



Work for isolation period: Student Information Pack

Dear students

While you are isolating at home, we would like to ensure that you are able to continue your learning. It is important that you keep up to date with the work that is being undertaken in school so that you can reduce any negative impacts on your progress as a result of your absence, and to enable you to join back in with the learning when you return to school.

Within this document are instructions about how to access your work throughout your period of isolation. **Please read this whole document carefully.** In addition to this programme, you should continue to complete all homework which will be set for you via Show My Homework in the usual way.

If you are unwell while you are isolating and therefore unable to complete your work, please let us know so that we can inform your teachers. We understand that learning from home can be challenging, so this booklet explains how you can access your work and support while you are not able to attend school.

Kind regards,

Mrs Lyons

Assistant Head

n.lyons@minster.notts.sch.uk

Remote learning: to be completed individually throughout the week

During your isolation period, you should continue to complete work for each of your subjects, according to your timetable each day, as long as you are well. If you are unwell, please take the time that you need to rest and recover.

At present, only a small number of individual students are isolating. As a result, we are not able to provide live lessons for the period of your isolation, as your teachers are still required to teach the majority of students who are in school face-to-face.

Throughout the week, work for each of your subjects will be added to the 'Keep Up' sharepoint site which can be accessed via the link below:

Keep Up Site

To access the Keep Up site, you will need to log in to sharepoint using your school username and password. You can access sharepoint using the link above, or from the front page of the school website using the bottom icon of the menu on the right-hand side. If you are not already logged in, you will be asked for your details when you use the link.

New work will be added in advance of your lessons. Please check the Keep Up Site each day in line with your normal timetable and ensure that you complete all of the work set. You may need to have a look through the titles of the lessons and think about which lessons you have already completed in school to access the next lesson for you. In some cases (for example at the start of the term), you may need to contact your subject teachers to find out which lesson to complete.

You should complete your work in your exercise books (or on paper if you do not have this book) and bring it to your next lesson with you when you return to school, as your teacher may wish to mark it and share their feedback with you. You do not need to send your work to your teachers while you are off.

When you are completing your work, please ensure that you complete every task in full detail. Use a title and the date to allow you to keep track of what you have done. You will also need to complete any homework that is set for you using Show My Homework. If you have any questions about the work that has been set, you can email your subject teachers.

In addition, please check your school email throughout each week day as some of your teachers may send you additional instructions or resources. You may also receive an email and/or phone call from us so that we can ask how you are and offer support and help.

Please note that Core PE resources are not added to Keep Up – for these lessons we would like you to undertake some exercise in your house or garden. We know that it is difficult to work from home and it is important that you also maintain your wellbeing, so you can choose an activity that you will enjoy for these lessons.

Frequently asked questions:

How can I access Microsoft Word/Powerpoint etc. while I am working from home?

All students have an Office 365 account which will allow them to use Office programs such as Word, Excel and Powerpoint via a web browser. You can access your account, including your school emails, by logging in to Office 365 at www.office.com

What do I do if I can't log in to my school email account or Sharepoint?

Check your username and password. If you still aren't able to log in, please email ITSupport@minster.notts.sch.uk and ask for support – the IT team will be able to reset your password (but please note that this may take a day or two).

I don't have a laptop/device and/or internet access, so I can't access live lessons – what do I do?

If you don't have any way of accessing your live lessons and/or your learning resources, please let us know by telephone or email. We may be able to loan you a device (subject to availability), or to provide paper copies of your resources.

I don't understand the work that has been set – what do I do?

In the first instance, try to solve the problem yourself using the notes you already have in your exercise books and/or textbooks, or by using an internet search engine. Looking at the lessons before and after your activity on Keep Up may also help. [Oak National Academy](https://www.oaknationalacademy.com) and [BBC Bitesize](https://www.bbc.com/bitesize) are good websites with up-to-date resources which may help you with your learning. If you are still struggling after this, then please email your subject teacher who will respond to you as soon as they are able to, usually within 2 working days.

Will my work from my isolation period be marked?

You will be completing the same work as other students who are still in school, and your teacher will mark the same pieces of work for you as they will for all students in your class. Please make sure that you bring your isolation work in to school with you when you return to school and give this to your teacher.

I usually have a music lesson – what will happen now I'm isolating?

If you have a music lesson which is already scheduled, this may now take place at the same time but via Microsoft Teams. If you have any questions about this, please contact your instrumental teacher or email music@minster.notts.sch.uk.

I'm struggling in general – can I have some support?

We understand that this is a very challenging time for students, and that for some students this will cause uncertainty about their progress and final examinations. We are carefully considering how we can support you in the short term (i.e. through our remote learning programme) and in the longer term, through the provision of opportunities for catch up sessions. If you feel that you need some individual support, please contact your tutor in the first instance who will be able to offer some support or refer you to our Pastoral Support team if needed.

You can also access help from the Year Leader for your year group:

Year 7	Miss S Marriott	s.marriott@minster.notts.sch.uk
Year 8	Mr I Roberts	i.roberts@minster.notts.sch.uk
Year 9	Mrs L Kelly	l.kelly@minster.notts.sch.uk
Year 10	Mrs S Batchelor	s.batchelor@minster.notts.sch.uk
Year 11	Mrs W Redmond	w.redmond@minster.notts.sch.uk

The [BBC Bitesize 'Support' site](https://www.bbc.com/bitesize/support) has some excellent advice on maintaining good mental health, staying motivated, dealing with stress and wellbeing in general. Students can also access online individual support through online chat or telephone calls through the [Kooth](https://www.kooth.com) website.

If you are struggling to access your work or with technology while you are away, Mrs Eaton is available to offer support and guidance with this. You can contact her by email: l.eaton@minster.notts.sch.uk

In general, please keep in touch with us and let us know if you need further support and we'll do our very best to help you!

What should I do if I become unwell during my isolation period?

If you are generally unwell and can't engage with your learning as a result, please let us know so that we can inform your teachers that you will be absent and not completing work while you recover. If you develop COVID-19 symptoms ([click here for NHS advice](#)) then you should book a PCR test, and inform the school via attendance@minster.notts.sch.uk if you receive a positive test result.