

## Senior School Home Learning Structure Plan – Pupils/Parents

October 2020 – Updated 01.10.2020

This plan is in case of a school closure, local lockdown or bubble/class closure. The information will remain as per the original guidance pack (all detailed below) sent at the start of the summer term with some additions. Our remote learning provision was extremely successful in the Summer term of 2020. This is a working document and can change depending on the local and national situation.

### **Summary points of this guide:**

- All provision for accessing work will be via Microsoft Teams. Pupils also have their school email account which links to Teams; pupils will receive reminders from Teams (via the teacher) to their school email address.
- Subjects will be delivering video lessons on Teams\* (the video lesson may not be for the full hour). \*Except extenuating circumstances such as the teacher being ill. **This would also be the case if a bubble should have to be sent home.**
- Please encourage your son/daughter to stick to their structured timetable; and to attend the video lessons that staff will be putting on.
- We expect all pupils to be on Teams for all lessons (except illness and extenuating circumstances). Please remind them that they can turn their video off whilst attending the video lesson, therefore still accessing relevant learning as well as socialising.
- A reminder that the tutor morning meeting will still be happening. This is a very good way to start the day and helps pupils prepare for their day and have contact with their tutor and peers. Monday morning will include our usual assembly time through TEAMS.
- Please ask pupils to be considerate of the timing when posing questions to staff. Teachers remain on their structured timetable and will struggle to respond when teaching other classes. Pupils must remember to use the '@' button and teacher's name when raising a question so staff get a notification.
- If pupils are absent due to illness, they will not be set or expected to complete work

*\*A reminder of the guidance whilst **School is open**: If pupils are well but are needing to self-isolate, work will be provided home. However, this may not be the exact content of the school lesson as it is very difficult for teachers to set the same lesson they teach. Subjects will vary due to the nature of the subject. Pupils will need to be aware that teachers cannot respond to emails or TEAMS straight away as they are teaching in school and have other responsibilities in the day.*

*\*If pupils are ill, work will not be provided in order to allow them to recover.*

The structure and timetable of each day will be different for all families. We understand that it may not be possible to complete all work on each day, as there are many differing challenges. We recommend that pupils do stick to the structure of their timetable, as this will help them to maintain routine as best they can in the circumstances. Staff would be supporting pupils all the way. We will be delivering lessons as to the pupil's normal timetable. This will allow pupils to continue to complete work that they would have normally been covering in school. This will include the normal registration time at the start of the day. This will be on Office 365 TEAMS\*\*, this session is very important, as it will set the structure of the day for pupils, will allow pupils to check in with their tutor and communicate with their form.

\*\*All information and tips for Teams is at the end of this document.

### The way lessons will be delivered:

- All lessons will start on Teams and teachers will guide pupils from there. We encourage pupils to use TEAMS if you have a question to the teacher, it is also a place to share class work thoughts in a controlled environment.
- USE TEAMS to ask questions and send work not Portal messaging.
- If TEAMS were to crash, we will use Portal for as backup and will notify you at this time.

### Pupil expectations

- To work as best they can and to the timetabled lessons.
- Tutors will be available on TEAMS at 8.20 for 'form time'. This will be where you can communicate with your form and tutor in preparation for your day.
- Staff will be available where possible; this may not always be immediate so please be patient, as they will with you. They will also be changing from one class to the next.
- To only post sensible considerate comments in TEAMS. No use of Video conferencing without the teachers' permission.

### The way pupils record work:

- This is subject specific, preferably in books so that pupils are not constantly on a computer screen although this can be in Word if needed, as it is printable when we are back, if needed. If completed in Word, it's easy for you to send to teachers in TEAMS; if in books, take a picture and send to teachers when required. Teachers will direct this and additional apps (e.g. PowerPoint, pic collage etc. may be directed by staff.)
- Submitting your work: Don't worry about submitting work every day, teachers will inform you if they want anything sent. When we are back at school, you can bring it in. Use TEAMS to upload work unless a teacher asks differently.
- If you finish all your work and you want to do more, ask your teacher if there are any activities you can do to extend your learning.

- Marking; we are not expecting teachers to mark work during all lessons, teachers' time will need to be supporting you as appropriate in your timetabled class time and offer guidance.
- Teachers are fully aware of how difficult this is for you, and work set will be taking this into consideration.
- Please ask if you have any difficulties. Work at your pace and avoid being overwhelmed.

### Tips for home learning, for pupils

- Start the day right – get up, make your bed, get dressed, have breakfast and tidy your workspace before you start work. This will get you in the right frame of mind for school.
- *Don't panic if you don't get everything done in the day; we understand that you may have to share a lap top or have other challenges.*
- Keep to a routine with the school timetable, have breaks.
- Get dressed for school (not your uniform but putting on clothes for working will get you in a better frame of mind).
- Try to be active throughout the day/at your breaks – this could be a walk around the garden, skipping, star jumps, anything you want but regular and short exercise breaks will help you concentrate.
- Have your drinks bottle to hand. Make sure you keep hydrated to help your brain!
- Set up a designated workspace. This may just be a desk or it could be a set room in the house. Get the things you need ready; pens, pencils maybe even some quiet music; this will help you get into school mode.
- Try to work facing a window. Looking at the outside world will help you to feel better.
- If you are stuck with your work think if you can help yourself before asking parents for help. Read through the question or task again, it may help to read it aloud. Do you have any resources/strategies to help you work it out? Ask your class teacher on TEAMS – use the '@' button followed by the staff name so that they get a notification. If you are still stuck, ask your parents to help.
- Try to enjoy yourself and have fun. Make sure you do something that YOU enjoy each day!
- Share your work and successes with the school. We will love to hear from you – we miss you all too!

## Office 365 TEAMS guidance

TEAMS is a very safe regulated purposefully set up as an educational platform. Staff have used this exceptionally well in the Spring and Summer term of 2020; Staff will ensure their lessons are adapted to suit home learning.

All pupils have access to Microsoft TEAMS; they have been set up with each class in school throughout September and can login using the below:

Username: firstinitiallastname@stjosephscornwall.co.uk  
(smatthews@stjosephscornwall.co.uk)

Password 1<sup>st</sup> time log in: Pupil's school computer login

Any pupil who is new to TEAMS and are unsure how to use it, please look at the very helpful and easy to follow guide, which mainly consists of videos:

<https://support.office.com/en-us/article/true-teamwork-in-microsoft-teams-c724a033-092c-4ccd-96af-286a29a0757e>

## Any ICT related problems

Please email [portalsupport@stjosephscornwall.co.uk](mailto:portalsupport@stjosephscornwall.co.uk) or [james.lucas@stjosephscornwall.co.uk](mailto:james.lucas@stjosephscornwall.co.uk)

## Staff email contact details

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