



Grace College – Guidance for Parents & Carers to Support Remote Learning

We want to support you to make sure that your son or daughter can learn effectively whether they are in school or having to work from home. This short document explains what we are asking our teachers to do, our students to do and you as a parent or carer for a student at Grace College.

You can explore the planned curriculum for all of our subjects via the College website [here](#).

Engaging with Lessons Online

The main way that we can help your son or daughter to continue to learn when working from home is via Microsoft Teams. All students should know how to log on to [Office 365](#). Their username is '*student ID number*' followed by '@*esf-schools.org.uk*' and their password is the same one that they would use to log on to a computer in school. If your son or daughter is unable to access Office 365 at home please contact College by telephone during school hours.

We expect all of our teachers to make sure that within Microsoft Teams;

- Lesson materials can be found quickly and easily by students and parents who are working from home. Files in Microsoft Teams are **clearly labelled and dated**.
- Lesson materials will include the **knowledge** the student must gain in the lesson.
- Lesson materials will include tasks that students should complete while working at home and a clear instruction if a task is to be submitted as an Assignment in Teams.
- Tasks may well be checked to keep a record of submission and/or be subject to an **assessment**, in which case feedback will be provided to inform improvements.

To help students learn effectively at home requires teachers, parents and students to work together as a team. So, we expect that our parents, carers and students will;

- **Do all they reasonably can** to access our online curriculum, including downloading the Microsoft Teams smart phone app.
- **Contact teaching staff** via email if there is an issue with accessing lesson materials. Teachers email addresses are their first initial and surname @gracecollege.org.uk. So, if the teacher was Mr J Jones the teacher email address would be jjones@gracecollege.org.uk.

Engaging with Lessons Offline

If your son or daughter is unable to regularly access Office 365 and Microsoft Teams because you do not have a stable internet connection or an internet enabled device please contact College immediately and ask to speak to a Progress Leader for your son or daughter's year group. We will ensure that you are provided with materials in hard copy for students to complete at home and explore how we can support you further.

All students in the Lower School will also be provided with revision resources for English, Maths and Science to support their learning from home.

Any Questions?

If you have any further questions, please get in touch with school via the staff below;

Accessing Microsoft Office 365 and Microsoft Teams:

Staff Members: IT Support, or Mr A Strachan (Assistant Vice Principal)

Email: itstudentsupport@gracecollege.org.uk or astrachan@gracecollege.org.uk

Accessing Lesson Materials for a specific subject:

Contact the teacher using their College email address or by calling College.

Understanding the Grace College curriculum:

Staff Member: Mr D Greenshields (Vice Principal)

Email: dgreenshields@gracecollege.org.uk