

# Colmers School and Sixth Form College



COLMERS SCHOOL  
& SIXTH FORM COLLEGE

## ***Instructions for parents of absent/ self-isolating students.***

- 1) All of the work both Remote Learning and Homework will be set via Class Charts. If you have not received your activation code, please contact us immediately.
- 2) We are putting all of the lesson resources on Class Charts to ensure that if your child is absent or self-isolating (but is well enough to work) they can carry on with their lessons as normal.
- 3) Remote learning will be clearly labelled for example, 'REMOTE LEARNING LESSON CONTENT: SPORT STUDIES 24/9/20 for students absent or self-isolating.' It will have all of the resources need for your child to complete the work. If you can't print out the resources, please don't worry, the work can be completed on paper.
- 4) Homework will be set separately and will be clearly labelled for example, 'HOMEWORK: SPORTS STUDIES 24/9/20 for all students.' Homework is to be completed by all student in the class regardless if they are in school or self-isolating (assuming that they are well enough to do so).
- 5) Some of the homework will require your child to complete a mini quiz. This type of homework will be automatically marked, and they will get instant feedback. Where the homework relies on work to be written, the teacher will check the work when your child returns to school.

If you are struggling with IT provision at home, please contact us and we will help support you where possible.

If you have any questions regarding these instructions, please feel free to contact Mr Brookes via [mbrookes@colmers.school](mailto:mbrookes@colmers.school)

- 6) Title the work clearly: For example, 'REMOTE LEARNING LESSON CONTENT: SPORT STUDIES 24/9/20 for students absent or self-isolating.' Do not put homework on this, just lesson content. This is because in some lessons homework will not be set. Therefore, we will set homework separately to avoid confusion.

The screenshot shows the 'Homework' form interface. At the top is a blue header with the word 'Homework' and a close button. Below the header are three buttons: 'Set homework', 'View homework', and 'Templates'. The 'Name' field is highlighted with a red asterisk and contains the text 'REMOTE LEARNING LESSON CONTENT: SPORT STUDIES 24/9/20 for absent or self-isolating students'.

- 7) When setting homework, go through the same process but ensure that the homework type is checked to homework.

Show in public homework calendar

If a homework task contains a link to a meeting, we recommend that you do not share this on the public homework calendar.

Homework type

Homework

Click the homework type at the bottom right of the screen. It is usually set to default for this.

- 8) Make sure that you label homework clearly. For example, HOMEWORK: SPORT STUDIES 24/9/20

This screenshot is similar to the previous one, showing the 'Homework' form. The 'Name' field now contains the text 'HOMEWORK: SPORT STUDIES 24/9/20 for all students'. An arrow points to this field from the text above.

- 9) To be able to set classwork on Class Charts via blended learning you will need to give a due by date as you would homework. Make sure that you click that the students have submitted the work if you have evidence that they have done it. If they have done it check submitted as you would do for homework. If you have no evidence that they have completed it just click or leave the white 'not checked yet' tab. When they return to school you can then accurately record whether they have done the work or not.

The screenshot shows the 'Award' section of the Class Charts interface. It features two buttons: 'Award all not submitted' and 'Award all submitted'. Below these buttons is a 'Legend' section with a blue header. A student card for 'Joshua Timms' is visible, showing a score of 0 and a red minus sign. The card also includes a profile picture and a school logo.