

Keeping our school community safe - Blog update - 5th June 2020

Education at Home - guidance for students, parents and carers

Thank you all for your hard work and continued support as we continue to refine our practices and guidelines in these unprecedented times. The changes we are making are designed to ensure that every member of our school community, staff included, can work effectively in safe environments. This updated guidance includes information about the adaptations and additions to our provision from 1 June; please set aside some time to carefully read and digest the information. This information is being shared with parents and staff so that we all have the same understanding of the key elements of our education at home programme.

Setting work for students

Work set for students will be on the Google Classroom using the following method:

- Students will be set weekly tasks in the form of one assignment per subject.
- All weekly assignments will be added to the Google Classrooms on Monday mornings at 8.30am. The deadline for all tasks will be 8.30am the following Monday. This will allow you to plan your week in a way that best suits you.
- Each subject assignment will give clear guidance outlining the amount of time that should be allocated to it. This will correspond to the recommended hours as outlined below.
- Teachers will clearly label the tasks that will be marked so students know when they will receive feedback. Work to be marked should be 'turned in' on the google classroom using Google Docs or Google Slides. The frequency of marking and feedback will continue in line with the school policy.

As a recommendation, during the week, you should aim to complete the following:

- Read through and engage with the thought for the week. At school, we would do this by looking at one video/ slide per day.
- Read for pleasure (at least 20 minutes per day) and, if in years 7-9, aim to complete Accelerated Reader quizzes on the books you complete
- Between 2-3 hours per day of academic work (please see below for recommended weekly allocation of work and for guidance of how you might split up each day)
- Exercise (at least 20 minutes per day)

You can access our FAQs [here](#) and email educationathome@hccs.info with any questions about your learning that are related to more than one individual assignment.

Recommended weekly coverage of curriculum content:

In addition to the below, teachers will provide some 'enrichment' activities and/ or signpost to further learning opportunities and platforms that students can complete if they wish.

Year	Recommended number of hours per subject per week
7 - 8	English 2 hours; maths 2 hours (2-3 hours in Y9); science 1-2 hours; art, drama, music 30 mins each; humanities (to include all geography, history and RE) 1-2 hours; IT 30 mins; MFL (to include both languages) 1-2 hours; PE 1 hour; technology 1 hour.
9 - 10	English 2-3 hours; maths 2-3 hours; science 2-3 hours; option subjects 1-2 hours each; PE 1-2 hours.
12	5 hours of set work per A level subject, plus independent work.

Feedback and assessment

Our school policy for feedback and assessment says that learners should receive 1 piece of formative feedback per subject every 8 hours of learning. During remote learning, teachers will use a combination of the following to provide this feedback:

- The private message function on the Google classroom. This method is often used when learners have worked by hand and submitted photographs of their work.
- A shared document (usually "turned in" and returned using Google classroom)
In addition, teachers may:
- give a summative score using Google classroom if the assessment allows
- respond to additional private messages and questions received from learners via the private message function in Google assignments

Changes to the provision for Year 9

To support Year 9 with their transition to GCSE studies, from 1 June they will be following a core curriculum of English language, English literature, maths and science, as well as the subjects that they selected during the options process earlier in the year. Students should continue to complete the work set in the Google Classrooms for the core curriculum and also sign up for the new Google Classrooms that have been created for their GCSE option subjects.

Additions to the provision for Year 10 and 12

In addition to the above provision, learners in Year 10 (from 8 June) and Year 12 (from 1 June) will be given increased opportunity for live face to face contact with teachers and peers. These opportunities will exist in two ways:

1. **Live lessons.** All learners in year 10 and 12 will have access to live lessons. These will:
 - take place once a week per subject. The timings of these sessions will be the same each week and will follow our school day timings. A timetable of sessions will be shared with learners in the week preceding the start of live lessons. Reminders of these will be shared by teachers on their Google classroom
 - allow learners the opportunity for live face to face contact with their teachers and peers.
 - support the work already set for learners on a Monday morning.
 - vary in style and length dependent upon learner need.
2. Targeted intervention. Some learners in each year group will be invited into school for small group work with teachers. Students and parents will receive an invitation with details of timings in the week preceding the intended intervention session. These sessions will run as an extension to our Key Workers Club (KWC) and the safety measures and provisions provided will match that in place throughout any open areas of school (2 metres apart at all times; regular deep cleaning of working spaces; regular hand sanitation of all in attendance).

Live lessons: protocols for learners

To make our live lessons as effective as possible for all involved, please adhere to the following:

- use your HCCS email account to access the lessons
- access your live lesson through the Google meets tab within the 9 dots on Google
- arrive at your lesson well prepared. This means you should:
 - have a pen and paper to hand so that you can take notes as and when necessary
 - look through the lesson material set ahead of the lesson if possible so you can have any questions prepared

- remove distractions from your immediate environment, e.g.
 - close down any windows and apps that you don't need to ensure the best audio and video connection.
 - consider using headphones if there may be background noise
 - switch your camera off (use the video camera icon on Google meets) if any other distractions present themselves during the lesson
- ensure you observe our [RESPECT charter](#) throughout your lesson
- remain muted unless your teacher asks you to unmute yourself
- use the chat function if you have a question. In smaller group settings, you may be able to raise your hand or remain unmuted. Your teacher will guide you here.
- **do not**, under any circumstance, record or photograph the lesson. This could potentially be seen as a breach of our data protection policies and attract significant sanctions.

Recording of live lessons

Teaching staff will use their discretion in the use of the Google meets record function. Teachers will communicate to learners at the start of the lesson their intention to record the session. A teacher's decision to record a lesson will be based upon the following factors:

1. allowing members of the classroom to access the teachings and advice provided at a later date
2. safeguarding against any breaches of expected protocols within live lessons

The recordings will not be used for any other purpose.

All members of our school community are aware that any further recordings or sharing of this information outside of the Google classroom within which they were obtained could be a breach of both GDPR and safeguarding laws.

Year 11 into 12 Transition work

From 11 May, year 11 learners were invited to join the relevant Google classrooms to support their next steps. All 30 subjects we offer at HC6F have a Google classroom; the codes of which have been shared with our year 11 learners. These classrooms have been designed to provide an 8 week programme of engaging and enriching materials that will be set on a weekly basis in accordance with the guidance stated above.

Tips for managing workload and wellbeing at home:

1. Set up a daily, varied, manageable routine that includes literacy and numeracy. For example, a day could look like this:

- ❖ Some early morning physical activity then breakfast and a conversation about the day
- ❖ Two learning sessions of 45 minutes split with a short break in between.
- ❖ Some quiet reading time, a (socially distanced) walk, talking to friends and sharing what they're learning and doing
- ❖ A further two 45 minute sessions or three 30 minute sessions focused around learning
- ❖ followed by a conversation on the positives of what has been achieved, what has gone well and what might need a revisit the day after.

2. This is not 'normal' school so adjust the length of learning activities and the shape of the day accordingly. We are not going to sanction students for doing their best and we are aware of the need to adjust how we give feedback and assess learning and progress.

3. Don't put off all the "hard" stuff or the things you don't like as much until later. Tackle the tough stuff first and then be proud of what you have achieved.

4. Support each other. Face to face contact is very important so that we do not feel alone. Using free apps such as google meet or zoom is easy and allows students to chat, 'meet up' and even create study groups where they can all study the same thing at the same time. It also allows parents and carers to be connected, to swap ideas and to share success.

5. Take regular breaks.

6. Share your successes. Photograph work and tweet the school; share on the classroom stream; whatsapp your mates; Facetime your relatives and tell them what you are learning about

7. Don't feel guilty if you don't get all of your activities done. Be realistic. Do your best and make yourself proud.

8. Keep smiling

9. Stay in touch with your friends, colleagues and teachers

10. Remember that we are proud to have you as part of our community! Be proud of yourself too.

Contact us

If anyone has any comments or questions, please direct them to educationathome@hccs.info