



Student Guide for Lessons during Instances of Home Learning

**How will I access my lessons from home?**

Answer: All work will be set via SMHW by 8.30am each morning. The work will be organised so that you can follow your usual timetable, with each piece of work clearly named for the lesson that it is for e.g. 'Period 1 English'.

Why: This means you only have one place to check every day and you can see clearly your home learning for the day ahead.

**How should I complete my work?**

Answer: You should complete your work in your exercise books and each lesson should take you no more than 50 minutes to complete. You should try to find somewhere to work that is free from distractions; and where you can have your books and resources set up for the day. Work should have a title and a date written and underlined with a ruler. Students should take a photograph of their work and upload it to ShowMyHomework for staff to see and review.

Why: It is important that you maintain a routine as this will help you and your parents with organising your learning at home. Using your class books keeps your work organised and means that you can look back over the work completed during this time.

**How will I get feedback from my teachers?**

Answer: You will get feedback on any quizzes, spelling tests or class tests set on SMHW. It is important that you maintain high standards in the completion and presentation of your work.

Why: in the absence of verbal feedback, the SMHW online platform can give instant feedback to you.

**What do I do if I am struggling with the work and need help?**

Answer: If you are struggling to access your work please e-mail your teacher explaining what you have attempted. Teachers will try to reply to your emails promptly but please keep in mind that staff will be teaching throughout the day. All communication between staff and students will only be via SMHW and the school e-mail system.

Why: Teachers will continue to deliver lessons with other classes and many have large numbers of students that they will be setting work for each day. Staff will respond as quickly as they are able to.

**Can I email my classmate and talk to them about the work?**

Answer: Yes absolutely, you can use your school email address to contact each other if you need help or want to discuss the work. It is important to remember that when emailing you continue to follow the school ethos of the 3Ls and your emails are appropriate. The school IT systems are monitored and therefore you should not say anything in an email to a classmate that you would not say in front of your teacher in a classroom.

Why: It is important to keep in touch with others when working from home and we encourage you to continue to communicate with each other and check in with each other whilst following our 3 Ls ethos.

**What do I do if I am worried about myself or someone else?**

Answer: If you are concerned about yourself or someone else's wellbeing or safety, please email [talk@rws.uk.net](mailto:talk@rws.uk.net) to report your concern. Please do not email individual teachers with a safeguarding concern. You can also visit the safeguarding page on the school website for a list of external support services (<https://www.ravenswood.bromley.sch.uk/about-us/child-protection-and-safeguarding/>). You can also speak to someone online via kooth.com Monday-Friday 12pm-10pm and Saturday-Sunday 6.00pm-10.00pm.

Why: If you email an individual teacher they may not receive your email immediately, there are other means of support open to you if necessary.