

Dear Parents/Carers and Pupils,

As we near the end of a whole half term of Virtual Schooling and having now had a lot of contact with individual pupils and parents, we thought it would be good to share some top tips from the point of view of both pupils, parents and teachers to help even more of you have the most positive home learning possible.

We are very aware that everyone is having different experiences of home learning, with the devices that you do (or don't) have access to, sharing a device with other family members, internet issues, younger siblings who need more help and guidance, parents out at work. But if you try the following tips you should be able to keep up and submit as many tasks as possible.

- Get in to a routine that has you completing school work for around 4-5 hours each day 3 X 100 minutes.
- Log on to SMHW/Satchel One to see what you need to do for that day, this should be ideally what you should have for that day in your normal school timetable.
- Check your school emails – your teachers may have sent you a message that you can reply to
- All work is set on SMHW even if it asks you to go to SAM Learning, MyMaths or another platform.
- Write a to do list and maybe breaks down the tasks you need to do if you have several to do over a few days – cross them off as you do them, this will make you feel good about what you have achieved.
- Plan your day with a timetable for what you will do and when, but this can be more flexible than if you were at school - as long as it's around 5 hours! You may start your day later and finish later, have several shorter lessons.
- Any problems with accessing any different platforms, check the help sheet attached, or email help@gts.devon.uk.uk
- Try and use SMHW to submit work, <https://help.teamsatchel.com/en/articles/2912000-submitting-my-work-online> if you need reminding of how to do this. If this isn't possible email the work.
- Even if you don't complete the whole task by the deadline, submit the work that you have done so that your teachers can see that you have been working!
- Ticking your work off on your to do list is not the same as submitting the work! You need to send it to your teacher as a document, take a picture, whatever is easiest for you teachers to see what you have done.
- If you are behind now with a lot of work outstanding, focus on the work for today moving forward and keep up with current work and deadlines.
- Parents, check your SMHW/Satchel One app regularly to monitor what is being submitted and what is left outstanding. If you don't have the app yet, please download it and contact the help desk for the login information you will need help@gts.devon.uk.uk

Contacting teachers can be through email or comments on SMHW which has already helped many pupils to solve various issues and talk things through. Please also feel free to email Heads of Learning with any questions or issues you may be having. Keeping up the communications and identifying problems as early as possible is good for everyone! We are doing our best to ensure that when we return to school that no one feels overwhelmed or behind in their workload, so we ask you to do your best and not disadvantage yourself.

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Kind regards,

The GTS Pastoral Team