



STUDENT BOOKLET

A GUIDE TO HOME LEARNING 2020-21

Dear student

This booklet is designed to give you detailed support and guidance if the Coronavirus situation means that you have been asked to work at home. This is based on Government guidance, and could be for one of the following reasons:

You are self-isolating whilst school is fully open

This is when you need to work at home for a specified period (normally 14 days) because you have been a close contact of a confirmed COVID case. Your teachers will set work via the new 'Message' function on E-praise. They might direct you to work on your class Team. Please remember that they will still be teaching all their classes in school, so the work set will be unlikely to include live teaching or recorded materials.



Your whole year group is working from home

If we are instructed by the government to send whole bubbles home, perhaps on a rotation, your teachers will expect you to attend online lessons on Teams from 9am each morning. This booklet tells you how this will work. Read it carefully and follow the instructions it contains.



This has been a fantastic school year so far. You have returned to school with excellent attitudes - both to your learning, and to the safety measures that we have put in place to reduce the risk of any transfer of infection.

We now need you to maintain these positive attitudes if you need to work from home. Our expectations are high, and we will be taking swift action where students fail to follow our instructions, or fail to complete the work set.

If you are working at home, you are doing so in order to break the chain of infection. It is therefore vital that you do not go out, and do not socialise with others (including your friends). Otherwise the benefit to your family and the wider community will be lost. If you are asked to self-isolate due to being in close contact with a confirmed COVID case you also need to be careful about contacts within your home.

I would like to thank you for all your hard work so far this year. The school will continue to do its very best to educate you and keep you safe, whether in school or at home.

Wishing you and all your family the very best at this difficult time

Mrs Cooke





GUIDE TO HOME LEARNING 2020/2021 - STUDENT

Home Learning Routines – whole year group working from home

Tutor time

Tutor time will take place at **9.00am each morning** for 15 minutes. You will need to log in to your tutor group Team, with video enabled. A register will be taken.

You will NOT be required to wear uniform but need to abide by our Online Learning Expectations on page 3.

Tutor time will consist of structured sessions each week combined with some 1 to 1 mentoring sessions.

Lessons

Lessons and timings of lessons will follow your **normal timetable**, except for core PE and KS4 core RE.

You will need to log in to your class Team meeting with video enabled for at least the **first 5 minutes** of every lesson. Your teacher will take a register and will set out expectations of learning. The lesson could continue as a live lesson, a recorded lesson, a series of tasks, or a combination of these things. Teachers will generally be available during your normal timetabled time to answer queries – use Teams chat to message them. Do not call them yourself – they may message you back, or may call you.

If you are in Years 7 to 9, your work should be completed during lesson time. For Years 10 to 13, you may be set work that requires additional time to complete, but you will not be set additional homework tasks. This is to give you and your teachers proper screen breaks.

Teachers will provide **feedback** as part of a series of lessons, which you need to **act upon**.

What to do if.....



My camera won't work – contact your teacher via Teams chat

I am unable to log in to Teams – contact your Key Stage office via phone or email:

- Key Stage 3 01684 593241 option 3 KS3@hanleycastlehs.org.uk;
- Key Stage 4 01684 593241 option 4 KS4@hanleycastlehs.org.uk

I cannot attend a lesson – If you are unwell or unable to attend a lesson for any other reason, it is really important you let your teacher and/or the Key Stage office know. If your teacher is unaware of the reason for your absence, they will notify Key Stage and someone from Key Stage will call you to check you are ok.

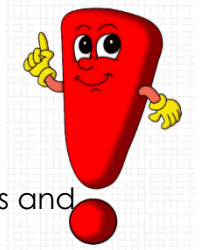
I don't understand what is being taught in the lesson – message your teacher on your class Team conversation during the lesson. If you need clarification after the lesson use Teams chat rather than email. We are here to help!



GUIDE TO HOME LEARNING 2020/2021 - STUDENT



Online learning expectations



Together with the Acceptable Use of ICT Policy the following rules are to maintain a positive, meaningful and safe learning environment when engaged in online lessons and tutor times.

In school expectations	Home Learning expectations
Do as adults ask	<ul style="list-style-type: none"> Attend Tutor time on Teams each morning from 9am and all lessons on your timetable Submit work on time as instructed by the teacher Follow the instructions of your teacher when online and in lessons Turn off your microphones when in a lesson unless instructed otherwise by the teacher Contact the Key Stage office at the start of any session if you are unable to log into Teams
Take pride in everything you do	<ul style="list-style-type: none"> Conduct yourself in an appropriate way as you would if in a lesson in school Use appropriate language, both written and verbal when involved in a lesson
Work hard and stay focussed	<ul style="list-style-type: none"> Use the camera on your device to enable the full learning experience and to allow the teacher to know that you are present Submit work of a high standard as you would in school Remain focussed on the lesson and the learning avoiding, where possible, communicating with other people in your household when in a lesson Ask for help by typing in a comment Contact the teacher via Teams if you are having difficulty using your camera
Let others learn	<ul style="list-style-type: none"> Show respect and courtesy to all members of the class at all times.
Stay Safe Online	<ul style="list-style-type: none"> Wear appropriate clothing for learning and use a suitable background Keep your password and log in information private Never share content from lessons on social media Never screenshot live or pre-recorded lessons

If you do not log in to lessons or submit the work set you may be told to come in to school to be supervised.



GUIDE TO HOME LEARNING 2020/2021 - STUDENT

Assessment – Attitude, Effort & Engagement

In addition to your half-termly A&E awards for working in school, your teachers will award special A&E grades for working from home (if you need to do so for an extended period of time). These reflect your attendance to online lessons, and the work that you submit to the teacher. [Your teacher cannot see the quality of your work unless you submit it, and they can only comment on what they see]. The criteria are below:

A&E Award for home working	Explanation
Outstanding	Every piece of work set has been produced and submitted to the best of the student's ability. The student has been fully engaged in learning and consistently goes the extra mile. They are dedicated to continual improvement.
Very Good	The student has adapted very well to online learning, consistently showing a very good attitude. Work has been submitted in line with, or above, a student's ability. Evidence of independent study or practice would result in the highest award.
Positive	Work has been produced and submitted in line with a student's ability. Positive contributions and a pleasing effort have been evident. This award, whilst positive, should result in the student asking how they can improve their submitted work.
Inconsistent	This award maybe as a result of engaging in lessons but not submitting all required work or submitting work but not taking an active part in the learning. Greater consistency of engagement is necessary to ensure progress; either by participating more productively in lessons or by ensuring that all work required is submitted on time.
Coasting	Work has been submitted but below the standard the student is capable of. This student should either spend more time on the work or further engage with the learning by asking for support. An improvement in quality is required.
Disengaged	Little or no work has been submitted which has hindered the student's progress. The student is yet to engage in learning.

Additional Guides [links]:

[Click here if you need a reminder about how to submit work on Teams Class Notebook, or logging on to live lessons on Teams](#)