

## Guidance for Students and Parents on Home Learning over closure

### Introduction

This guidance is for students and parents to help with home learning over the closure period. We believe it is vital that students retain a structure in their lives and that education must be a key element in that structure.

Some of the document is specific to year groups and therefore it is important to follow the guidance relevant to your individual situation and year group.

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## All Students

### How to structure day:

How you start the day will be one of the most important factors determining your daily motivation. Follow your typical weekday routine, which will involve getting up prior to 08:00 so that you can wash, dress and have a suitable breakfast to be ready for the day ahead.

Plan your day the afternoon before: stick to your altered school timetable as closely as possible, setting yourself a realistic number of tasks to complete. It would be a good idea to record a log of what you do each day, this could be in the back of an exercise book or a page in your planner – this will give you a feeling of success and help with your well-being.

Decide on how long you will spend on social media at any one time e.g. 15 minutes and limit yourself to this. Regularly check your screen time and keep it healthy.

### Importance of sleep patterns and eating well:

Keeping healthy involves keeping good sleep patterns.

You should aim for around 8 to 10 hours each night, go to bed at an appropriate time and turn your phone off. Do not be tempted to continue messaging friends late into the night. This can lead to 'social jetlag', which can affect our physical and mental performance. Stick to routines, avoid late nights and the desire to simply lie in.

Healthy eating and physical activities will help to keep you feeling well mentally and physically – plan for the day ahead with your parents the night before.

### Guide for using Microsoft Teams (older year groups)

- If using Microsoft Teams, students must read the safeguarding and behavioural guidance before joining a lesson and be mindful they are expected to switch off microphones and cameras unless otherwise directed by the teacher.
- Students must not abuse the system by not record teachers voices or video the screen. Students must use the chat feature appropriately for educational purposes and not for idle chat .
- Teachers can see who has logged into the lesson, who has their microphones or videos turned on or off, and what chat is occurring at all times
- Anyone abusing this system will be sanctioned accordingly upon their return to school

## Reading:

Reading at home boosts school performance later on. It also increases vocabulary, raises self-esteem, builds good communication skills and gives you a way of achieving relaxation without the use of a screen. You can read any age appropriate books.

## Pastoral Care and looking after your wellbeing if self-isolating

### Limit the news and be careful what you read

- Limit the amount of time you spend reading or watching things which aren't making you feel better. Perhaps decide on a specific time to check in with the news
- There is a lot of misinformation - stay informed by sticking to trusted sources of information such as government and NHS websites

### Have breaks from social media and mute things which are triggering alerts

- Mute key words which might be triggering on Twitter and unfollow or mute accounts
- Mute WhatsApp groups and hide Facebook posts and feeds if you find them too overwhelming

### Stay connected with people

- Now might be a good time to make sure you have the right phone numbers and email addresses of the people you care about.
- Agree regular check-in times and feel connected to the people around you.
- Keep in contact with you friends via social media so that you can support each other in your learning.

### Strike a balance

- If you're self-isolating strike a balance between having a routine and making sure each day has some variety.
- By having a plan and introducing some variety this period of time will hopefully feel like quite a productive time. You could work through your to-do list or read a book you'd been meaning to get to.

### Avoid burnout

- It is important to have down time. Mind recommends continuing to access nature and sunlight wherever possible. Do exercise, eat well and stay hydrated.

Dorset Mind have published the following advice:

<https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing/#collapse087a>

Virtual Lessons Structure – until further notice

Year 12 and 13

- Normal timetable

Year 11

DAY/SESSION	Session A	Session B	Break	Session C	Session D	Independent Learning
<b>Monday</b>	English	Chemistry		Maths	Option B	
<b>Tuesday</b>	Maths	English		Sci Review	Option A	
<b>Wednesday</b>	Biology	Maths		Option A	Option D	
<b>Thursday</b>	English	Physics		Option B	Option C	
<b>Friday</b>	Maths	English		Option C	Option D	

Year 10

DAY/SESSION	Session A	Session B	Break	Session C	Session D	Independent Learning
<b>Monday</b>	Maths	English		Option C	Option D	
<b>Tuesday</b>	English	Chemistry		Maths	Option D	
<b>Wednesday</b>	Maths	English		Sci Review	Option A	
<b>Thursday</b>	Biology	Maths		Option A	Option B	
<b>Friday</b>	English	Physics		Option B	Option C	

Year 9

DAY/SESSION	Session A	Session B	Break	Session C	Independent Learning
<b>Monday</b>	Science	Maths		English	
<b>Tuesday</b>	History	IT		Science	
<b>Wednesday</b>	Maths	Geography		EPD	
<b>Thursday</b>	PE/Wellbeing	Language		Mini Option	
<b>Friday</b>	English	Geography		History	

Year 8

DAY/SESSION	Session A	Session B	Break	Session C	Independent Learning
<b>Monday</b>	Maths	English		History	
<b>Tuesday</b>	Science	Languages		IT	
<b>Wednesday</b>	EPD	Maths		Geography	
<b>Thursday</b>	English	Science		History	
<b>Friday</b>	Languages	PE/Wellbeing		Geography	

Year 7

DAY/SESSION	Session A	Session B	Break	Session C	Independent Learning
<b>Monday</b>	History	Maths		PE/Wellbeing	
<b>Tuesday</b>	Geography	IT		Maths	
<b>Wednesday</b>	History	English		MFL	
<b>Thursday</b>	Science	EPD		English	
<b>Friday</b>	MFL	Geography		Science	

## Key Points for Years 7 to 11

- For the first few weeks of a partial or full closure, work expected to be completed by students will be consolidation and review of prior learning
- Students will need to be independent with their personal organisation of the work they complete as staff will need time to plan and set directed or independent work. This includes ensuring that all home study is up to date.
- Students will follow a new revised timetable (see below) and teachers will be setting work using the Home Study system in MyHighcliffe.
- You do not need to do all the work on a computer or tablet. Much of the work being set will be designed to minimise screen time. If you need to send it to teachers, you can use a camera phone to upload via the hand in system in MyHighcliffe.
- E-mails accounts must be regularly monitored and cleared so inboxes do not become 'full'
- Work can be sent back to teachers via the feedback button on MyHighcliffe – guidance is later in this document. Teachers will turn this feature on when it is required.
- Some year 10 and 11 teaching groups may be invited to 'live' or 'pre-recorded' lesson using Microsoft Teams or a streaming service. A guidance document will follow on how to use Microsoft Teams. Students must check MyHighcliffe for any invitations teachers may send – and teachers will do this 24 hours in advance of a planned or pre recorded lesson
- Students need to be mindful that staff are only contactable during school hours and not late in the evenings or at the weekend.

There are a large number of online services that the school has access too which allows students and parents to extend learning further than the published timetable. These can be viewed at <https://my.highcliffe.school/onlineresources>

### Contact with staff, getting help and what to expect (Years 7 to 11):

Please persevere with your work if you find it challenging. You should NOT email your teacher directly but use the MyHelp facility by clicking the Question Mark next to the Home Study entry in MyHighcliffe and let us know what you don't understand or how you need support. Someone will reply to you within 48 hours.

Students must only communicate with staff via the MyHighcliffe feedback facility, MyHelp.

In the unlikely event that students in Years 7 to 11 need to use email it should be their school account and no other online platform or personal email.

### If you are concerned

If you need to discuss something that is concerning you please first talk to an adult you trust however you can also contact your Pastoral Lead or Head of Achievement via school email.

## Sixth Form Expectations for students working at home

*The two main on-line platforms for accessing work includes:*

### **MyHighcliffe Home study, Highcliffe School e-mail and Microsoft Teams**

- You should follow your usual sixth form timetable
- For the first few weeks of a partial or full closure, work expected to be completed by students will be consolidation and review of prior learning
- Students will need to be independent with their personal organisation of the work they complete as staff will need time to plan and set directed or independent work. This includes ensuring that all home study is up to date.
- Students must follow their normal timetable and check MyHighcliffe and their e-mail regularly at the times lessons occur on their timetable. Students will use the time to complete work set or consolidate their learning
- E-mails accounts must be regularly monitored and cleared so inboxes do not become 'full'
- Work can be sent back to teachers via the feedback button on MyHighcliffe – guidance to follow on how to use this
- Teachers may, in time, invite you into a 'live' or 'pre-recorded' lesson using Microsoft Teams. A guidance document will follow on how to use Microsoft Teams. Students must check MyHighcliffe and your e-mail for any invitations teachers may send – and teachers will do this 24 hours in advance of a planned or pre recorded lesson
- Students need to be mindful that staff are only contactable during school hours and not late in the evenings or at the weekend
- Staff have e-mailed teaching groups advice and guidance on the resources available on-line and what they have access too in order to support learning

Key revision sites such as <https://www.senecalearning.com/> will be extremely useful for students. I highly recommend students explore this website.

### *If you are concerned*

If you need to discuss something that is concerning you, please contact your tutor or Head of Year or the Head of Sixth Form. Miss Bowie will be available via e-mail if you need study help, advice and guidance.

Remember: This will not go on indefinitely and that all students in your years groups in the UK will be in the same situation

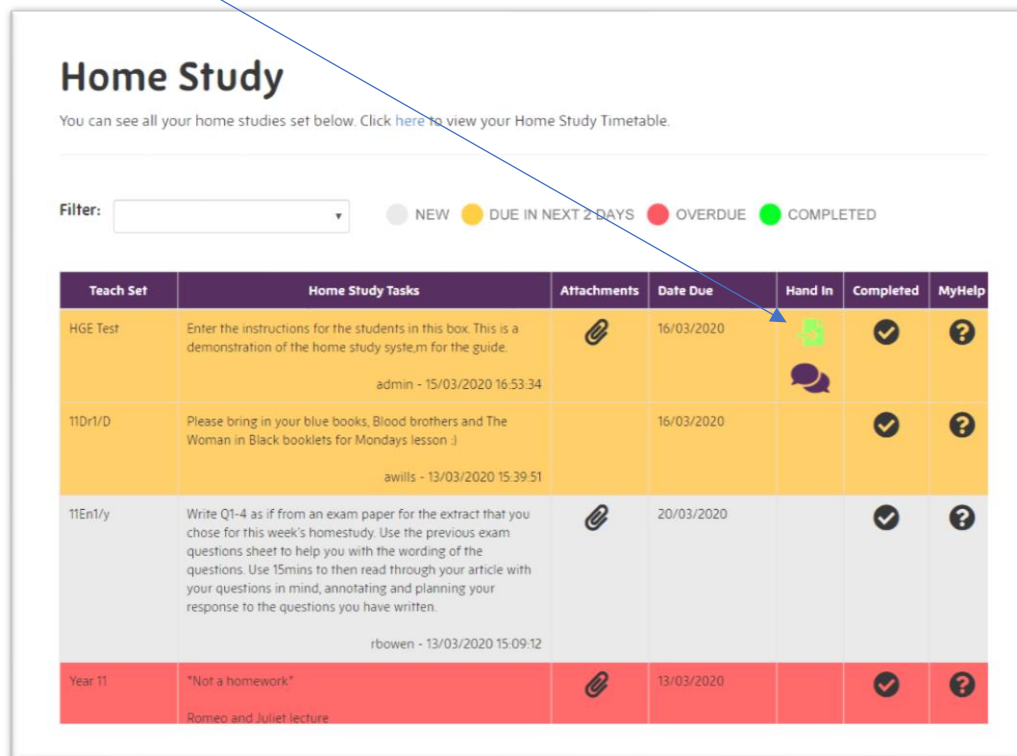
### Safeguarding Students and Staff when learning remotely

- Students must only communicate with staff via the MyHighcliffe feedback facility or via their school e-mail account. Students must not use personal e-mail accounts to communicate with staff.

## Using the Home Study system to hand in work.

You are now able to hand in work to teachers using a new icon on some of your Home Study entries.

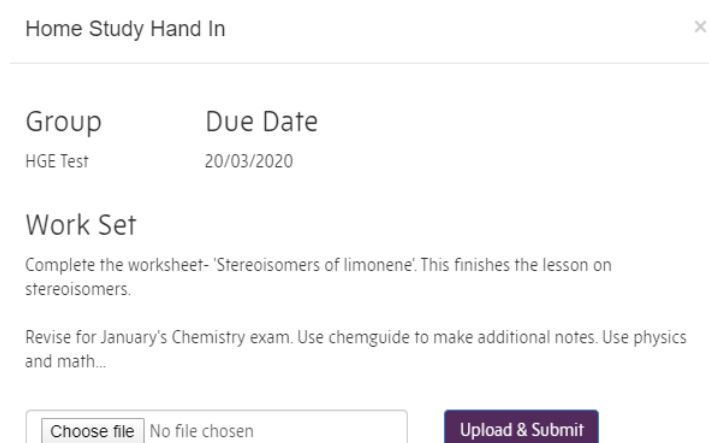
If you are expected to hand in work there will be a file with an arrow in the 'Hand In' column as shown below. This will be black in colour initially.



The screenshot shows the 'Home Study' interface. At the top, there is a title 'Home Study' and a link to view the timetable. Below this is a filter section with a dropdown menu and four status indicators: NEW (grey circle), DUE IN NEXT 2 DAYS (yellow circle), OVERDUE (red circle), and COMPLETED (green circle). The main part of the interface is a table with the following columns: Teach Set, Home Study Tasks, Attachments, Date Due, Hand In, Completed, and MyHelp. The table contains four rows of data. The first row, 'HGE Test', is highlighted in yellow and has a document icon with a blue arrow pointing to it in the 'Hand In' column. The second row, '11Dr1/D', is also highlighted in yellow. The third row, '11En1/y', is highlighted in grey. The fourth row, 'Year 11', is highlighted in red. A blue arrow from the text above points to the document icon in the 'Hand In' column of the first row.

Teach Set	Home Study Tasks	Attachments	Date Due	Hand In	Completed	MyHelp
HGE Test	Enter the instructions for the students in this box. This is a demonstration of the home study system for the guide. admin - 15/03/2020 16:53:34		16/03/2020			
11Dr1/D	Please bring in your blue books, Blood brothers and The Woman in Black booklets for Mondays lesson. awills - 13/03/2020 15:39:51		16/03/2020			
11En1/y	Write Q1-4 as if from an exam paper for the extract that you chose for this week's homework. Use the previous exam questions sheet to help you with the wording of the questions. Use 15mins to then read through your article with your questions in mind, annotating and planning your response to the questions you have written. rbowen - 13/03/2020 15:09:12		20/03/2020			
Year 11	"Not a homework" Romeo and Juliet lecture		13/03/2020			

When you click on the document icon the following screen will show



The screenshot shows the 'Home Study Hand In' dialog box. It has a title bar with a close button (X). Below the title bar, there are two columns: 'Group' and 'Due Date'. The 'Group' column contains 'HGE Test' and the 'Due Date' column contains '20/03/2020'. Below this is the 'Work Set' section, which contains the text: 'Complete the worksheet- 'Stereoisomers of limonene'. This finishes the lesson on stereoisomers.' and 'Revise for January's Chemistry exam. Use chemguide to make additional notes. Use physics and math...'. At the bottom of the dialog box, there is a 'Choose file' button with the text 'No file chosen' and an 'Upload & Submit' button.

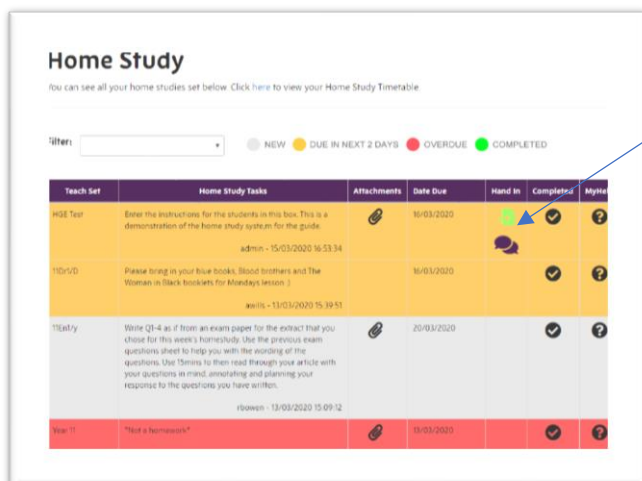
Click on the 'Choose File' box to select a file to upload and then click on Upload and Submit.

You may need to repeat this process for each file – especially if you have taken photos of an exam paper or something similar.

## Receiving any Feedback

If you receive any feedback from your teachers this will show in two places on MyHighcliffe.

The first place you will notice this is on the Home Study system where a new icon will appear in the 'Hand In' column. This will be two speech bubbles which will only appear and 'wiggle' when feedback is received.



Teach Set	Home Study Tasks	Attachments	Date Due	Hand In	Completed	MyH
HGE Test	Enter the instructions for the students in this box. This is a demonstration of the home study system for the guide. admin - 15/03/2020 16:53:34		18/03/2020		<input checked="" type="checkbox"/>	
100/0/0	Please bring in your blue books, Blood Brothers and The Woman in Black booklets for Mondays lesson 2. awins - 13/03/2020 15:19:51		16/03/2020		<input checked="" type="checkbox"/>	
11/asky	Write Q1-4 as if from an exam paper for the extract that you chose for this week's homework. Use the previous exam questions sheet to help you with the wording of the questions. Use 5mins to then read through your article with your questions in mind, annotating and planning your response to the questions you have written. rbowen - 13/03/2020 15:09:12		20/03/2020		<input checked="" type="checkbox"/>	
Year 11	"Red a homework"		18/03/2020		<input checked="" type="checkbox"/>	

Clicking on the 'Speech Bubble' will take you to your feedback regarding the piece of Home Study.

### HGE Test

18/03/2020 11:39:43 Iswan

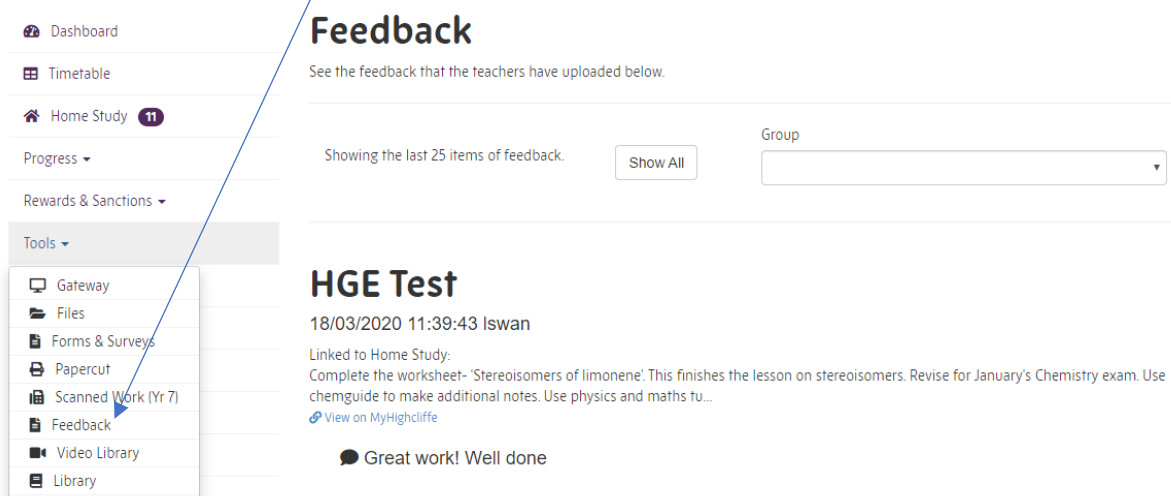
Linked to Home Study:

Complete the worksheet- 'Stereoisomers of limonene'. This finishes the lesson on stereoisomers. Revise for January's Chemistry exam. Use chemguide to make additional notes. Use physics and maths tu...

[View on MyHighcliffe](#)

Great work! Well done

You can access all of your feedback from all Home Studies or previous lessons by clicking on Tools -> Feedback on the left menu.



**Feedback**  
See the feedback that the teachers have uploaded below.

Showing the last 25 items of feedback.

**HGE Test**  
18/03/2020 11:39:43 Iswan  
Linked to Home Study:  
Complete the worksheet- 'Stereoisomers of limonene'. This finishes the lesson on stereoisomers. Revise for January's Chemistry exam. Use chemguide to make additional notes. Use physics and maths tu...  
[View on MyHighcliffe](#)

Great work! Well done

**Tools**

- Gateway
- Files
- Forms & Surveys
- Papercut
- Scanned Work (Yr 7)
- Feedback
- Video Library
- Library



## Using MyHelp for Subject Support (Years 7 to 11)



If you need help with any of the tasks set on Home Study you should use the MyHelp facility from your Home Study page on MyHighcliffe. To access this click on the question mark next to the Home Study entry you need help with.

### Home Study

You can see all your home studies set below. Click [here](#) to view your Home Study Timetable.

Filter:

NEW  DUE IN NEXT 2 DAYS  OVERDUE  COMPLETED

Teach Set	Home Study Tasks	Attachments	Date Due	Hand In	Completed	MyHelp
HGE Test	test attachment hglyde - 19/03/2020 12:27:07		19/03/2020		<input checked="" type="checkbox"/>	

The following screen will load

MyHelp

×

Please type in below what you are having trouble with for this home study.

If you would like to receive a text message when a response is waiting for you please enter your mobile number below.

Mobile Number

Submit Request

Close

Fill in the form with your query and if you wish to receive a text once a response has been recorded include your mobile number. Click on submit.

We will aim to respond in 36 hours over the working week.

Responses will show in your Home Study system under the Home Study entry you logged the request for. A notification will also be sent to your MyHighcliffe front page.

# Home Study

You can see all your home studies set below. Click [here](#) to view your Home Study Timetable.

Filter:  NEW DUE IN NEXT 2 DAYS OVERDUE COMPLETED

Teach Set	Home Study Tasks	Attachments	Date Due	Hand In	Completed	MyHelp
HGE Test	test attachment hglyde - 19/03/2020 12:27:07 <b>MyHelp Support</b> You said: Can I do this on a computer at 19/03/2020 12:44:59 Response received: If you wish to complete this on a computer this is fine. at 19/03/2020 12:45:46 by admin		19/03/2020		<input checked="" type="checkbox"/>	<input type="checkbox"/>

MyHelp support response will show here

## IT Support

If you require support with MyHighcliffe or any other IT issues, please get in touch with our IT Services Team by emailing [itsupport@highcliffeschool.com](mailto:itsupport@highcliffeschool.com). Please be mindful that there may be high demand and queries can sometimes take a while to resolve.