



Dear Parents, Carers and Students.

Remote Working Guidance

The Nobel School is continuing to do all that it can to minimise the spread of COVID-19. We are following all advice from Public Health and Herts County Council in order to remain open however you will be aware that we are beginning to move to partial closure as a result of staff shortages. It is important that students, parents and carers be ready to work effectively from home from. The guidance below has been put together to help everyone get organised for this. It has been developed to help everyone work effectively, making as much use of the school day as we would if we were in the building together.

Contact with teachers

As teachers we will ensure that we fulfil our duty of care to provide an education for your child during these difficult circumstances. This will include all staff ensuring that students working from home have a purposeful curriculum by:

- using SMHW to set appropriate work in the first instance, even if it then directs students to other learning platforms;
- setting appropriate work on the day of the lesson clearly marked with the class code, date and subject the lesson is for;
 - uploading material that clearly indicates the number of hours it is expected to take to complete to avoid student overload;
- keeping a regular check on all emails so as to answer queries as quickly as possible.

Show My Homework (SMHW)

You will already have read Mr Henson's advice regarding the use of Show My Homework to set all work. It is absolutely vital that students and parents are able to access this application. Please ensure it is downloaded on all mobile phones (parents, carers and students). Where your child cannot access SMHW they should remember to use exactly the same logon as they do for their school email. They simply need to click on the 'Sign in with Office 365' link. If you need assistance with Show My Homework logins at any time please email me: naomi.rose@nobel.herts.sch.uk Please remember that working from home does not mean taking a break from school. Students must be able to access their school work and follow their timetable in the same way as they would if they were at school as usual.



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How to organise the work environment

Parents, carers and students may need to rearrange the family home in light of remote learning. It is very important that there is a designated workspace as this will help students approach their school day responsibly. It is vitally important that workspaces are not combined with leisure spaces. Just as at school, we recommend that phones are switched off and that electronic usage is kept to a minimum, unless it is needed for the work that students are doing. Students will need access to their school books, and we recommend that they ensure that these are taken home from school in readiness for remote working. We ask for parental support in this.

How to plan the day

The best and most practical way to plan the day is for students to follow their usual school timetable. This means starting the first lesson as usual at 8:50am and following the timetable throughout the school day, taking breaks at the same time and for the same amount of time. The school day times are printed below as a reminder.

8:50 Lesson 1
9:50 Lesson 2
10:50 Break
11:15 Lesson 3
12:15 Lesson 4
1:15 Lunch
2:00 Lesson 5
3:00 End of School

Specific Guidance for Examination Classes

Whilst we suggest students follow their daily timetable and complete work set via SMHW where possible, we recognise that some students may wish to design a different daily schedule which enables them to focus on their exam revision. At the time of writing there is still uncertainty about how GCSE and A Level grades will be awarded but what we do know for certain is that students need to keep studying in order to be ready for the next phase of their education in September, be that A Levels, college, university or apprenticeships. Students may wish to follow the simple plan below in order to adapt their independent learning to suit their needs.

Time Task 8:50 -10:50: Use this time to make concrete study resources: flashcards, revision clocks, mind maps, notes, watching and using online resources

11:15-1:15 Use this time to sit past papers using time limits where possible. Students should also use SMHW to complete activities set by their teachers and stay in touch with teachers using their school email.

2:15-3:15 Use this time to review what has been done and make plans for tomorrow's classes

Year 11 can continue to use the Revision Timetable <http://thenobelschool.org/wp-content/uploads/2020/01/Revision-Timetable-2019-20v4.pdf> and Year 13 should now have their own revision timetable which they are following.

Taking breaks

It is important that students take their usual breaks when working from home but please be careful that breaks do not go on into lesson time. We recommend using a timer on a phone to ensure that break time is 25 minutes and lunch is 45 minutes, as is usual at

school. Whilst we do not encourage the use of technology at home, parents, carers and students may come to their own arrangements about having access to these during breaks. If this is the case, we recommend that phones, gaming equipment or other such items are not brought into the study room after breaks and lunch.

Use of Electronic Devices to Study

With students needing to check SMHW to find out what to do during timetabled lessons there will be an obvious reliance on electronic devices such as computers, tablets, laptops and even phones. However, the internet is a serious distraction. In order to ensure that students are able to maintain their focus and avoid distraction whilst using electronics we recommend that parents investigate applications which can help with this. A list is published below of some which may help:

- Hocus Focus for viewing one window at a time on a Mac;
- Freedom (Chrome, Firefox, iOS, macOS, Opera, Windows) for blocking everything;
- LeechBlock (Chrome, Firefox) for using timers to block or allow website access;
- Mindful Browsing (Chrome) for gentle nudges away from time-wasting sites;
- RescueTime (Android, iOS, Linux, macOS, Web, Windows) for tracking productivity and blocking distracting sites;
- Self Control (macOS) for free focus app for Mac;
- StayFocusd (Chrome) for blocking sites in Chrome.

We know that families will find solutions that work for them during this highly challenging time however it would be a mistake to assume that students can manage this challenge on their own, so please do take the time to investigate solutions like these. Students will find that with a little effort and practice, focusing on the task at hand for stretches of time will become easier. Over the page is a list of useful websites which students can use together with a reminder of login details.

Useful websites students can use to support their learning (in addition to SMHW – up to date at time of sending)

<p>www.mymaths.co.uk</p> <p>User name: Nobel Password: Triangle</p>	<p>www.corbettmaths.com</p> <p>No log in details required (Videos/worksheets for maths topics)</p>
<p>www.samlearning.com</p> <p>Centre ID: SG2NS2 User ID: DOB and initials e.g. 010203sm Password: same as user ID</p>	<p>https://mathsapp.pixl.org.uk</p> <p>School ID: NB4360 User ID: surname and first name (eg smithjoe) Password: first name year of GCSE (eg joe2021)</p>
<p>www.gcsepod.com</p> <p>Register using name, dob and email address - (Over 20 GCSE subjects)</p>	<p>www.mathsgenie.co.uk</p> <p>No log in details required (For maths past papers)</p>
<p>https://www.bbc.com/education</p> <p>No log in details required (Bitesize – for a range of subjects)</p>	<p>www.senecalearning.com</p> <p>Follow instructions to create your own account (for GCSE revision)</p>
<p>https://www.sparknotes.com</p> <p>Study guides for literature, maths and science Includes 'No Fear Shakespeare'</p>	<p>http://www.illuminate.digital/aqafood</p> <p>Username: SNOBEL3 Password: STUDENT3 (GCSE Food Technology)</p>
<p>www.Kerboodle.co.uk</p> <p>Username: initial plus surname e.g. sbrown Password: same as username Institution code: do0 (Science)</p>	<p>www.memrise.com</p> <p>Follow instructions to create your own account (for Modern Foreign Languages)</p>
<p>http://thenobelschool.org</p> <p>See Nobel School website for link to: Numeracyninjas.org (Ninja maths)</p>	<p>http://thenobelschool.org</p> <p>See Nobel School website for link to: Year 11 revision timetable</p>

Learning Beyond the Classroom!

Evidence suggests that people who read for enjoyment every day, who draw, who play an instrument or sing or a regularly practise sport not only perform better at school, but also develop a broader vocabulary, have increased general knowledge and much better mental

health! One of the challenges of remote learning is going to be that our students find themselves isolated from their social groups and as we know school is about much more than classrooms. If you are in doubt about what to do during a lesson; if you finish your work early or if you find yourself with free time during your home-school day please don't overlook the obvious... Read a book! Draw a picture! Play an instrument for 20 minutes! Listen to music! Go outside and get some exercise! Attached at the end of this booklet are some KS3 and 4 suggested reading lists to get you started. I will send out separately a list of good reads for KS3 and KS4 students.

A Final Word on Working from Home

Many people work from home with great success. So too do many students, who cannot access 'normal' school. This type of working pattern can offer a range of potential benefits, but there are also associated hazards. These include:

- working in isolation (wellbeing, stress and/or personal safety and accidents) and;
- lack of control over the work environment (lack of supervision, fire safety and electrical safety)

When working from home it is very important to take care of our emotional wellbeing and mental health. The NHS promotes the 5 Ways to Wellbeing and these are:

Connect: Spend time talking with family and friends.

Be active: Try and take regular exercise to keep you physically healthy. This makes you feel good by changing chemicals in the brain and changing your mood. Move around for five or ten minutes every hour, just like if you were moving from one lesson to another in school, aiming for frequent, short breaks. Avoid sitting on unsupported chairs such as sofas for long periods.

Keep learning: Make a routine for working at home. Follow a normal school day as closely possible.

Take notice/Be mindful: Take regular short breaks and be mindful of how you feel. Relax and look around you or listen to music, take a few deep breaths. Avoid use phones, tablets and gaming devices for long periods of time.

Give: Just as you would do in school, do something for a friend or relation/adult such as sending a positive message, or offering to help them online. As well as making them feel good, it can make you feel good too!

The two links below provide further excellent information on how to look after your mental wellbeing during this very difficult time.

<https://www.nhs.uk/conditions/stress-anxiety-depression/improve-mental-wellbeing/>

<https://www.bbc.co.uk/news/health-51873799>

Over the coming days it is highly likely that we will all need to learn new skills, to be flexible, sensible and independent. In many ways it will be challenging. Students may even find it exciting because it is so different. We are in very strange times and need to keep ourselves safe, but also pull together as a community. All we ask is that everybody does their best, and if there are problems please do email us from your school account. Please take the time to read through this letter if you can and ensure that your family is ready for the challenges ahead.

Mrs Rose
Deputy Headteacher