@stmichaelscatholichighschool.co.uk](mailto:admin@stmichaelscatholichighschool.co.uk). The staff member who oversees it has been fully briefed as to roles and responsibilities across the school and can quickly direct the query to the appropriate party. We would ask you to encourage the students to email us directly as it builds the channels of communication and their confidence in bringing things to our attention and asking for help.

The staff at St. Michael's hope that this period of remote learning will be over soon and that we can have students back in school learning. We ask students to try their best with the work that has been set and to communicate with staff any concerns. Remote education is evolving quickly, and therefore, we welcome any feedback, from students and parents, on how we can make it even more effective.

Area	Person to contact
Unable to attend remote learning	Subject Teacher
Pastoral issues such as wellbeing/mental health	Form Tutor/PALC
IT issues	<a href="mailto:helpdesk@stmichaelscatholichighschool.co.uk">helpdesk@stmichaelscatholichighschool.co.uk</a>
Support/Resources	<a href="mailto:admin@stmichaelscatholichighschool.co.uk">admin@stmichaelscatholichighschool.co.uk</a>
Serious incidents	Senior Leadership Team

THE DIOCESE OF WESTMINSTER ACADEMY TRUST (Company No: 7944160)

Website: [www.stmichaelscatholichighschool.co.uk](http://www.stmichaelscatholichighschool.co.uk)

E-mail: [admin@stmichaelscatholichighschool.co.uk](mailto:admin@stmichaelscatholichighschool.co.uk)

E-mail: [conway.e@stmichaelscatholichighschool.co.uk](mailto:conway.e@stmichaelscatholichighschool.co.uk) (Headteacher)

*Bringing Christ to All and All to Christ*

