**Remote learning**

**Parental Support for students with SEND**

**FAQ**

1. How often should my child access remote learning?

Students should follow their college timetable each day starting at 8:50am until 3:10pm. Students will follow the timings of the day to attend their live lesson via Office 365 and/or complete learning activities on Satchel One (Show My Homework).

1. How does my child access live lessons?

-Search office.com on the internet to sign in to Office 365

-Sign in to their account using their school email & password

- To reset login details by sending an email to loginhelp@unity.lancs.sch.uk

1. Who do I contact to get or reset login details for Office 365 and Satchel One?

Reset login details by sending an email to loginhelp@unity.lancs.sch.uk

1. What are the timings of the school day?

|  |  |  |
| --- | --- | --- |
| Period | Time | Minutes |
| 1 | 8.50 – 9.40 | 50 |
| 2 | 9.40 – 10.30 | 50 |
| Break / PD | 10.30 – 10.50 / 10.50 – 11.10 | 20/20 |
| 3 | 11.10 – 12.00 | 50 |
| 4 / LunchLunch / 44/lunch /4 | 12.00 – 1.30 | 60/3030/6030/30/30 |
| 5 | 1.30 – 2.20 | 50 |
| 6 | 2.20 – 3.10 | 50 |

1. How do I know the name of the teacher?

Teachers initials are on students timetables e.g. VSM. If you need to contact a teacher regarding remote learning, please email them directly using their initials via Office 365

1. I do not have Microsoft software on my device, how can my child download documents?

Microsoft documents can be accessed and downloaded by Office 365. Student will need to log in to office 365 and click on the appropriate icon.

E.g. Microsoft word

1. My child is struggling to organise tasks each day, what can I do to help?

If your child is struggling with organisation, there are resources to support students on the college website – Remote learning – SEND students

1. What should my child do with the work completed at home?

Students should submit their work using Satchel One (Show My Homework) by clicking on the task set and attaching the document or a picture. Students can also submit work via their college email on Office 365 or they can keep their work in a file ready to submit when back in the classroom.

1. I am struggling to motivate my child, where can I get support?

Contact Miss V Smith (SENCO) by email: v.smith@unity.lancs.sch.uk

1. We are having issues accessing learning struggling to understand certain activities, what shall we do?

Contact the teacher directly to ask for advice/support or email Miss V Smith (SENCO) v.smith@unity.lancs.sch.uk

1. What interventions can my child access remotely?

Students can access IDL Literacy and Numeracy [Home | IDL (idlsgroup.com)](https://idlsgroup.com/)

If you require any further information, please contact v.smith@unity.lancs.sch.uk

IDL Literacy support – contact l.mayhew@unity.lancs.sch.uk

IDL Numeracy support – contact d.speakman@unity.lancs.sch.uk

1. Where can I get a copy of my child’s timetable?

A copy of your child’s timetable can be found by logging in to Satchel One and clicking on the ‘timetable’ tab. This can be accessed online or can be printed if you have access to a printer at home.