



SEDBERGH
SCHOOL
FOUNDED 1525

Pupil Guide to Remote Education

If the school is forced to close, we are going to move to a system of remote education. There are many reasons for this: ensuring you get the best education possible, and making sure you are safe and cared for whilst accessing as much of the full Sedbergh experience as possible.

You have all received training on the processes involved in using Microsoft Teams; this guide is more to give you a clear idea of how we are going to deliver the best possible education and care for you while you are at home.

The Daily Routine

Every morning at 7:45am you are to make sure you check your emails for the daily briefing notice. This will contain information about the day ahead and a message from staff at school.

The school day will follow the normal times as a regular Sedbergh School day. The only exception to this is that we will not be running Saturday lessons. The three periods on Saturday will instead be timetabled on Wednesday and Thursday afternoons. Please see the timetable below for details:

	Monday	Tuesday	Wednesday	Thursday	Friday
Period 1	8:30 – 9:10	8:30 – 9:10	8:30 – 9:10	8:30 – 9:10	8:30 – 9:10
Period 2	9:10 – 9:50	9:10 – 9:50	9:10 – 9:50	9:10 – 9:50	9:10 – 9:50
Break	9:50 – 10:20	9:50 – 10:20	9:50 – 10:20	9:50 – 10:20	9:50 – 10:20
Period 3	10:20 – 11:00	10:20 – 11:00	10:20 – 11:00	10:20 – 11:00	10:20 – 11:00
Period 4	11:00 – 11:40	11:00 – 11:40	11:00 – 11:40	11:00 – 11:40	11:00 – 11:40
Break	11:40 – 12:10	11:40 – 12:10	11:40 – 12:10	11:40 – 12:10	11:40 – 12:10
Period 5	12:10 – 12:50	12:10 – 12:50	Sat P1 Lesson 12:10 – 12:50	Sat P3 Lesson 12:10 – 12:50	12:10 – 12:50
Period 6	12:50 – 13:30	12:50 – 13:30	Sat P2 Lesson 12:50 – 13:30	Tutor Period 12:50 – 13:30	12:50 – 13:30

When it is the timetabled period, simply log on to Teams and access your class Team. Remember to check whether it's Week A or Week B.

Wait for your teacher to take a register, and reply to their message to tell them you are there. Then wait for instructions!

How will lessons work?

In the timetabled period, your teacher might invite you to a video call, where you can watch and listen to your teacher giving instruction and information. They will be able to share their screen with you and talk you through PowerPoints, for example.

Your teacher will also be able to set you independent learning tasks, upload files for you to use, and ask you to contribute to class discussions online. They will be able to set you "assignments" using Microsoft Teams,

which could involve online work, written work, or things to read and research. You might complete your work on your own, or in groups, using the chat function on Teams. You can ask for help at any time during the lesson and your teacher and peers will be able to respond. Your teachers will be able to give you feedback on any work set.

How should I behave?

The simple answer is: exactly how you would be expected to behave at school. Work is expected to be completed as per deadlines set, contributions to class should be respectful and considerate of others, and your full effort is required during lessons. Anything below this will be reported on iSAMS and you should expect a follow-up conversation with your tutor. You all read through the Home Learning agreement with your tutors, and you should be mindful of these when using Microsoft Teams.

Where / when do I work?

The aim for the majority of pupils is that they are able to log in to Teams at the required time. If you live significantly out of the UK timezone, this could be impossible. In this case, please let your tutor and Housemaster / Housemistress know and your teachers will be told not to expect you in the live lessons. However, you should ensure you check all your lessons on Teams regularly (following the timetable as normal, but in your own time zone), watch any online videos, and complete all work set.

Aim to be in a private location, and appropriately dressed for work.

What if I need someone to talk to?

In addition to your timetabled lessons, you will still have access to your Housemaster/Housemistress, your tutor and your Assistance Housemaster/Housemistress. Your tutor will touch base with you every day to see how you are progressing and then you will receive a more formal 'call' from your house team several times a week. However, there are always people to talk to and please do just access the staff you would usually choose. The Chaplaincy team is available, as is the School Counsellor and Wellbeing coordinator. Please do not hesitate to ask for help or to say if you are worried about one of your friends.

In addition, on a Thursday afternoon you will be sent a survey from 'GoVox', the usual wellbeing check-in service which you currently receive. We will be asking you all to complete this during the Tutor Period.

The anonymous reporting tool is always available too: www.swgflwhisper.org.uk/report/sed2

Working away from home and spending long hours on a screen can feel lonely and difficult and in a world of uncertainty we want to make sure you feel connected and part of the very special Sedbergh community.

What else can I do while I'm at home?

The daily briefing will contain activities and ideas for you to do every day. There will be a daily, optional assembly so you can continue to hear messages from Senior Staff and feel like you are still in the community. In addition, there will be daily physical, academic, cultural and social activities which you will be encouraged to take part in. There will be house competitions still running and we urge you to get involved in as much as you can. If you're stuck for ideas then now is the time to be creative! Try to engage your friends in other activities away from the classroom.

Finally

This is a new experience for everyone so let's try to learn together. Every member of this community is coming together to try to make Sedbergh the very best school even if the environment for it has changed. Work hard, throw yourself at the new challenges and experiences and let's make the very best of this new and exciting development. Hopefully we'll soon all be back together nestled in the Howgills, looking up at Winder and hearing those curlews cry. But for now, work hard, look after yourself, your families and your friends safe in the knowledge that the Sedbergh community remains steadfastly here for you.