

## Remote Learning Details for Parents Reporting Students Self Isolating

The initial response to any period of self-isolation or lockdown will be to provide children with home learning materials. Students will access resources and materials from our online learning platform, Satchel One.

<https://www.satchelone.com/login>

Students should log in by selecting the “student” button from the website login, then entering their school username and password. They should then access via the “Sign in with Office 365” button.

If a student has problems accessing the site then they should report this to their Leader of Learning. All communication with teachers should be through the school email system or Satchel.

All parents can also access Satchel using the “parent” button. This will help parents to support children with their studies.

When students access Satchel, the following colour coding of activities will help them to identify which work they need to complete:

- Flexible tasks will be bright pink. These are just for those self-isolating and can be ignored by students in school.
- Normal home learning tasks will mainly be green, orange or aqua.
- Purple tasks are reminders rather than actual tasks.
- Red tasks will only be used if we return to a wider lockdown to provide all students with classwork.

Pupil needs to isolate because someone in their household is symptomatic or tests positive	
Learning provision	Safeguarding/SEND
Teachers will upload work via Satchel, our online learning platform. This can be accessed here: <a href="https://www.satchelone.com">https://www.satchelone.com</a>	Parents must indicate to school who has taken a test, when and what the result is. Communication is vital. The attendance office will take a log of all correspondence.

Students need to enter their school email address and password if accessing from a device at home, then click to sign in with Microsoft 365.

Teachers will normally upload work within 24 hours of the lesson on the students' timetable to enable students to follow their normal curriculum. Please note there may be a delay in uploading work in areas of staff absence.

The work set will be under the "**Flexible task**" heading for self-isolating students to access. All required resources and web links will be attached through Satchel, along with instructions for how to submit any required work.

*(N.B. students not isolating and still in school will also be able to see the work set through the "flexible task" icon for their class, but will not need to submit anything extra as they will have completed the lesson in school.)*

Teachers will acknowledge receipt of any work and provide feedback where appropriate, or follow up when the student returns to school.

If a child does not engage with remote learning, a member of staff, usually the Leader of Learning, will call parents to discuss obstacles and offer support.

Call Copleston HS Attendance office: 01473 277266.

If child is vulnerable in any way, the DSL will ensure that appropriate agencies are notified and arrange for regular safe and wellbeing checks via a phone call from the DSL (record on chronology).