



COURT FIELDS SCHOOL

Parent and Student Guide

Online Learning – Term 2 (January 2021)

(V7 31st December 2021)



Achieve | Belong | Participate

Contents

1. Introduction	2
2. Registration, attendance and Daily Check in	3
3. Online Learning Curriculum	3
Preparing for Online Learning	3
Online Learning Timetable	4
Live Lessons	5
4. Advice for Supporting your Child with Online Learning	7
Safeguarding	7
Online Safety	7
Wellbeing & Emotional Support	7
Additional Support Networks with Advice and Guidance	7
5. Contacting Teachers, Tutors and the School	8
6. Guides to Online Learning Platforms	9
Courtfields.net and Google Login	9
Accessing Gmail & Emailing Teachers	10
Emailing Teachers	10
Accessing Google Classroom	11
Accessing Class Charts	14
Viewing your Timetable	14
Attaching Homework for Feedback	16
Accessing Class Charts for Parents	16

1. Introduction

This handbook is intended to give all parents and students as full guidance as possible on procedures for online learning during this period of partial closure. During this time, students will be completing their learning from home for a period of at least one week.

1. Registration, attendance and Daily Check in

During the period of closure, students should register each morning via the Daily Check In. It is vital that students complete the Daily Check In each morning by 9.00am. Daily Check In is our virtual registration system and allows us to monitor student engagement with online learning as well as student welfare.

The Daily Check In link are different for each year group. Please ensure you are following the correct link when completing the Daily Check In. Daily Check In links are below or can be accessed via the school website or Parent and student Portal. Students must be logged into Courtfields.net to use the daily Check In.

- **Year 7 Daily Check In** <https://forms.gle/3ZNmp8jZUfTH3pnm8>
- **Year 8 Daily Check In** <https://forms.gle/zcJJ6QFHqobnxa58>
- **Year 9 Daily Check In** <https://forms.gle/2QDn6WF7kjNjhAMd6>
- **Year 10 Daily Check In** <https://forms.gle/nHbgrFx6ngjJQRs6>
- **Year 11 Daily Check In** <https://forms.gle/dyxbedSyW8outFsZ8>

If a student fails to check in via the daily check in each morning, a member of the attendance team will be in contact to ensure the student is awake and able to access online learning. For this reason, it is vital that parents continue to contact us in the event of student illness or other circumstances which would lead to a child being absent from school and unable to complete online learning.

2. Online Learning Curriculum

Preparing for Online Learning

We would expect that most students are already fully prepared for online learning. Please use the checklist below to ensure that you are ready for online learning and take the appropriate steps if you or your child is not.

We would advise all of our students to use this checklist to ensure that they are prepared for a move to online learning BEFORE it becomes necessary. It is far easier for us to resolve issues with online access while you are in school and we can see you face to face and give you live demonstrations.

Please note that for access to the majority of these links students will need to be logged into their Courtfields.net accounts. Students can log in by going to the Court Fields homepage and clicking on 'Log In.' If there are any problems with this please email support@courtfields.net or phone the school on 01404 664201:

- Ensure that you have ICT and internet access at home. **Contact support@courtfields.net or ring the school front office on 01823 664201 if you do not.**
- Ensure that you have access to all Microsoft Office applications. **Follow this link to download these if you do not: <https://courtfields.net/Office365/>**
- Ensure that you know how to log in to Courtfields.net **Follow this link <https://courtfields.net/links/> and click on 'google Access'**
- Ensure that you have access to Google Drive. **Follow this link <https://courtfields.net/google-2/>**
- Ensure that you have access to the 'online Learning' page of the website (this will only become available in the event of partial closure) and can access the daily check in. This can be accessed by logging in to the website with you Google password and following the Year 8 Daily Check In link under the 'student' drop down tab.

- Ensure that you have access to your school Gmail account **Follow this link for support <https://courtfIELDS.net/links/> and click on 'google Access'**
- Ensure that you know how to search for a teachers email address and send an email **See the guidance at the end of this booklet.**
- Ensure you know how to add an attachment to an email **See the guidance at the end of this booklet.**
- Ensure that you have access to Class Charts, know how to find work set for you and upload completed work. **Follow this link for support: <https://courtfIELDS.net/web-apps/>**
- Ensure that you know have access to all apps and platforms used in your subjects. **Follow this link for information and guidance: <https://courtfIELDS.net/links/>**
- Ensure that you know how to join a Google Hangouts live lesson. **See the guidance at the end of this booklet.**

Online Learning Timetable

An overview of online learning is as follows:

- All work will be set on Classcharts for students to access
- Work will be set for every lesson on your child's normal timetable **except** core PE
- Work will be available by the start of the normal lesson time
- Students will be asked to upload work to Class Charts after each lesson
- There will be a mixture of independent work and live lessons set
- Teachers will be available on Gmail (if the lesson is not live) to respond to questions during the lesson time

We will follow the normal school timetable for all students. Students will have 5 subjects per day and these will be set at the same time their normal lesson would have been. It is the expectation that students complete the majority of work for each subject in the normal time slot for that lesson and upload work completed to Class Charts. Students can access their weekly timetable on Class Charts.

In order to ensure students are able to manage their work independently and get the breaks they need for both physical and mental health, the following alterations have been made to the timing of lessons:

- Years 10 and 11 will be given the equivalent of 50 minutes face to face work.
- Year 7 , 8 and 9 will be given the equivalent of 45 minutes face to face work.

This change has been made to account for the additional time needed for students to organise and self regulate their learning. It is expected that the work set will take students the full five hours of learning time which they would have in school, and where this is not the case extension learning activities and next steps are incorporated into all lessons to ensure students do not miss any learning time.

Students should use the break between each lesson for movement away from their workstation. In order to ensure students are able to take the opportunity to move whilst also completing the work set, additional time has been given from tutor time over four days of each week. Teachers will check submissions 48 hours after lessons take place, so students have sufficient time to complete tasks and activities but have some autonomy over the organisation of their day.

All work will be set via Class Charts and students will be expected to upload completed work here as well, either as electronic documents (i.e. Word documents) or photographs of handwritten or practical work.

The school's feedback policy will remain in place; verbal feedback will form a part of each lesson and detailed feedback on specific tasks will be given at least every 6 lessons. Students will be expected to respond to feedback using green pen or font where applicable. In addition some subjects use platforms which give immediate feedback on students work.

Live Lessons

All work set will follow the normal schemes of learning that the school has in place. Live lessons will begin on Tuesday 5th of January and will increase in volume over the course of the first week to the quantity shown below:

5th January – 8th January

- Year 11: 100% of lessons will be live lessons
- Years 7 - 10: 50% to 75% of lessons will be live lessons (dependent on subject)

11th January – 15th January

- Year 8 and 10 – 100% of lessons will be live lessons
- Years 7 and 9 – 50% to 75% of lessons will live lessons (dependent on subject)

As with a normal lesson in school, part of each live lesson will be independent practice. Students will not therefore be expected to listen to an online lecture for an hour at a time. The 'live' part of a lesson will be used for the following activities:

- Teacher explanations
- Teacher led modelling
- Worked examples and demonstrations
- Questioning
- Addressing misconceptions from prior learning
- Giving whole class feedback
- Giving individual verbal feedback

Live lessons may not last for the entire lesson time. In these cases, follow up work will be set and students will be asked to upload this to Class Charts.

The times of live lessons will be shared with students in advance (the day before) via Class Charts along with instructions for joining the lesson. Live lessons will take place using Google Meet which all students have access to via their Courtfields.net accounts. It is important that students check their Class Charts carefully each morning or the previous evening and ensure they are aware of live lessons for the day ahead.

Please note that it is important that only members of a class are 'present' for live lessons. In order to protect the privacy of all of our students, we request that parents, siblings and other adults are not in the room when live lessons are taking place.

Students may choose to have webcams turned on during live lessons but are not expected to do so. They may choose to communicate verbally during the lesson, or can use the 'chat' function to ask and respond to questions.

Our same high expectations of student's behaviour remain in place during live lessons, just as they would be in the classroom. Where students show positive attitude to learning, demonstrate positive behaviours or produce exceptional work they will continue to be rewarded through house points. Should student's behaviour fall below these expectations, teachers will follow the school behaviour policy and apply S1 and 2 sanctions as normal. Because

students are not in school, teachers will contact parents to advise them of student's failure to adhere to the behaviour expectations. Parents can view all rewards and sanctions received by their child on Class Charts. There are instructions at the end of this handbook.

4. Advice for Supporting your Child with Online Learning

Throughout this period of online learning, students should have access to their teachers for academic support and guidance, either via live lessons or email. Therefore, parents should not need to assist their children academically. However, for some students the independent nature of online learning can be problematic. Parents can support in the following ways:

- Ensuring children are up, dressed, have eaten breakfast and are ready to learn before 9.00 on school days
- Ensuring children have access to materials they may need – calculators, pens and pencils, paper etc.
- Assisting children with planning their day – for instance by checking Class Charts and the time of live lessons for the next day each evening
- Ensuring children take regular breaks where possible, especially for exercise (whilst adhering to the tier 4 rules)
- Ensuring children have a clear ‘end’ to their working day and do not continue to work well past the time they normally would. This is particularly important for KS4 students, who will have revision on top of their classwork.
- Assisting children with contacting teachers when they need to

If you have any concerns or questions about supporting your child with online learning please contact the school on 01823664201 and you will be put in touch with the appropriate person.

Safeguarding

In the event of any safeguarding concerns while school is closed or partially closed, please contact us either via SAFE which is located in the safeguarding section of the website or via email safeguarding@courtfields.net If you believe a child is at immediate risk of harm please contact Somerset Direct 0300 123 2224 or email childrens@somerset.gov.uk

Online Safety

As many of our students will not be in school, please ensure you continue to discuss and support students to remain safe online. Many students screen time will increase not being in structured lessons as well as needing their devices to access key learning tasks. Please encourage students to not have phones where possible while completing school based tasks and monitor usage. Below is the NSPCC Online Safety guidance for parents to support you while your child is not accessing daily school.

<https://www.nspcc.org.uk/keeping-children-safe/online-safety/>

Wellbeing & Emotional Support

Every Mind Matters has now released expert advice and top tips on how to look after your mental wellbeing if you need to stay at home during the coronavirus (COVID-19) outbreak. It also includes guidance if you're feeling worried or anxious about the outbreak. Please visit: www.nhs.uk/oneyou/every-mind-matters/

Additional Support Networks with Advice and Guidance

Kooth Counselling - www.kooth.com

NSPCC - www.nspcc.org.uk

Childline - 0800 1111

Young Minds - www.youngminds.org.uk

Students Minds - www.studentminds.org.uk

Time to Change - www.time-to-change.org.uk
The Mix - 0808 808 4994 or Text 'THEMIX' to 85258
Shout (Crisis Line) - www.giveusashout.org or text 85258

Parents/carers may also find things difficult during this worrying time. Please see below for sources of support for you:

Citizens Advice - www.citizensadvice.org.uk or call 03444 889 623

CAP (Christians Against Poverty) www.capuk.org

Wellington Food Bank - Operates Monday & Thursday from the United Reform Church 3pm - 4pm. Alternatively you can contact info@taunton.foodbank.org.uk or visit www.taunton.foodbank.org.uk

Samaritans - www.samaritans.org Call 116 123

Mind - www.mind.org.uk or call 0300 123 3393

Anna Freud, National Centre for Childrens and Families have some excellent resources to support parents - www.annafreud.org/parents/

5. Contacting Teachers, Tutors and the School

Students should contact their teachers using their school Gmail account. All teachers email addresses can be looked up by starting a new email, clicking on 'to' and searching for the teacher by surname. There is guidance at the end of this booklet.

Parents wishing to contact either teaching staff, tutors, heads of faculty or year or members of SLT should telephone the school office in the first instance on 01404 664201, unless they already have an email address for that member of staff.

It is our school policy to respond to all communication within 48 hours, although we will always aim to do so as quickly as possible.

6. Guides to Online Learning Platforms

CourtfIELDS.net and Google Login



Login with your **username** and **password**

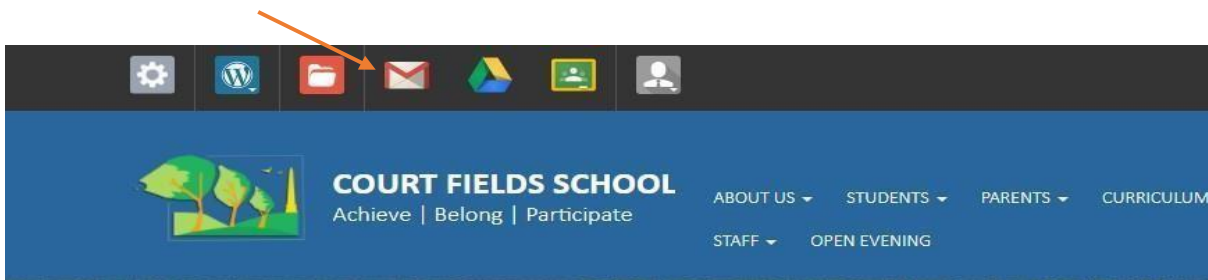
If you require this being **reset**, please email a teacher or send an email to **support@courtfIELDS.net**

A screenshot of the realsmart login form. The form is white and features the realsmart logo at the top. It contains a 'Username' input field, a 'Password' input field with a toggle for visibility, a green 'Sign In' button, and a link for 'Need any help? Contact your school IT support.'

Connect to **courtfIELDS.net** and click the **Login** button found at the top right

Accessing Gmail & Emailing Teachers

Login to courtfields.net site, at the top the google icons will be available, select the **Gmail icon**.

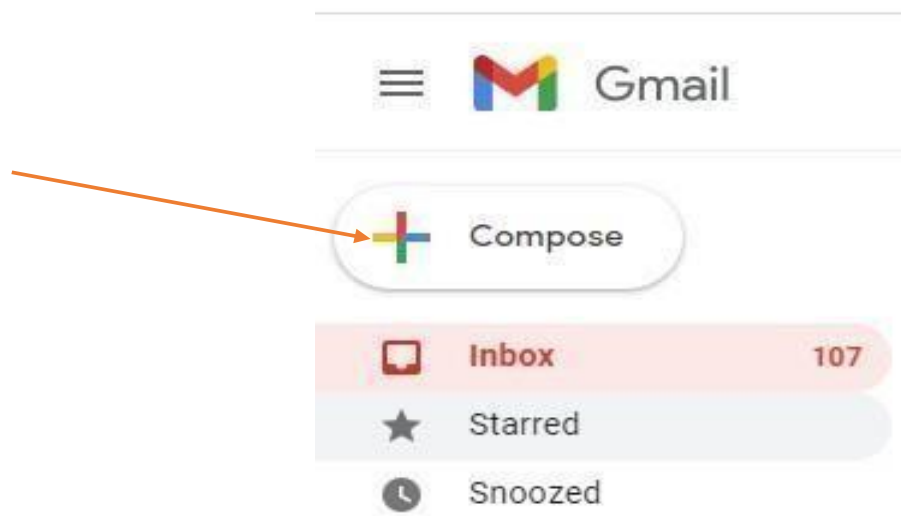


This will take you through to your **Inbox**.

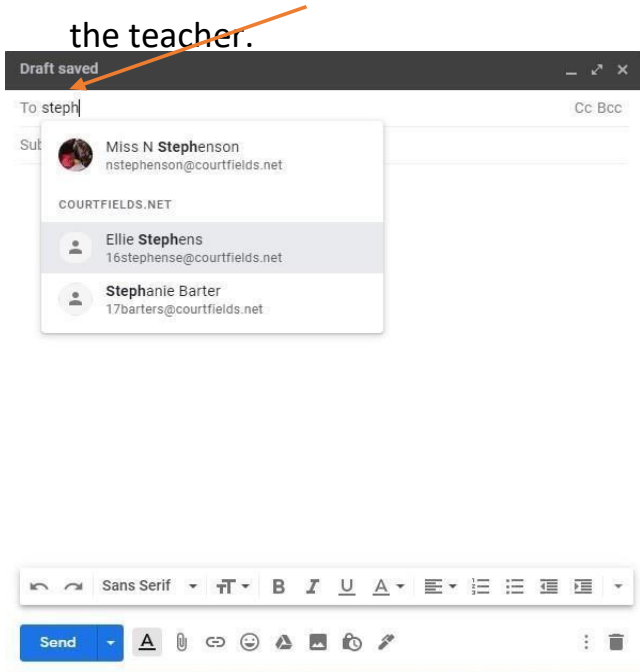
If you are not seeing the emails you expect but instead see emails addressed to a personal Gmail account. Please follow the previous steps using a **different web browser**.

Emailing Teachers

To email a teacher and find their email address, select **compose** at the top left.



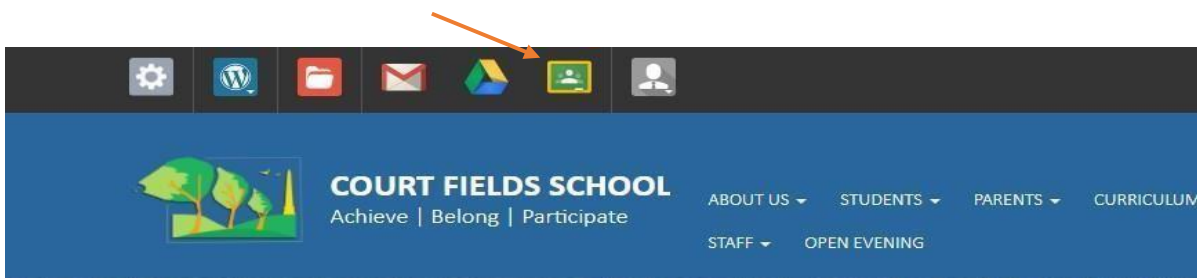
In the **“To”** section of the email, enter the **Teachers surname** I.E Stephenson and select



Alternatively, if you know the staff members name, all staff emails are as follows:
Initial + Surname + courtfields.net

Accessing Google Classroom

Login to courtfields.net site, at the top the google icons will be available, select the **Google Classroom Icon**.



Once into google classroom you will be able to see any of your classes which have ever assigned work using google classrooms. **Select the class** which you have work assigned to you.




From here, select **classwork** at the top of the page



?

Once completed, go back to the google classroom and submit the work if needed.

 View your work

 Google Calendar

 Class Drive folder



Lesson 4-5 - Final Quiz

No due date



Python Programming - Lesson 3 If Statemen...

No due date



Python Programming Lesson 2 - Variables

No due date



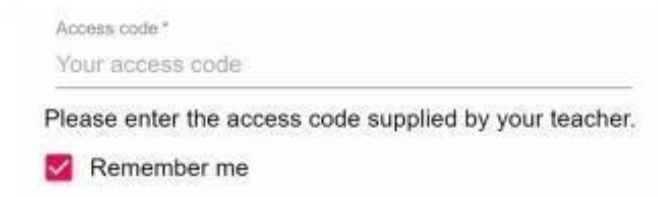
Python Programming - Lesson 1

No due date

Accessing Class Charts

Students have all been given log in information. If a student has forgotten their log in information they should contact their tutor on google mail, or ICT support at support@courtfields.net

1. Enter your **email address** and **password** into the fields provided.



Access code *

Your access code

Please enter the access code supplied by your teacher.

Remember me

2. Click on the **Log in** button.



3. Enter your **date of birth** if prompted and click on the **OK** button.



Date of birth

Please enter your date of birth below.

Date of Birth

12/06/2009

OK CANCEL

Viewing your Timetable

Students should be following their normal timetable and completing work set during the time period that they would normally be in each class. Timetable information can be found on Class Charts following the guidance below.

Selecting this tab will present you with your **timetable** for the current day. This includes the **time** for each lesson, the **lesson name**, the **teacher's name**, the **room** where the lesson will take place and the **lesson subject**. If your teacher has left **timetable notes**, you will also see them for the lesson in your timetable.

Your current lesson will be highlighted in **blue**, as shown on the right.

To view your timetable for another day of the week, click on one of the other **displayed dates** along the top of the timetable.

To change the displayed week, click on the orange **Date** button and select a date from the week of your choice.



Attaching Homework for Feedback

For certain homework tasks, you may be asked by your teacher to [upload your work](#) as an [attachment](#).

When viewing a homework task in more detail, you will see the [Upload attachment](#) button if your teacher is expecting your work to be uploaded.

To submit a homework attachment, click on the [Upload attachment](#) button and select the files of your choice. Successfully uploaded files will then appear above the button.

If your teacher leaves feedback on one of your homework attachments, you will see a [Feedback](#) icon appear on the associated homework task.

To view the feedback, click on the [expand](#) icon in the bottom right hand corner of the homework tile. Your teacher's feedback will appear directly below your homework attachment.

Homework Details

RECREATION - C6R/RC5 - MRS A ABELL

Issue date: Friday 20/03/2020

Due date: Friday 27/03/2020

Estimated completion time: 10 minutes

Write a book review

Write a 500 word review on the book of your choice

My attachments

 My book review.doc 

[+ UPLOAD ATTACHMENT](#)

You can upload a maximum of 5 attachments, each up to 250mb in size.

Supported file formats: .doc, .docx, .xls, .xlsx, .ppt, .pptx, .pdf, .pub, .txt, .png, .jpeg, .jpg, .gif, .rtf, .mp3, .odt, .odp, .csv

RECREATION - MRS A ABELL 

Write a book review

Issued: Friday 20/03/2020



Due: Friday 27/03/2020

[To-do](#)

[Feedback](#)



My attachments

 My book review.doc 
Teacher's note: Excellent work!

[+ UPLOAD ATTACHMENT](#)

Accessing Class Charts for Parents

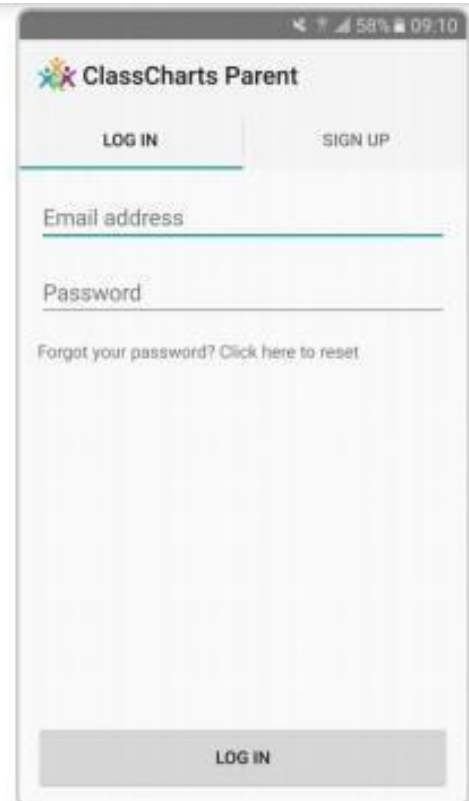
We would request that all parents download and ensure they have access to the Class Charts app. This will allow you to oversee your child homework, identify any outstanding work and ensure work is being uploaded for feedback.

Logging in to the Class Charts Parent app

When you tap the parent app icon on your device, you will be presented with the Class Charts Login screen.

Simply enter the email address and password you used when creating your Class Charts account and you will be able to log back in.

If you cannot remember your password you can click on the [forgot password](#) link to receive a password reset email.



Log in

Teacher **Parent** Student

Enter your email address

I already have an account

Enter your password [Forgot password?](#)

I don't have an account yet

Remember me

Logging in to the Class Charts Website

To log back into your Class Charts account, first ensure that you have selected the parent option.

Next, select the [I already have an account](#) option and enter your login details.

If you cannot remember your password you can click on [forgot password](#) to reset it.