



18 January 2021

Dear Parent/Carer

## Remote learning - monitoring student work

As we begin our third week of remote learning, I want to express how grateful we are for the support you have given in getting your child set up for remote learning. We fully appreciate the challenges parents are facing and that you are not able to sit with your child all day and support with lessons.

When I last wrote to you on 4 January, we were facing two weeks of remote education; by the very next day that had all changed. The government has since issued precise guidance relating to remote education and this states that Key Stage 3 pupils should have 5 hours of remote education per day. We will therefore continue to set 5 lessons per day, as per your child's timetable, and will continue to ask that students work for 50 minutes on each lesson and then submit their work. Please do not encourage your child to complete work in certain subjects only. The DfE guidance specifies that pupils must complete work in a range of subjects. Our SEN Team and pastoral leaders will continue to work with children they support and put different expectations in place where this is appropriate. Please be assured that if you have already made contact with these teams, then the information has already been shared with teachers.

I cannot emphasise strongly enough how important it is for your child to submit their work. We are required to have systems for checking whether students are engaging with their work, and then work with families to identify solutions where engagement is a concern. We did this throughout the period of school closure last year, but stricter guidelines have been issued by the government for this period of remote education. I would therefore like to outline for you the way we will be monitoring whether work has been completed.

All work is set with a deadline of the next school day. We strongly advise that your child follows their school timetable, but recognise that in some households, where devices are shared, an extra day may be needed to work around this issue. Once the deadline has expired, teachers will send a reminder on Satchel One and ask if the student is having any problems with the work. As Director of Learning for Key Stage 3, I will be analysing the submission data report we can produce from Satchel One, and from this I can see all work that has not been submitted for all students. Where I identify that students have not submitted work across a number of subjects, a member of staff will make a supportive phone call home to discuss the issues preventing a child from completing or submitting work. If work is not being submitted for specific subjects only, the class teacher will be asked to contact home. If we contact you, we are trying to find a way to get your child on track with their remote learning. We fully understand that there is a lot to cope with, but we must find a way forward.

Please be aware that your child has a facility on the Satchel One app to tick the work that they have completed. This is of course a good way for them to keep track of what they have done, but the only way you will know that the work has been submitted is by logging onto the desktop version of Satchel One and clicking on the 'grade book'. You will then see the submission status for all work. This function is not available on the app version.

Please read through the information below with your child and ensure that they have fully understood what is expected of them.

1. Read the instructions that your teacher writes on Satchel One carefully and make a note of exactly what work you must send to your teacher and how you should submit it. For some lessons you will need to take a picture of your work and send this to your teacher via Satchel One. When you complete work on online platforms like MyMaths, Seneca and Doodle, your teacher can see what you have done and so may not ask you to submit this work. In subjects in which you use Google Classroom, teachers may view your work there.
2. Each lesson, write the date and any titles you are told to write, presenting your work clearly.
3. If you are having a problem submitting your work, for any reason, you must message your teacher on Satchel One.
4. When you send any work via Satchel One it will automatically show as submitted. If you want to check what work you have submitted, you will not be able to do this on the app on your phone. Log in to the desktop version of Satchel One via your browser. Look to the left-hand side in the dark blue section. Click on the words 'Grade Book'. Here you will see a list of your work. A green dot shows you that the work has been submitted. A red dot shows you that it has not been submitted.
5. When you have work that is submitted somewhere other than Satchel One, the submission status is not changed automatically. Your teacher will need to update the submission themselves. Do not expect your teachers to be able to do this immediately. They will update as soon as they can and before the deadline. Only once the deadline has expired, will the work show as 'red' and 'not submitted'.

If your child does not have their exercise book at home, it would be best to provide them with a notebook for the lessons they have more than once per week. This will help them to keep all their work together. Where work is completed on paper, please ensure that work for each subject is kept together.

Teachers will try to give as much feedback as they can to students, but this may not be possible for every piece of work that is submitted. A teacher with 5 lessons a day will potentially receive in excess of 130 pieces of work a day and will identify tasks where feedback is most needed. We have recognised that students need time to respond to teacher comments, and teachers have been asked to build this time into their lesson planning.

Please do contact us if your child is experiencing difficulties with remote learning. There is a list of contact details on the next page, with information about who to contact.

Thank you again for your continued support.

Yours sincerely



Louise Duff (Mrs)  
DIRECTOR OF LEARNING FOR YEARS 7-9  
[lduff@plymstockschool.org.uk](mailto:lduff@plymstockschool.org.uk)



## Contact list

Subject-specific issue	Class teacher	<ul style="list-style-type: none"><li>Email the teacher</li><li>Use the contact page on our school website. Ensure you give your child's name and the name of the teacher you want to receive the message.</li></ul>
General concerns about your child's remote learning	Tutor Head of Year Assistant Head of Year	<ul style="list-style-type: none"><li>Email addresses for tutors are below.</li><li>Head of Year – Mrs Kirk: mkirk@plymstockschool.org.uk</li><li>Assistant Head of Year – Mr Chivers: pchivers@plymstockschool.org.uk</li></ul>

## Tutor contact list

7JSB	Ms Birchnall	JBirchnall@plymstockschool.org.uk
7AGB	Ms Bartlett	ABartlett@plymstockschool.org.uk
7JNB	Mr Bishop	JBishop@plymstockschool.org.uk
7EEC	Miss Cleary	ECleary@plymstockschool.org.uk
7GMD	Mr Dale	GDale@plymstockschool.org.uk
7LHD	Mrs Dover	LDover@plymstockschool.org.uk
7PCG	Mr Gerry	PGerry@plymstockschool.org.uk
7SLL/SAO	Mrs Lowe / Mrs Oakley	SLowe@plymstockschool.org.uk / SOakley@plymstockschool.org.uk
7LEN	Mr Nicholls	LNicholls@plymstockschool.org.uk
7RLR	Mrs Richardson	RRichardson@plymstockschool.org.uk
7OHT	Mr Hurd-Thomas	OHurd-Thomas@plymstockschool.org.uk
7WDS/NJR	Mr Surridge / Mr Riden	WSurridge@plymstockschool.org.uk / NRiden@plymstockschool.org.uk