

KAA@Home

“How-To”

Guide for Parents

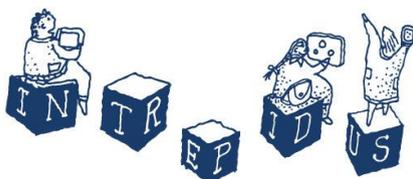
March 2020

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What is KAA @ Home?

KAA @ Home is our way - as a school community - of maintaining structure and purpose for all our students through this period of school closures. There will always be something enriching and useful for them to do while they're learning from home.



1. **Reading** will continue to be an important part of every student's day.
2. Each student will follow a timetable of lessons, directed through **Google Classroom**.
3. There are a range of additional resources and opportunities online - we call this **Intrepidus Learning**.

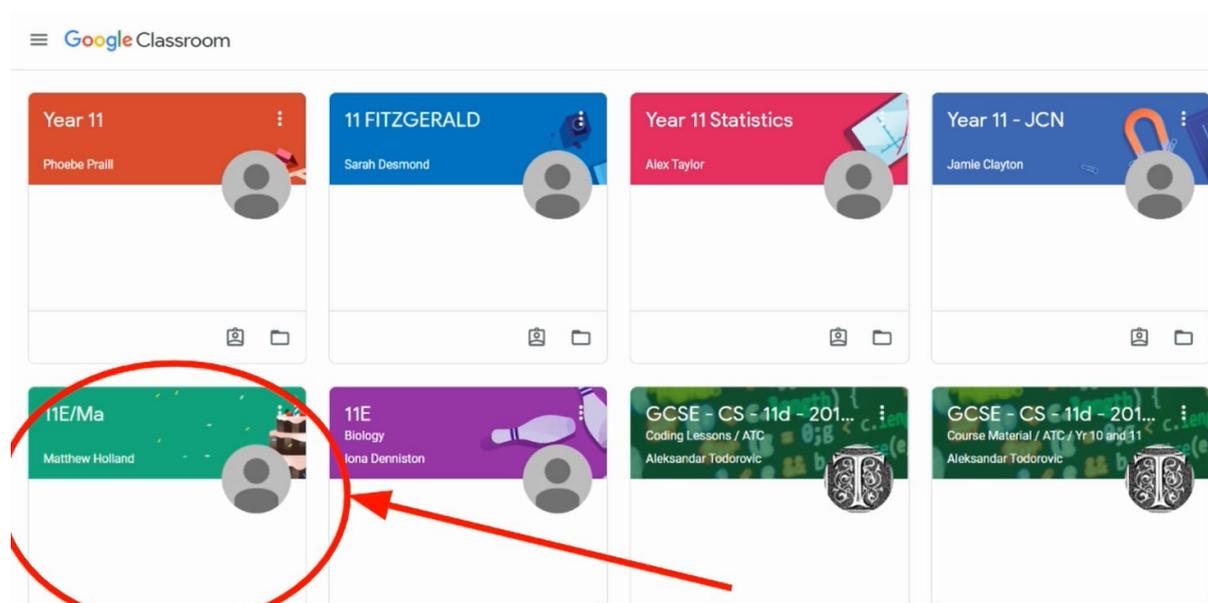
How will KAA @ Home work?

We have designed KAA @ Home to make learning from home as user-friendly and effective as possible for students and their parents/carers.

KAA @ Home is a development of KAA Online, which students were already familiar with. It has been redesigned to give immediate access to timetabled lessons, 'Intrepidus Learning' and 'Help & Support'. Links to the timetable for each year group are displayed at the bottom of the webpage.

All lessons will be delivered through [Google Classroom](#). Students will need to share their Google login details with you so that you can check that they understand how to login and access their classes.

Google Classroom acts as a virtual classroom in which every student can access all their classes. Within each class they will be able to see every lesson with the work set by their teacher. Students must complete and submit the work set by their teacher every lesson.



[Intrepidus Learning](#) provides further opportunities for students when they finish their timetabled lessons. Here you find a whole range of further learning resources organised by subject. You will also find a link to the library and to the performing and creative arts sites.

Your child's routine for KAA @ Home

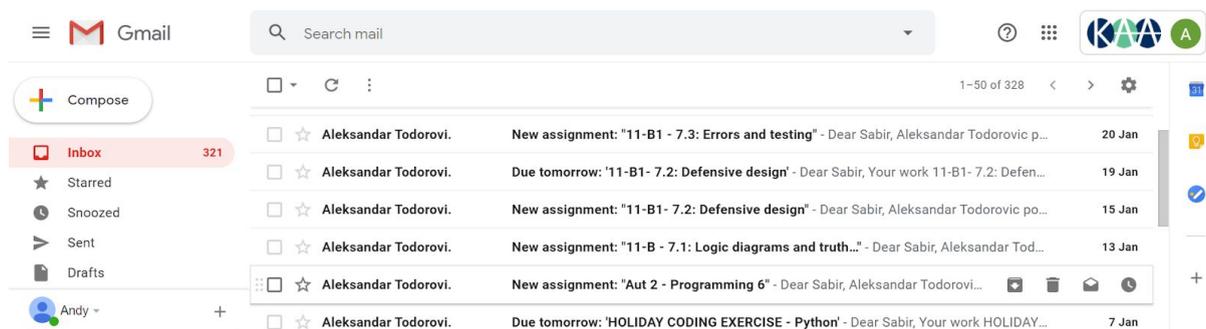
Without careful planning, working from home can become unproductive quite quickly, so....

What routines can I put in place to support my child in working effectively from home?

The KAA @ Home day starts at 8:30: all students should access their email to check for communication from their Director of Learning, classroom teachers or tutor. They will want to check their timetable to ensure they are clear on the lesson they are to start the day with. Students should be working in a quiet space free from distractions. Encourage your child to give you their mobile phone during the day to avoid distractions from social media. Check their progress during the day.

Timetabled lessons begin at 9:00: students will access their Google Classroom and enter their class for their first lesson where they will find the work waiting for them.

Each lesson will be carefully planned to take about an hour - not a case of just completing, but completing to a good standard. Where lessons finish earlier, Intrepidus Learning can help stretch and challenge students. The timetable has been planned to accommodate breaks through the day to allow students time to refresh, as well as an opportunity in the middle of the day for lunch.



Students should be checking their [Google Mail](#) at regular intervals throughout the day as it will be our main method of communication. If classroom teachers, tutors or Directors of Learning need to arrange 1 to 1 meeting with students they will email the student directly. These meetings will take place through Google Meet during the 'tutorial' times at 12:00 and 16:30. As is standard with some online interaction, staff may ask to record 1-2-1 conversations for safeguarding reasons.

Behaviour Expectations

At KAA, we expect students to behave politely and kindly to each other and their teachers, and take a serious and professional attitude. These rules also apply to KAA @ Home.

DO

- Be on time for your lessons
- Try your hardest and complete work to a high standard
- When you get stuck, persist and see if you can work it out, using your notes or previous lessons
- Raise questions politely and sensibly, via email with your teachers
- Leave your phone in another room while you are completing your work
- When having a video tutorial, make sure you are sat somewhere private in your house, and dressed appropriately

DON'T

- Be late, unfocused or unprepared
- Get distracted by your phone or social media
- Make rude or disrespectful comments (it will be very easy to follow these up, as we have a digital record)

If we work together as a community there is no reason why KAA @ Home can't be as enriching as KAA in the building. Thank you for your support - please don't hesitate to get in touch via info@kaa.org.uk or directly with your teacher if you have any questions.

Frequently Asked Questions (FAQs)

We have put together a list of Frequently Asked Questions (FAQs) - please check these before you call or email the school. Information can also be found on the school website (see Coronavirus update pages). If, having read this, you have further questions or queries you can contact us at info@kaa.org.uk and we will endeavour to get back to you as soon as possible.

How long will schools close for?

Until it is safe to re-open them. This could mean we open again in May or June, but it could be longer. We will be updating parents regularly.

Will school closure affect my child's attendance record?

If a pupil has been self-isolating for medical reasons it will not impact their attendance. We will look at other reasons for absence on a case by case basis. During the period of closure, all students who are well will be expected to log on and complete their timetabled lessons on KAA Online (<https://sites.google.com/a/kaa.org.uk/kaa-student-portal>). Non-completion will be followed up, and we hope engagement from students and parents in the "KAA @ Home" experience will be high.

My child is sitting their GCSE / A level exams this year. What should they do?

As exams cannot happen this year, they are being replaced with an alternative assessment system. The work Y11 and Y13 have done will not be wasted, and they will still be awarded their qualifications in a fair way, and be able to progress to Sixth Form and University. We are briefing these year groups directly about the new assessment system, which we expect to involve an element of teacher assessment.

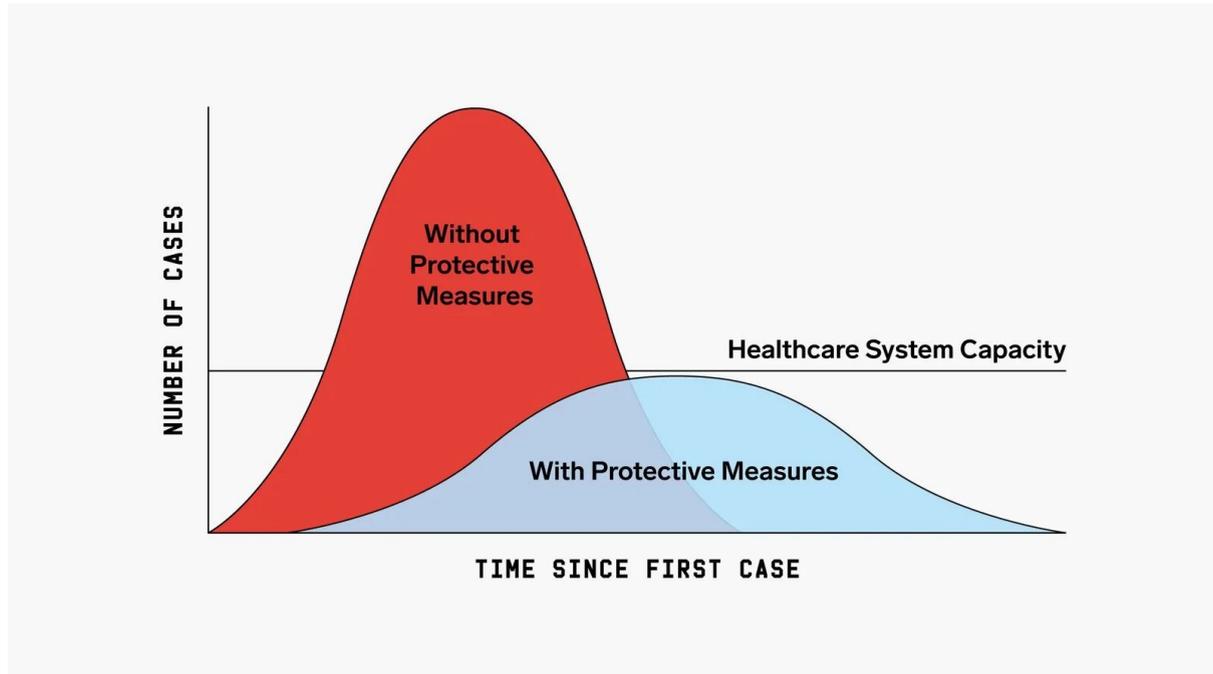
Are school trips still going ahead?

No. We have cancelled all trips overseas and in the UK for the remainder of the Spring term until further notice. If you have already paid for the trip, we are working with the relevant companies to get a refund. We will update you in due course when we have more information.

My child is very worried about coronavirus. Who can they speak to?

Coronavirus is very worrying for all of us and it is normal for your child to feel anxious. Be open with them, talk to them about the measures the government is taking (e.g. restricting travel, or using temporary isolation / social distancing for vulnerable people). Tell them the main objective is to avoid too many vulnerable people being sick with the virus all at the same time, as the NHS would not be able to cope. Reassure them that evidence from other countries is these measures will work, in time.

Students may well be familiar with the “flattening the curve” strategy, as we have covered this with them in assemblies. Talk to them about it, and tell them to use real news services like the BBC and to ignore social media scare stories.



What can I do as a parent?

Some messages we have covered in assemblies about staying safe are:

- Staying away from those who are more vulnerable, including older people and those with underlying health issues such as diabetes and asthma. If you can't avoid seeing these groups, then keep 2-3 meter distance in the home, and don't share towels or sheets.
- Additional hand washing, especially before eating and after using toilets.
- Always coughing / sneezing into a tissue and disposing of it in a bin immediately.
- Avoid touching their face, and especially their eyes, nose and mouth.
- Avoid contact with others by not shaking hands, etc.
- Don't share drinks, bottles or plates

How will my child continue learning if the school is closed?

Simple - encourage them to engage daily with KAA @ Home. This will enable them to access quality lessons and helpful emails from their teachers so that they can continue their learning as best as possible in the given circumstances. This does not need to be an expensive device; anything with internet access and a keyboard should be sufficient. If you are not able to provide this or have a data limit on your internet or no internet, please see the next question.

During this period it is important that students maintain a routine, you should wake them up in the morning by 8.30am so they can have breakfast and be ready to start their lessons on

KAA @ Home by 9am. Make sure they take a short break between lessons and spend time reading during the day to have screen time breaks. Check that they are keeping up to date with their work and submitting their assignments on KAA @ Home. Make sure they stick to a bedtime so they get plenty of sleep and can wake up ready for learning each morning.

If I don't have a computer at home, how can I help my child continue their learning?

Your child will need a laptop or computer with a keyboard to access KAA @ Home. Also reliable internet and data. A phone, tablet or laptop shared between several siblings will not be enough. We can provide families with support with laptop and internet access, please email info@kaa.org.uk to enquire further.

My child has forgotten their password for their KAA Google Account. How do I get it reset?

Students really need to remember their password, as we cannot provide IT support for people in the home.

If they forget their password you can request a reset for your child by completing this form: <https://forms.gle/hmUuMXRhx6eWG4h6>

Please provide all required fields as we will need this to verify your identity. A new password will be sent to you by text and email as soon as possible.

Who can I contact about my child's progress?

At KAA our Directors of Learning have oversight of the curriculum and pastoral care of students in their year group. During the period of school closure and online learning through KAA @ Home our Directors of Learning will be overseeing the learning for each year group.

Year Group	Director of Learning (first contact)	Second support for year group (second contact)
7	Miss Gurnell a.gurnell@kaa.org.uk	Miss Dewes i.dewes@kaa.org.uk
8	Miss Bryant m.bryant@kaa.org.uk	Miss Armitage s.armitage@kaa.org.uk
9	Miss Barrow c.barrow@kaa.org.uk	Miss Bates k.bates@kaa.org.uk
10	Mrs Vines j.vines@kaa.org.uk	Miss Reed m.reed@kaa.org.uk
11	Mr Kirby e.kirby@kaa.org.uk	Y11 Team y11@kaa.org.uk
12	Miss Boyle o.boyle@kaa.org.uk	Mr Pavey r.pavey@kaa.org.uk

13	Mr Whitlock a.whitlock@kaa.org.uk	Mr Pavey r.pavey@kaa.org.uk
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If a student or parent has any concerns over a child's safety during the school closure, they should email safeguarding@kaa.org.uk immediately.

KAA @ Home Troubleshooting Guide

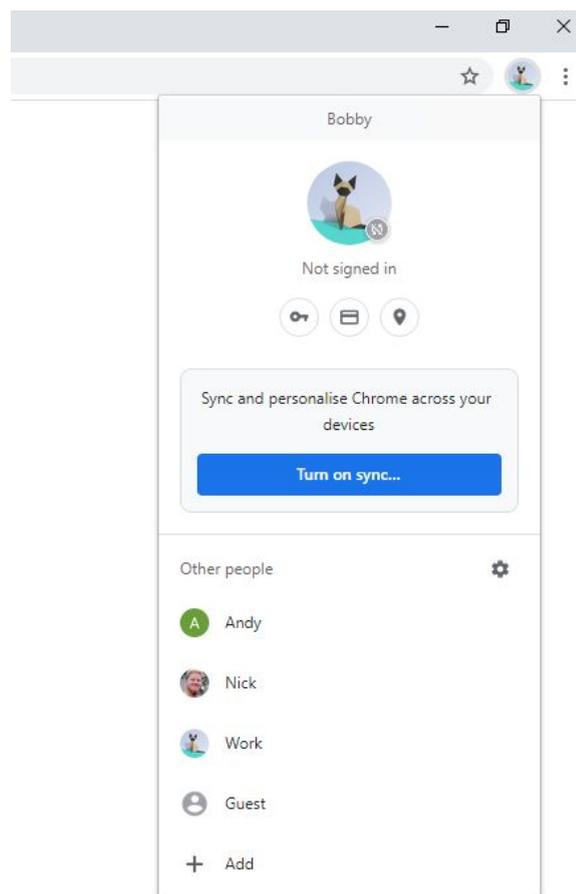
Windows/Mac devices

2 things to check which can solve many issues

1. Are you using the Chrome Browser? KAA@Home works best on the Google Chrome browser which can be downloaded from <https://www.google.com/chrome/>
2. Are you signed in to the browser with the correct user?

You can check who is logged on by clicking on the profile icon at the top right of the browser:

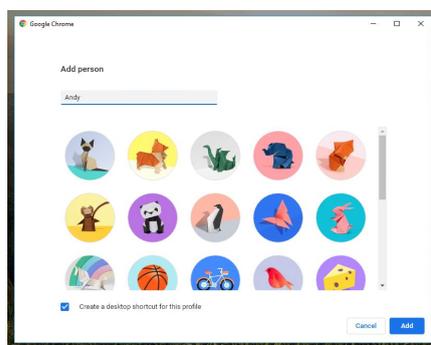
It is highly recommended to use separate browser profiles for each user on any computer. Click on **+ Add** to create a new profile.



Add a new person for your KAA account

Start by typing a name, it can be anything to identify which email account this is “Andy’s KAA account”

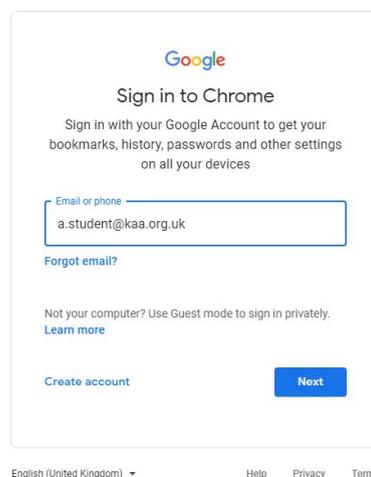
Click **Next**



Type in your KAA email address.

The format is the year when the student would have enrolled in year 7 followed by initial and surname i.e. Andy Student is in year 10 and enrolled in 2016: 16a.student@kaa.org.uk

Enter your password



Sign in and be sure to Link your Data and turn on sync

By linking and syncing your account you will save all your bookmarks, history and passwords in your browser. This makes it much more convenient to use other sites such as Hegarty Maths etc.

