

Remote Learning Guidance for Parents and Students

The following guidance is designed to support you and your child in accessing and completing work during any period of student absence when the Academy is open. The guidance also includes the names of key contacts in the Academy who will be on hand to help and support you to ensure you can access the remote learning provision.

- **Access to work:** All work will be available within Microsoft TEAMS where your child will have access to all the subject specific folders they need (Please use the pupil guide for accessing work on Microsoft TEAMS if you need support). Here your child will be able to access all the resources and lesson instructions they need including voice over PowerPoints to ensure they can continue to follow the curriculum from home.
- **Homework:** During any period of remote learning due to absence from the Academy, students will also be allocated their usual homework tasks from their class teachers to compliment the in-lesson work students complete. Therefore, as well as accessing your class work in TEAMS you should also login to Class Charts to access and complete all of your homework assignments.
- **Follow the school timetable:** Students as much as possible should aim to follow their usual timetable. This means that your child will maintain good routines and ways of working.
- **Submitting work:** Your child will submit their work as per the teacher's instructions. This will usually be either by email or submitting an assignment in TEAMS. Work as much as possible should be submitted on the day of the lesson.
- **Feedback:** As teachers will be conducting their usual teaching duties in school it may not always be possible to provide feedback instantly. Teachers will try to provide feedback and answer questions via email.
- **Key Contacts:** Please see below some key contacts to support you and your child during any period of remote learning. Send your email to enquiries@cvea.co.uk and the name of the key member of staff for whom the email is intended with your query.
 - Miss K Brown: Class Charts queries.
 - Miss G Woollett: Safeguarding Lead.
 - Heads of Year: Pastoral related queries or general issues with work set.
 - Mr M Appleton: Laptop and internet provision for students.
 - Mr M Ruddick: Queries relating to exams/data etc.
 - Classroom Teachers: All subject related questions and queries related to specific aspects of the work.
 - Mr L Tumelty: Remote Learning Lead. Any queries about remote learning provision.
 - Mrs J Owens (Head of School): All other queries.