

Learning from home **guidance**

All instructions and resources are on Satchel:One following each pupil's normal timetable. This includes tutor time, from 9.00am each morning.

Pupils are expected to submit their work on Satchel:One and teachers will then be able to provide feedback. Please go to the Grade Book section to see this. You can complete your work in your exercise books or on paper. You do not need to complete all your work electronically.

If pupils have any questions about their learning they can also use the discussion board on each Satchel:One task to ask questions of their teacher or peers. We would also recommend you use school email to contact teachers.

All lessons that will be delivered using Microsoft Teams will be signposted from Satchel:One. Teams can be accessed on a computer, tablet or even a smart phone. Pupils do not need a webcam or microphone to be able to join the lesson and in fact we suggest these are not turned on during lessons unless you are asked to do so by the teacher. We encourage you to join the lesson live, but if this is not possible, the teacher will post recordings of the lessons on Teams.

If you need a parent's log-in for Satchel:One, or have any other questions about remote learning, please get in touch with Mr Ben Edwards (bedwards@thecotswoldschool.co.uk).

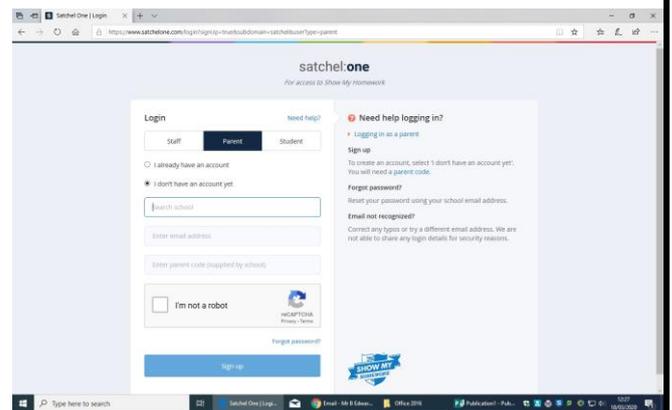
See below for instructions for parents on setting up and using your Satchel:One account



Using Satchel:One Parents

If you do not currently have access to satchel:one you will need to set up an account:

- You will need a parent code. Please email bedwards@thecotswoldschool.co.uk with the name(s) of your children
- Go to www.satchelone.com/login
- Click "Parent"
- Click "I do not have an account yet"
- Enter "The Cotswold School"
- Enter the email address you wish to use and the parent code you have been given
- Complete the "I'm not a robot" test and you will have access



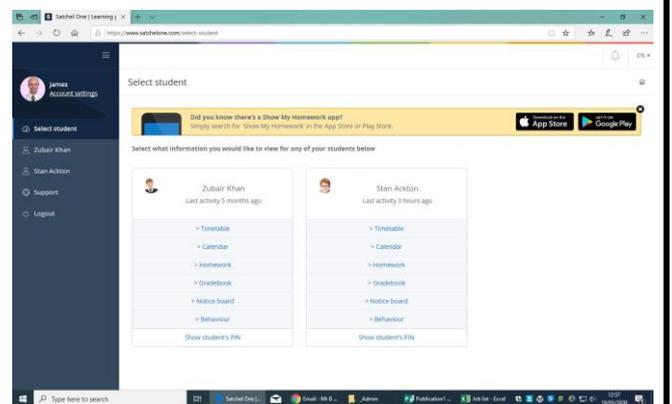
Once you have logged in:

You will be able to select which child's homework to view

If any of your children are not showing, please contact bedwards@thecotswoldschool.co.uk

The most useful links are:

- Timetable (we will try to set work following the normal timetable of the school during remote learning)
- Homework (this gives a list, in priority order, of what homework has been set and needs completing)
- Calendar (shows the same homework to be done but in a calendar layout)
- Grade book (use the filters here to see what work has been recorded as "submitted" or "not submitted". Any pieces with no submission status can be assumed to have been submitted or perhaps did not require submission. We do not normally put grades themselves in the grade book as we leave these for more formal in class assessments. You will also be able to see here any feedback from teachers. The gradebook works best of the website rather than the app)
- Behaviour (this is a new feature that showing positives and negatives that have been awarded to pupils)



More tips:

- There is an app for satchel:one, which is very convenient and gives push notifications. The gradebook does not work well on this, however. Better to use the website instead.
- The homework list is managed by the pupils. They tick off what they have completed. The gradebook shows if the teacher has had the work handed in.
- Teachers try to update the gradebook when homework is handed in late, but this is not always possible. Any homework that shows as “not submitted” from a long time ago probably needs to be ignored now.
- If a teacher sets an online quiz, spelling test or asks for work to be submitted online, the pupil must log in as this cannot be done from the parent account. Pupils should click “sign in with office 365” and use their school email address and password. Their school email address is username@thecotswoldschool.co.uk
- We appreciate that submitting work online may be difficult during remote learning. Pupils can use the comment box if they are unable to submit work online.
- There is a discussion board for each task where pupils can comment or ask questions that will be visible to all other pupils and parents.
- The most reliable and effective way of contacting a teacher is by school email.