



Court Fields School Student Handbook

How to Make the Most of Online Learning



Achieve | Belong | Participate

ONLINE LEARNING

For the next half term you will be completing your education via online learning. This handbook is designed to help you make the most out of this online learning.

Although we would much rather have you in school, if you make the most of online learning you will be able to learn and develop skills at the same rate you would do in school. Online learning is also an opportunity to develop independence, self regulation and metacognitive skills which will aid you with revision and learning in the future.

Your online learning will happen as follows:

- You will need to complete the Daily Check in each day by 9.00am
- You will follow your normal school timetable each day
- Work will be set for you on Class Charts each day, at the same time as your normal lesson
- Work will have the title 'Online Learning' followed by the subject and date
- You should complete the work set each day at the normal time of the lesson
- You should upload completed work to Class Charts at the end of each lesson

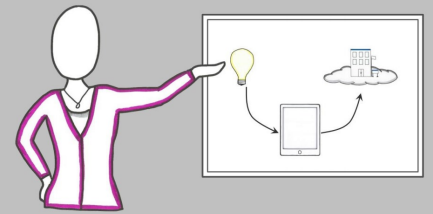
Some of your lessons will be 'Live Lessons' - these will be online lessons. These will take place on Google Meet and you will be informed about live lessons in advance and sent a link to join. You will need to be logged in to your Courtfields.net account to access the live

PREPARING FOR ONLINE LEARNING

In order to make the most of online learning, you should prepare yourself as follows:

- Check your timetable the night before. Check which subjects you have and for the times of any live lessons. If you have your exercise books at home, get them ready for the lesson.
- Make sure you can access Class Charts and your Gmail account
- Make sure you have the equipment you need. If you have maths or science you may need your calculator. Make sure you have pens and pencils
- Set yourself up a workspace. You should aim to work somewhere quiet and if possible, away from distractions like TV and games consoles
- In the morning, get up, washed, dressed and have breakfast at the normal time you would for school.
- Ensure you are ready to start work by 9.00am and have registered using Daily Check in
- Check the previous days work—have you received any feedback on the work you submitted?

TEACHER EXPLANATIONS



Clear, focused and concise explanation is one of the most valuable aspects of classroom learning. During live lessons (and sometimes in recorded lessons) your teacher will give explanations of the things you need to know and the processes you need to go through.

To get the most from teacher explanation you should do the following:

- Make notes about what your teacher is saying. Review these notes when completing independent practice. You can use your exercise book for this if you have it.
- Pay attention to the vocabulary and key words your teacher is using. This will give you an idea about the vocabulary you should be using in your written responses.
- Make a note of any questions you have and ask them at an appropriate time—either during the live lesson or via email during the lesson.



MODELLING

Modelling is when your teacher demonstrates how to do something. This could be a demonstration of them completing a mathematical equation, a written response to a question or a practical task like drawing or cooking. When your teacher models they will usually narrate their thought process as they go. This can be really powerful as it shows you what the process looks like and how each step in a process relates to the previous / next one.

To get the most from teacher modelling you should do the following:

- Listen carefully!
- Note down any questions you have and ask them at an appropriate time—either during the live lesson or via email.
- Practice what you have been shown as soon as possible

QUESTIONING



When your teachers questions you, they do this to find out whether you have understood something, whether you have retained knowledge from a previous lesson or whether you are able to apply your knowledge. Questioning may happen verbally during a live lesson or your teacher may set you questions to answer as part of your independent work.

To get the most from questioning you should do the following:

- Always try to answer—getting an answer wrong is fine as it gives your teacher a chance to understand where you have gone wrong. Saying 'I don't know' or leaving an answer blank means your teacher can't tell where you are going wrong
- Make a note of anything you get wrong and make sure you learn the right answer

FEEDBACK



Feedback from your teacher shows you how to improve and what the next steps in your learning are. Your teacher may give you written feedback on work completed, verbal feedback as part of a live lesson or may give feedback to the whole class about common misconceptions and next steps.

To get the most from feedback you should do the following:

- Listen / read carefully and think about what you need to do to improve
- Make sure you have a note of where you went wrong or how to improve to help you next time
- If possible, correct or improve your work. This could mean adding to an answer or writing in the correct answer.
- When correcting work, try to do this in green so that when you come to revise you can see how you improved previously

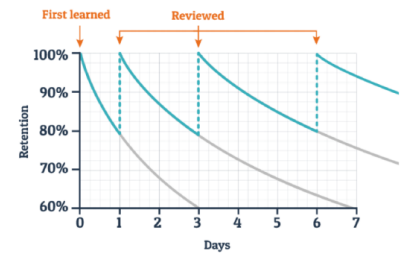
PRACTICE

The more your practice retrieving knowledge you have learned, the easier it becomes to retrieve it in the future. All of your online learning will include elements of independent practice. This may be quizzes, written tasks, a series of questions to answer or a practical task.

To get the most from practice you should do the following:

- Before you start, refer back to notes you have made and feedback you have been given previously
- Ensure you are clear about the task you have been given and any success criteria . Read questions carefully
- Check your work when you are finished. Are you confident in your answers? Can you improve your response in any way?
- Take your time. If something is difficult that is fine—you are not expected to be perfect first time!

Typical Forgetting Curve for Newly Learned Information



IF YOU NEED HELP

Just because you are doing online learning you are not alone. Your teachers and all school staff are available during the timetabled slots for your lesson, and many of them will be available outside of lesson time too.

To contact teachers: The quickest way to do this is via your school Gmail. Log in via the school website. You can search for your teacher by entering their surname in the search bar under 'To'

If you cannot contact your teacher this way you can upload questions about the lesson to Class Charts when you upload your work.

For ICT issues: If you need help with access or computer passwords, please email support@courtfields.net

For other questions or concerns: ring school on 01823664201 and leave a message for the person you need to speak to.