



nuast

Nottingham University Academy
of Science and Technology

Parents' guide to lockdown learning Post 16

Introduction

Dear Parent/Carer

Unfortunately, we face another lockdown for a period of time. We have designed this guide to help you to understand the Microsoft Teams system that we use to teach remotely (if you are not already familiar with it) and to give you some guidance on how you can support your child's A Level learning.

Naturally, we do not expect parents to support with the content of the courses. However, there is a significant role you can play in helping ensure good working patterns, high engagement and students keeping up to date with their lessons. With students at home now, it becomes much more difficult for us to enforce attendance and engagement with lessons or chase up problems with homework. This is where a partnership with home becomes so vital.

The Post 16 team



Andy Edwards
Head of Sixth Form
aedwards@nuast.org



Jason Nichols
Head of Year 12
Jnichols@nuast.org



Katie Jones
Head of Year 13
kjones@nuast.org



Sally Fountain
Safeguarding Lead
sfountain@nuast.org



Perveen Akhtar
Post 16 Attendance
and Pastoral officer
pakhtar@nuast.org

The tutor teams

Tutor Number	Year 12		Email address
	Head of Year - Jason Nichols	Teacher of	
12.1	Mr Stoker	Maths	Astoker@nuast.org
12.2	Ms Hunter	Geography	Lhunter@nuast.org
12.3	Mr Woodroffe	Chemistry	twoodroffe@nuast.org
12.4	Ms Gonzalez	Languages	agonzalez@nuast.org
12.5	Mr Beardsall	Physics	gbeardsall@nuast.org
12.6	Ms Coleman	D and T	kcoleman@nuast.org
12.7	Ms Bassett	Psychology	kbassett@nuast.org

Tutor Number	Year 13		Email address
	Head of Year - Katie Jones	Teacher of	
13.2	Mr Hayward	Chemistry	mhayward@nuast.org
13.3	Mr Lewis	History	mlewis@nuast.org
13.4	Ms Langford-Mantle	Geography	Vlangfordman@nuast.org
13.5	Mr Williams	Maths	awilliams@nuast.org
13.6	Ms Barr	Maths	pbarr@nuast.org

Key subject contacts

Subject	Teacher	Email address
Biology	Ms Beardsall (Head of Science)	gbeardsall@nuast.org
Chemistry	Mr Hayward	mhayward@nuast.org
Physics	Mr Beardsall	gbeardsall@nuast.org
Mathematics/Further Mathematics	Ms Barr	pbarr@nuast.org
Computer science	Mr Harbour	rharbour@nuast.org
Engineering BTEC	Mr Hose	whose@nuast.org
Applied Science BTEC	Ms Lowe	alowe@nuast.org
History	Mr Edwards	aedwards@nuast.org
Geography	Ms Hunter	Lhunter@nuast.org
Law	Mr Cox	scox@nuast.org
Business/Economics	Mr Nichols	jnichols@nuast.org
Product Design	Mr O'Hare	hohare@nuast.org
Engineering Design	Mr Hose	Whose@nuast.org
English Literature	Ms Ryce	sryce@nuast.org
Psychology and Sociology	Ms Bassett	kbassett@nuast.org

If you have a concern about your child's achievement

The most important thing is that you do get in touch with us if you have any questions or concerns. Our job is to solve problems, but we need to be aware of them first and our partnership with parents/carers is an essential part of that. You may spot potential problems from what you have seen at home before we do, and we would urge you to get in contact with us if you have any concerns.

In the first instance, if you have a concern about your child's achievement or performance in an individual subject you may want to get in touch with the lead teacher for subject; you can find these above.

If you are looking for a more general idea of how your child is doing, please contact their tutor, who will talk to staff on your behalf and be able to give you a brief overview.

If you have any serious concerns at all, please contact Mr Edwards, Head of Sixth Form. If you do not receive a reply from any members of staff you have previously contacted, please contact Mr Edwards and he will follow this up.

If you have a pastoral concern about your child

A pastoral concern would be anything we need to know related to their health, mental health or wellbeing. This would also relate to behaviour or concerns about bullying. If you have any concerns about your child in regard to any of these issues, please contact your child's Tutor, their Head of Year, Mrs Akhtar (our Pastoral Support Officer) or the Head of Sixth Form.

How does lockdown learning work at NUASt?

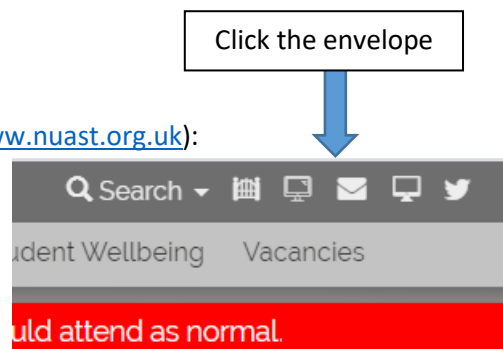
All lessons taught will be live lessons, via **Microsoft teams**, taught at the time they would ordinarily be scheduled on your child's timetable. Your child should log on to the correct Team for that lesson and at the start of the lesson they will get an invite from the teacher to join the "meeting". Students cannot be seen by the teacher, but if they turn their microphones on they can be heard and can participate. If the teacher's camera is on they will be able to see the teacher.

Let's look at Microsoft Teams

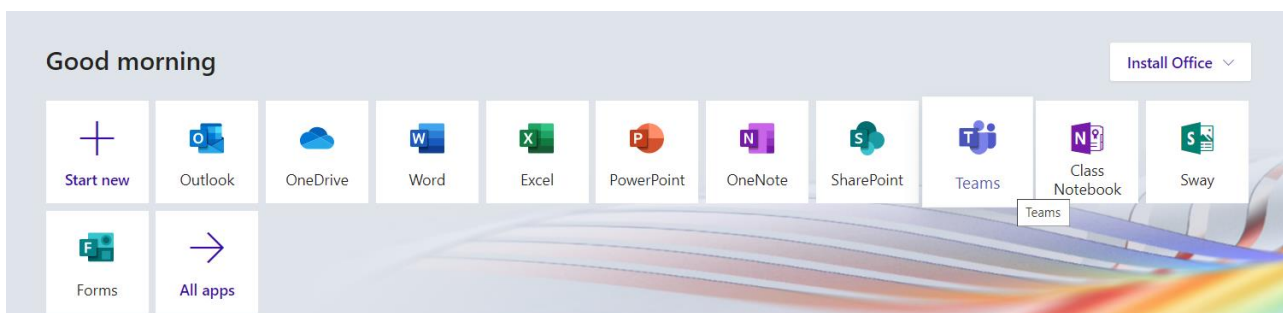
Microsoft Teams

To connect to Microsoft Teams students:

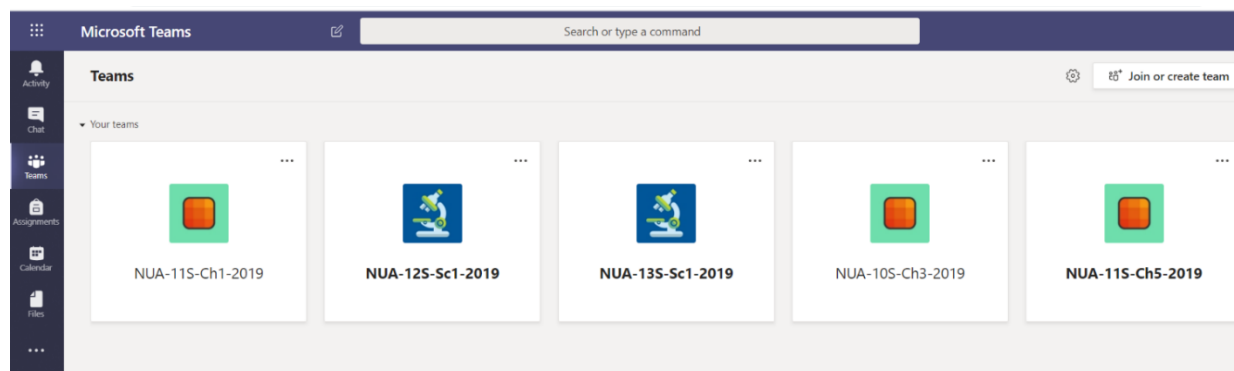
1. Click on the envelope icon on the NUASt website (www.nuast.org.uk):



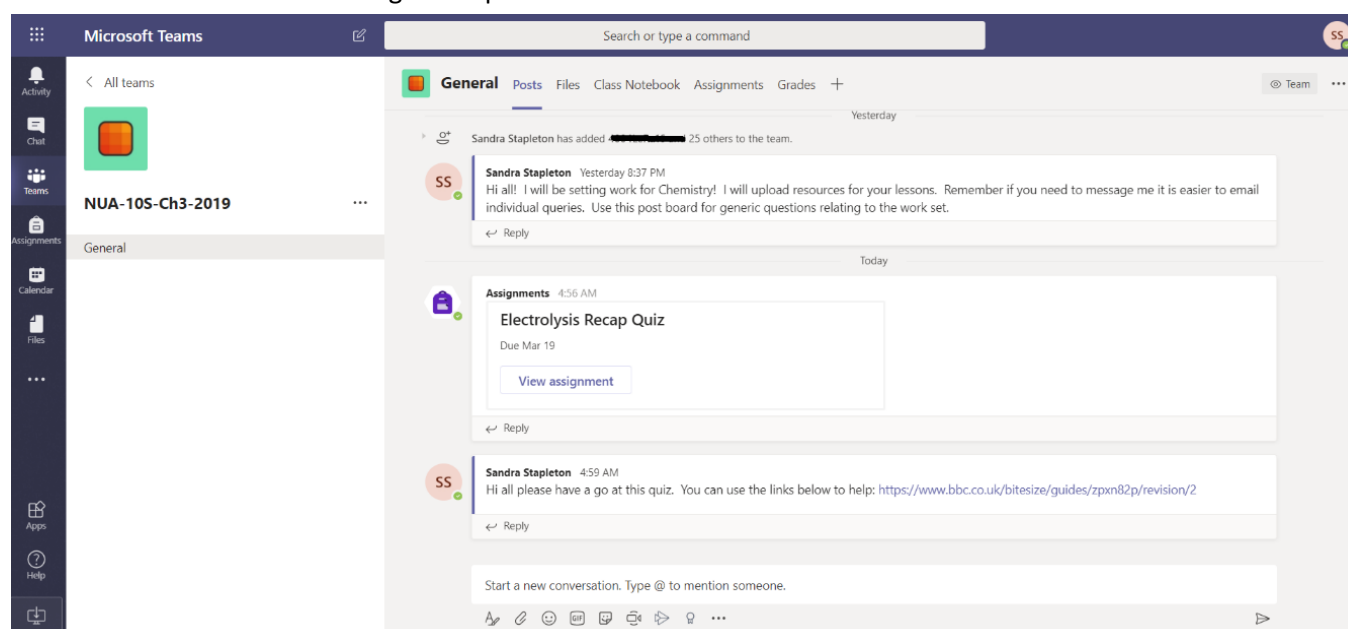
2. The Microsoft Office page will open and they will be able to see all the Microsoft software available for you to use at home. To access Teams simply click on the icon that says Teams.



3. They are then able to see all the Teams (classes) that they have been added to. These look like the picture below. There will usually be one team for each subject they do, and this will be managed by all their teachers.
4. They are all named NUA (short for NUAST) followed by the year group, then the subject (i.e. Ch = Chemistry, CS = Computer Science and finally the academic year.



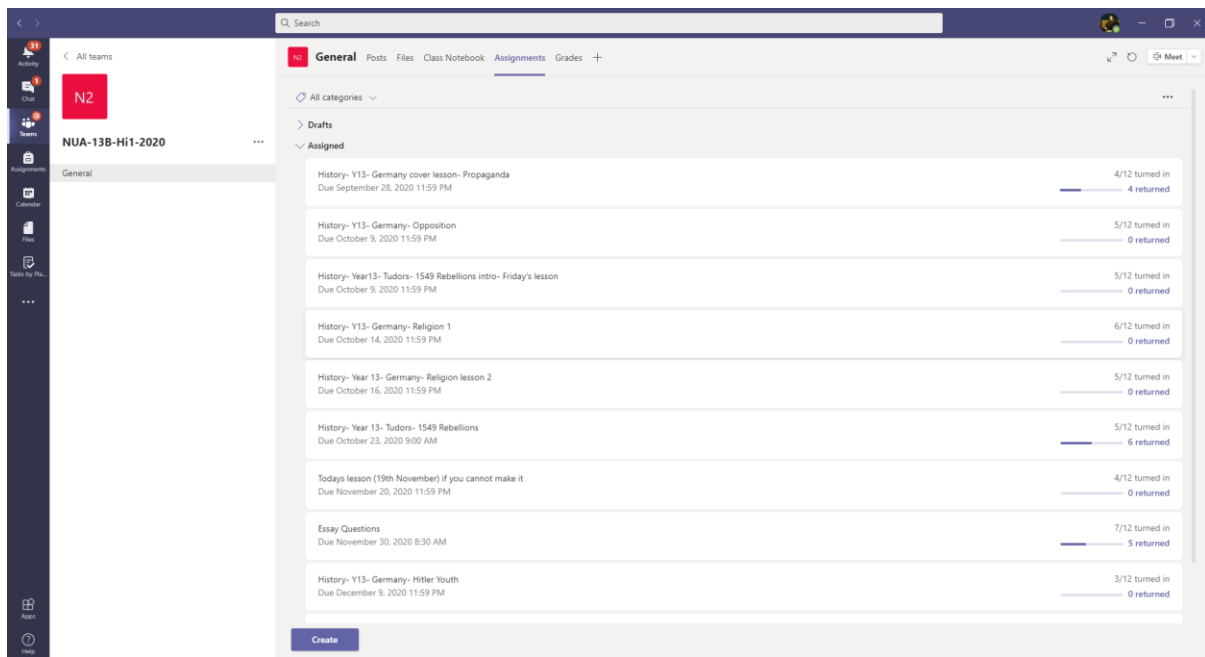
5. To access a Team your child simply clicks on that class and it will take you to the page below which shows the general post board for the class:



This shows you any general posts (i.e. messages from your class teacher). It will also show any assignments that have been set. Assignments will be set by teachers for homework and they may well use the assignments section to put worksheets that are going to be used in the lesson for students to download. They can do this while taking part in the live lesson.

6. To complete an assignment students either click on the assignment on the main post page, or alternatively click on the assignment tab and then open the assignment they want to complete.
7. Most assignments will be work for them to download; for some subjects, the assignment might direct you to exercises in the text book. Teachers should be clear whether an assignment is homework or whether it is for the lesson.
8. Each assignment will have a due date and the students will submit it on Teams.

9. For each class (Team) The assignment all be in a list like this:



They will say on the right if the assignment has been handed in or is overdue.

Chemistry-Year10-Chemical Changes- Lesson 2-Electrolysis of Molten Salt

Due tomorrow at 11:59 PM

Instructions

Download the exam questions by clicking on the resource. Answer directly onto the word document and then upload your response. There are the powerpoints from the last two lessons in the file section and I have posted some links to help you find the information you need.

Reference materials

- Molten Salt Electrolysis exam questions.rtf ...
- <https://www.youtube.com/watch?v=AhTRiL6xjBA> ...

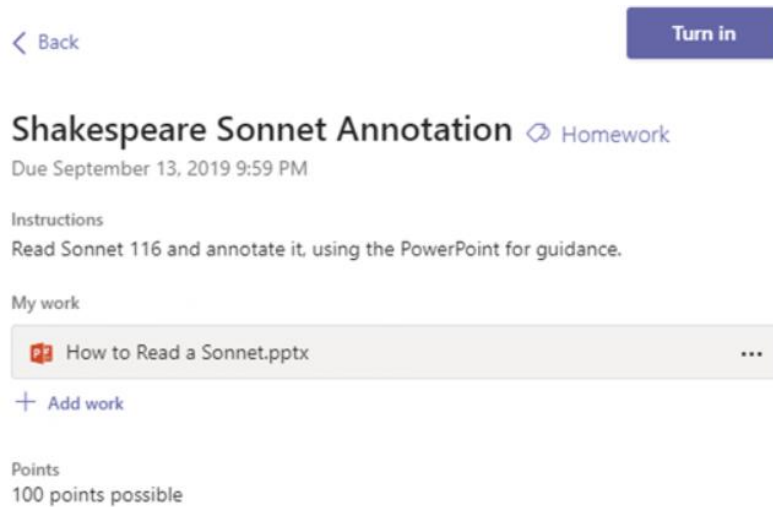
Student work

None

Points
37 points possible

For an assignment your child may be given a written task to complete. The example to the left requires the students to complete the attached exam questions. There is a link to a video to help complete the questions.

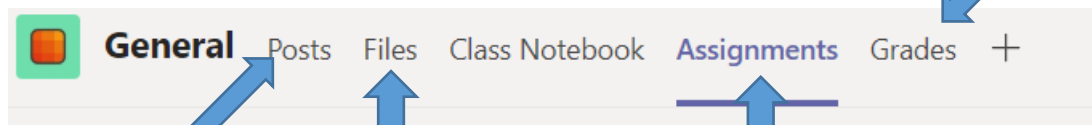
10. Once completed they must upload your file(s) and click **'Turn in'**. This will then allow your child's class teacher to see and mark their work.



Other Tips:

Navigating the Tabs

Within each team you will see the tab bar below at the top of your screen:



Click to see your grades and teacher feedback on your work.

Takes you to the main post board for this class.

Click to see any additional files your class teacher has added to help you with your assignments.

Click to see all of your assignments set for this team. You can see how many you have left to complete.

Navigating the Side Bar

This takes you to your main notifications.



Chat has been disabled by NUASt.



This takes you to all your teams/classes.



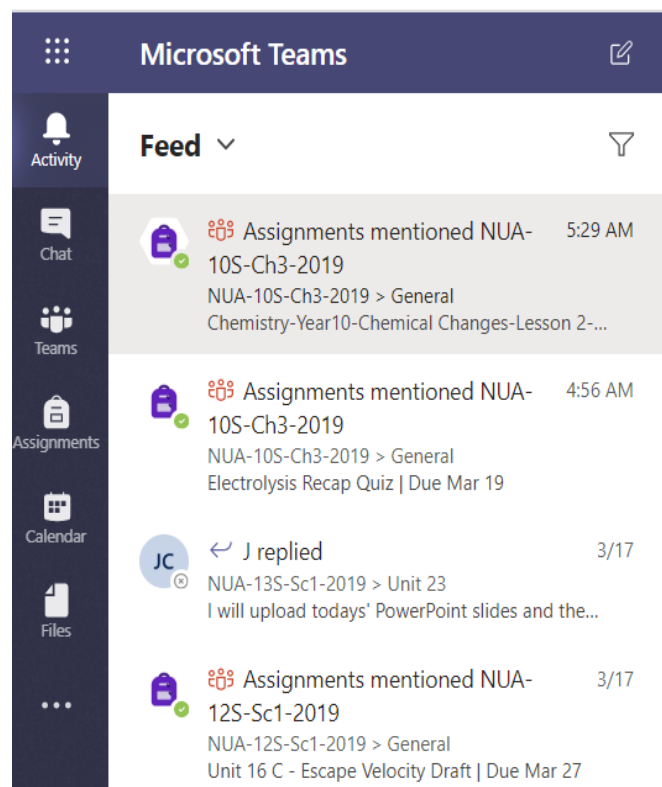
This shows you all of your assignments.



You can pull through your outlook calendar.



Another shortcut to any files added.



Extra Assistance with your Assignments

When your child opens an assignment Teams they may see the button below:



Immersive Reader

If they click on this icon it will provide additional assistance to allow them to access the text. They can:

- Get the software to read aloud the text
- Change the size of the font and line spacing
- Change the background colour
- Change the language if your first language is not English.

Support if it is not working!

In the first instance please contact your class teacher or tutor via email – most of these are included in this booklet. All teachers email addresses are simply their first initial followed by surname and then @nuast.org.

AExample@nuast.org

If your class teacher can't assist you, they will be able to contact additional IT support to solve the problem. All staff names can be found following the link below:

<https://www.nuast.org.uk/page.php?p=staff>

How to support your child's learning in lockdown

Good communication

A good partnership between home and school is really important generally but especially at this time. We have over 300 students in our Sixth Form, and this makes it very difficult for us to make contact home personally for every pupil while teaching live lessons. We have devised a list of the students that we know are more vulnerable and we will be focusing on contacting these students regularly. Your child therefore may not hear from us other than through lessons and email, as normal.

However, if you feel your child really does need a call to talk to someone, it is really important you get in touch with us, as detailed earlier in this booklet. We will work to solve problems, but we cannot solve problems that we do not know about and this is where the home-school partnership is really important. We are more likely to miss things that we might have noticed if your child was in school. So please, do not hesitate to get in touch with a member of our team if you have concerns about anything; either your child's wellbeing, their engagement or even the teaching.

Attendance and engagement

This is the part where you, as a parent/carer, can perhaps make the most impact. We will do our best to monitor attendance at live lessons; but without students physically being with us it takes us much longer to pick up on trends in poor attendance. Ordinarily we would be able to see each day really clearly if anyone has missed a lesson; because our registers are legal documents, we cannot use those and the functions they provide for us and this slows down the process of picking up on attendance issues. We are also powerless to prevent a student logging onto a live lesson and then leaving the room to do something else!

We completely understand that you will not be able to monitor what your child is doing all the time; you may still be travelling to work, or working at home yourself. But you can help enormously with the following simple steps

- Please encourage good sleep and working patterns so that students are following a schedule close to their normal one. Please discourage them from staying up late and getting up late.
- Show an interest in their Teams lessons at the start and end of a day; ask questions about what they have been learning. If your child is vague and doesn't seem to know frequently it could be a sign of a problem and it might be worth contacting their Head of Sixth Form or Head of Year.
- Please do not permit your child to take paid employment during school time, even for volunteering. Because we are doing everything via live lessons this would destroy their learning and be very similar to leaving Sixth Form.
- If you feel like your child is never doing any work and they never seem to be in any lessons at all, please get in touch with us; we will check their engagement with assignments.

- If they seem to be saying that they don't have lessons a lot, this is unlikely to be true- please contact the Head of Year or Head of Sixth Form.
- If they claim lessons in a subject are being cancelled a lot, please contact the subject lead.
- If you are not sure how well your child is working, ask to see their assignments list on each of their classes' teams; you will be able to see exactly what assignments they have been set and you should be able to tell which have been handed in.

Mental health

This is a concern during lockdown, particularly as there tends to be a gap in services for students between the age of 16-18.

We do our very best to support students in school through our pastoral team and we will continue to do so remotely as far as we can, where students come to us with an issue. Though we are not trained professionals in this area, we do our best to support and will signpost the professionals and/or services where necessary. However, our ability to pick up on mental health issues is really curtailed during remote learning. We rely on students or their parents to let us know if support is needed.

If your child is struggling

- If this is something they would like to discuss with school first, they or yourself should contact their Head of Year, Ms Akhtar, Ms Fountain, the Head of Sixth Form or a Teacher they are comfortable with. This will be via email.
- We are permitted to discuss private conversations with Post 16 students with parents/carers **only** where they give us permission to do so or in limited circumstances where we consider there is a threat to their safety.
- If you consider the issue to be serious, you must contact your GP and arrange an appointment, in whatever form that may take. It helps to write down everything that is being experienced and be honest about the severity of symptoms.
- If you are concerned enough to book in with a GP, **do not** allow them to pass the case on to school ("see your school counsellor"); we are not medical professionals and it is the GP's job to signpost or refer you to professional organisations that can help. School is much more limited in what we can refer you to.

There are some organisations to which your GP can refer you, and which we can refer you to, such as CAMHS however, the criteria to be seen by CAMHS is very high and waiting lists are long.

- Base 51 is an organisation that provides 1-1 counselling which we can refer your child to, depending on where they live- <https://www.base51.org/>
- Kooth is an online counselling service that we can refer students to, or they can self refer- www.kooth.com
- If your child is coming up to their 18th birthday, they can self refer to Lets Talk wellbeing, which is the excellent adult NHS talking therapy service- <https://www.nottinghamshirehealthcare.nhs.uk/letstalkwellbeing/>