ST THOMAS MORE CATHOLIC HIGH SCHOOL

Parent and Student Handbook

Remote Teaching and Learning during lockdown

From Monday 25th January 2021

Contents

Dear Parents and Carers

At St Thomas More we are fully committed to providing high-quality remote education for our students. We want to ensure that all of our students are able to progress well, as well as ensuring they are fully engaged in their learning whilst they are working from home. Our fantastic team of teachers have been working very hard to develop high-quality learning resources for every lesson.

We regularly evaluate and update our remote learning provision and, as you know in the last week, we have significantly increased the amount of live contact that students are able to have with their teachers. We wanted to ensure even further interaction between students and their teachers to help engage students and to keep them on track with their learning and therefore all students, across all year groups, will be able to participate in regular live sessions, as well as a wide variety of other remote learning strategies via Class Charts, Google G Suite for Education and other subject specific platforms

The broad principles remain the same that students will learn sequentially and be introduced to new concepts and ideas. They will be given the opportunity to embed and consolidate their understanding before moving on. Students should also experience assessment, and be provided with regular, high-quality feedback. We do not believe that 'Live Lessons' are necessarily the best way to deliver remote learning exclusively. The recent Ofsted report on remote learning made it clear that, as with all teaching, a variety of approaches (including live teaching) is most effective depending on the context of the learning to be delivered. We believe that live contact where teachers and students are 'in lessons' at the same time is of greatest benefit to most students.

All students will experience some live sessions with their subject teachers, via Google Meet and Google Classroom. These sessions will include direct teaching, use of pre-recorded video and recorded Powerpoint and the opportunity for students to ask questions and share ideas. In other lessons students will have live contact with their teachers, usually via Classroom or Meet while completing tasks, activities and/or assessments. Students will also have a weekly welfare check-in with their Form Tutor during PSE.

Of course, if your child is unwell, naturally, he/she will not be expected to complete work. Your child will be able to catch up with work, as always, when fully recovered. Please continue to follow usual absence procedures and inform us of any illness so that we can make a record of it and ensure the relevant staff are made aware.

There is further guidance on every aspect of our remote learning plan in this handbook. Once you have had a chance to read this, should you have any questions about any aspect of our remote learning offer, please get in touch with your child's Head of Year in the first instance. Ms Kilkenny, Assistant Headteacher, can also be contacted if necessary, as she leads on teaching and learning in school.

Thank you so much for your continued support. It has been an incredibly challenging time for schools, and continues to be so, and your support and understanding of this is much appreciated.

Best wishes,
Mr Watson
Headteacher

Student access to IT

- We have worked very hard over the last few months to ensure that all students in the school have access to IT at home.

- We have regularly reviewed this with parents and, based on the information you have shared with us, all students now have access to a PC, laptop or large tablet, as well as internet access.

- However, we understand that home circumstances sometimes change. Therefore, given that under our updated plan all students will need to have access to IT at our specific lesson times during the school day, **please get in touch with Mrs Merchant, Head of ICT & Business, if you need any further IT support, including if 2 or more siblings are still sharing one computer/device**.

- A number of our students have a specific need(s) whether this is pastoral or educational which means they need paper copies to be able to complete their work. IT support has also been provided in most cases so the majority of the students requiring paper copies should be able to return their work in the way that is requested by their teacher.   If students need to complete their written work on paper this will usually be returned as a photo of their work, again this will usually be returned in the way that is requested by their teacher.

- We want every student at St Thomas More to be able to access our remote learning provision, including any live learning.   Therefore, please get in touch with us if you need any support at all.

Normal timetable

- We will continue with the normal school day for each year group i.e. split break/lunch with Period 5 now finishing at 2.55pm in line with students working in school (we will review this in the coming weeks).

- We feel that students and staff will need a short comfort break at the end of each lesson, given we are in an extended period of lockdown again, and therefore, teachers will build this into their planning.

- We plan, as far as possible, to follow the normal school timetable cycle, with students aiming to complete 5 lessons per day. In their latest guidance, the DfE have now stipulated that KS3 and KS4 students must have as a minimum, 5 hours of remote learning per day.

- Lesson resources will be uploaded by teachers by the start of each lesson, as far as possible.

Attendance

- Completion of all work set by subject teachers is compulsory, as it is when students are attending school. Teachers will make it explicit, when setting work, whether the full task should must be fully completed or whether a student should complete as much as they can during a lesson. Teachers will also make clear if attendance at a live session in Google Meet is compulsory. Teachers will always be available for live contact as per a student's timetable and therefore we encourage students to follow and stick to their usual timetable as much as possible to maximise the impact of the support being offered.

- Of course, the exception to this is if there is a genuine reason why students cannot attend a lesson or complete their work e.g. they are unwell or there is a challenging family situation at home. If this

is the case, please do not worry at all and as you normally would, please inform us of this by phoning the school or emailing the school via Parentmail. We would also encourage students to inform their teachers that day via email if they feel well enough to do so.

- Students also need to be on time to their online lessons.

- Parents and students will receive a notification on Class Charts (behaviour section – activity feed) that lets you know if your child has missed a compulsory live session. This is a supportive measure, it does not carry a negative point and is simply for your information. If staff have concerns about your child regularly missing compulsory sessions we will contact you directly.

- We would appreciate it if parents and carers can ensure that their child follows their timetable, attends all lessons and completes all required work.

Summary of Platforms

- Class Charts is the student 'planner'. At KS3 and KS4 all work will be set on Class Charts and it is the primary way to keep parents and students informed over missed deadlines etc… It can also be used for students to submit.

- Google Meet is the main platform for 'live sessions' where there will be verbal and video interaction with students. At times Google Meet may just be used for the short introduction to a lesson.

- Google Classroom is the main platform for other 'live contact' during lessons to allow students to ask questions and teachers to respond (Google Meet can also be used for this).

- Students are encouraged to limit communication with staff to their lesson times but sometimes email will still be used.

- Some departments may use other, bespoke platforms to cover some of the functions of the main platforms e.g. Hegarty Maths, Seneca, EverLearner etc.

How to access work on Class Charts & Google Classroom (KS5 and when required at KS3&4)

- Students should access all of their lessons via Class Charts (KS5 – Google Classroom).

- All students (and parents) have been issued their login details for Class Charts. If you require support with this please contact the school reception as soon as possible.

- Student handbooks/planners include guides on how to access Class Charts, school email and Google Classroom. Parents have been emailed a Class Charts user guide and this is also available on the school website.

- Students should log into Class Charts at the very beginning of each day and check what work has been set within the 'Homework' section. Work will appear for each lesson taught that day. It is possible that the first lesson of the day will include a 'compulsory live session' and so to plan and prepare for the day ahead, students should aim to log-in no later than 8:55 (their usual start time)

- We advise students to regularly check Class Charts (homework and announcements) and their school email throughout the day for any updates/ messages from staff.

- Parent/ carers can support their children by downloading the Class Charts app (or accessing via the website) and having an awareness of the work they need to complete that day and the timing of live sessions. Staff will also continue to issue positive referrals via this means.

- Work set for each lesson will contain a teacher outline of the tasks to be completed, including any attachments or links to resources. Students will be informed if there is a 'live' element to the lesson and if attendance is compulsory. Teachers will make it explicit if work is to be submitted and if appropriate will activate the option to do so within Class Charts (see guidance in the appendix) or be clear as to an alternative method for submission e.g. email, within Google Classroom etc.

Behaviour and Safeguarding

- If students are participating in any live learning, we expect the same excellent standards of behaviour as we do in school.

- Whilst we are very hopeful this will not be necessary, any poor behaviour by students online will be followed up fully by the pastoral team with parents/carers.

- Students should communicate with the teacher, and with other students, during any live learning, in the same courteous and respectful manner we would expect in school and they must follow the teacher's direction at all times.

- When lessons (full or part) take place within Google Meet students should always have their cameras and mics switched off on entry. Students should only switch their camera on, if a teacher instructs them to do so. Mics will be used when appropriate to do so within the lesson and students should also make use of the 'raise hand' and 'chat' function as directed by their teacher.

- Further guidance for parents/carers and students regarding our safeguarding protocols for live learning can be found in the appendix at the end of this document.

Remote Learning for Key Stage 3 & 4

- It is our duty to motivate students and to help them remain engaged in their learning throughout this further extended lockdown period.

- We believe that students across all year groups benefit greatly from live contact within lessons and from hearing their teacher's voice. We also believe that the vast majority of students benefit from the routine of a normal school day and the structure that gives to their school work.

- Equally we believe that 5 hours of full 'live lessons' every day of the week is neither beneficial to students educationally nor in terms of health.

- All lessons at KS3 and KS4 will be set on Class Charts Homework using a common format. Teachers will set the work on the day they would usually teach that lesson, ensuring it is issued no later than the scheduled start time of the lesson (as per students normal timetable).

- At KS3 and KS4, the live contact will take different forms, some examples are:
  - A live introduction at the start of the lesson in Google Meet (using the timings for lessons outlined) where teachers do the following:

- Welcome the class
- Introduce the lesson/recap previous learning/share key explanations
- Outline what tasks need to be completed in the lesson
- Allow students to ask any immediate questions
  - A live welcome in Google Classroom and a reminder of an ongoing task that is to be completed
  - A longer live element in Google Meet that includes significant student input and discussion

- This live input from teachers will be immensely supportive in helping guide student learning and will allow teachers to offer some direct instruction. It will not only help students to keep on track with their learning but it will also help to support student welfare whilst they are studying at home, allowing students to interact and listen to their trusted teachers regularly and allowing them to continue to feel very much part of St Thomas More school community. Teachers are planning for progress and will be responsive to student learning and pace of progress.

- Copies of lesson materials will continue to be uploaded for students who are unable to attend lessons, in case students are unwell or are unable to attend the live sessions for any other genuine reason.

- Teachers may wish to record the 'live teaching' element of a lesson for students to access at other times. The recording will only be of the teacher and not include any interaction with students. Students' microphones (and cameras if they have them) should be switched off during recording.

- Some department teams are working collaboratively on leading some live sessions, rather than teachers planning and leading live sessions individually. When this approach is used students will still have live contact with their own class teacher at other times.

- Teachers will make clear, when setting work in Class Charts, which lessons each week **must be attended live** by students. Ideally the compulsory sessions will be at the same times each week to help students manage their time and this new way of working. These live sessions will normally be held in Google Meet or Google Classroom.

- For other lessons the teacher will be available, normally in Google Classroom (or sometimes Google Meet) to support students but student attendance is not compulsory. Teachers may still welcome the students and remind them of the tasks for the lesson. Students will be expected to use these opportunities to seek support and should avoid contacting teachers at other times of the week if possible. In some subjects it may be agreed that another medium may be used or need to be monitored, e.g. Hegarty Maths, email etc…

- As mentioned earlier in this document student attendance will be monitored during each compulsory live session.

- The successful completion of tasks and assessments to the best of a student's ability will continue to be the benchmark of their success.

- If students are unwell or unable to attend the live learning section of the lesson for another genuine reason, we encourage them to inform their teacher via email.

- Please see the 'Safeguarding Protocols for Live Remote Learning' at the end of this document (Annex).

Remote Learning for Key Stage 5

- Subjects are already incorporating a significant amount of live, interactive sessions at KS5 and this will continue to be the approach going forward. As students have a significant amount of study periods outside of lessons teachers will maximise the contact opportunity of timetabled lessons.

- Teachers are planning for progress and so, just as they would if they were in school, students may be expected to carry out preparation for live sessions, take part and contribute to live sessions, complete tasks and assessments within lesson time and complete independent work outside of lesson times.

- The balance of these activities may vary between subjects but also from week to week within a subject. We believe that at KS5 this flexible approach is best suited to the age of the students and nature of most courses.

- Copies of lesson materials will continue to be uploaded for students who are unable to attend lessons, in case students are unwell or are unable to attend the live sessions for any other genuine reason. If students are unwell or unable to attend the live learning section of the lesson for another genuine reason, we encourage them to inform their teacher via email.

- Teachers may wish to record the 'live teaching' element of a lesson for students to access at other times. The recording will only be of the teacher and not include any interaction with students. Students' microphones (and cameras if they have them) should be switched off during recording.

- Teachers will make clear to students which lessons **must be attended** live. For other lessons the teacher will be available, normally in Google Classroom or Meet to support students but student attendance is not compulsory. Students will be expected to use these opportunities to seek support and should avoid contacting teachers at other times of the week if possible.

- Where possible teachers will try to have the same pattern of lessons each week as this will support students' routines.

- Student attendance will be monitored during each compulsory live session.

- The successful completion of tasks and assessments to the best of a student's ability will continue to be the benchmark of their success.

- Please see the 'Safeguarding Protocols for Live Remote Learning' at the end of this document (Annex)

Following up work that has not been handed in

- Students must always try their best to complete any work set by teachers, by the deadlines given. Therefore, we would appreciate if you could support your child in meeting any deadlines. Just as when we are in school, not all work that students complete will have to be submitted to their teacher (as mentioned earlier teachers will make it clear when it should be) but we would advise students to save all of their work, in date order, in subject folders, so they can refer back to this work when needed at a later date.

- The work teachers set for a lesson, particularly at KS3, should never be greater than an hour. Staff will be really considerate of this as they know the knock on effect of setting too much. If a task is

more open, teachers will make clear to students that they should work on it for the time allocated in the lesson and submit what they have managed to do at the end. Students should only add to it **if they wish** once they have completed the rest of the work for that day.

- All work set should have a deadline for the following day. While we strongly encourage students to always stick to their timetable and complete work in the time allocated for each lesson (and submit work at the end of it when required to do so), we recognise that at times this may not always be possible and so give an extra 24hr period for completion. While weekends may be used by some to catch up on work missed on a Friday, we cannot stress enough the importance of switching off and keeping a healthy balance and so would encourage students to keep their weekends and evenings free of work and partake in other activities for the benefit of their own health and wellbeing

- If a student has not submitted work staff will try in the first instance to enquire about this, being mindful that students may not have completed work for a range of legitimate reasons. Parents and students will receive a notification on Class Charts (behaviour section – activity feed) that lets you know if your child has missed a work submission deadline. This is a supportive measure, it does not carry a negative point and is simply for your information. If staff have concerns about your child regularly not submitting work or attending live sessions then we will contact you directly.

- If any student is struggling with the work set we encourage them to email their teacher directly for support (preferably during their usual lesson time to ensure an instance response). Likewise if parents have concerns re the work set for any subject please contact the relevant Head of Department (email addresses are in the appendix of the policy).

Marking and Feedback

- Teachers will assess student learning and share feedback, as always, in a variety of ways. Some of this feedback will be shared by teachers during the lesson itself, when student learning can be assessed and teacher feedback given both verbally during the live session, or via the Chat facility. Written feedback will also be shared with students when key assessments are set for students.

- Students should receive regular written feedback on key pieces of work and staff will continue to mark and feedback in line with their departmental assessment policy.

- As staff would do ordinarily in feedback, they will continue to highlight the strengths of the student's work, and give clear and focused areas for the student to develop, signalling which lessons/resources will help students improve their work.   .

- Such assessment will be used to help inform subsequent lessons, to address misconceptions, consolidate concepts and ideas, and to provide further challenge.

Year 11 and Year 13

- Year 11 and Year 13 students should continue to give their full effort to their studies, despite the fact that summer GCSE and A Level examinations have been cancelled. This includes attending any compulsory live session, working hard individually during lesson time and completing all work set by their teachers, whether this be small tasks, more extended tasks or assessments. All work should be completed on time and to the best of their ability.

- We will continue to update you about the process by which Grades will be awarded in the summer, whenever new information becomes available.

- We hope it goes without saying that we will continue to support all of our Year 11 and Year 13 students fully in this challenging year, as we will all of our other students in school.

Pastoral Programme & Support

- Lesson 1 (9:05) on a Tuesday each week is our PSE lesson, when students in all year groups usually meet with their Form Tutor and their form group.

- Therefore, as well as lesson resources being uploaded to be completed by students in Years 7 to 13 during this lesson, all Form Tutors will aim to lead a 'live' check-in (Google Meet) with their tutees at the start of the lesson to see how all students are doing. The link to join this will be sent to all students via their Form Tutors.

- This will ensure that we continue to support student welfare whilst students are working from home and it will continue to maintain strong relationships and a continued sense of the form group community.

- It is really important that students make contact with their Form Tutor via email if they are struggling with anything - there is no need to wait until the PSE lesson each Tuesday but please try to keep contact within school hours (08:30 – 16:30)

- Heads of Year will regularly visit these form group 'live' sessions as well, and they will also lead some live assemblies.

- As well as pastoral support from Form Tutors continuing, any students who usually meet with a mentor, family support worker or our school counsellor will still be able to do so remotely (unless of course the student is currently attending school – this will be arranged face to face).

- We consider the pastoral support our students receive to be a real strength of the school and it is needed now more than ever before. Parents and students should be aware that this support is not only available to those students already accessing it prior to lockdown. If you have concerns about the wellbeing of your child please contact your Head of Year as soon as possible and we will do all we can to help. Students can also self refer to the support available in school and again should do so by either contacting their Head of Year or Form Tutor (Contact details can be found in the Appendix)

- We understand that especially with current events, things can be very challenging financially, and circumstances can also change quite quickly. We do not want any family to be worried that their child cannot fully participate in school life due to financial difficulties. Please make us aware of any concerns and we will try and help. Please email: familysupport@stmacademy.org.uk

- If your circumstances have changed, you may be eligible for Free School Meals. If you currently do not receive this but think you may be entitled, please contact North Tyneside Council. Applications can be made online at https://my.northtyneside.gov.uk/category/238/free-school-meals or by calling (0191) 643 2288. There is also further information about this on the school's website.

Core PE lessons

- Students normally complete two hours of core PE each week to ensure they get regular exercise and stay physically healthy. We encourage students to use this time, not necessarily at the timetabled PE lesson time, to engage in some form of exercise.

- Naturally, it is important that students still get regular exercise, within the national guidelines, during lockdown. We know that many families will already be ensuring that their children do get regular exercise and it may be something that you enjoy doing as a family.

- Please find below some general guidance for students from the PE department:

  - Try to ensure you complete some form of physical exercise each day if possible.
  - Ideally, some form of physical activity before you start your online work would energise your body and help you to focus and concentrate on work for the rest of the day.
  - Exercise can also help to improve mental health, particularly during the winter months during the shorter days, improving mood and subsequently motivation.
  - If this is not possible, look to use your general PE lessons to carry out your physical activity.
  - When exercising try to ensure you complete two different types of exercise during the week; a form of aerobic exercise and also some strength-based training to develop stronger muscles and bones. This is particularly important when sitting for long periods of time completing work at a computer screen.
  - Try to avoid or reduce your usual 'gaming time' during your downtime as this will only increase inactivity levels and will have a detrimental effect on general health and well-being.
  - Think carefully about your diet during the day, drink lots of water and eat plenty of fresh fruit and vegetables to help maintain a balanced diet particularly as your energy needs are significantly reduced by inactivity.

- The STM PE department has sent out (via class charts) a work booklet to use at home. The booklet contains numerous practical and theoretical tasks with a focus on physical fitness as an alternative to missed Core PE lessons.

- The NHS has produced further guidelines and useful resources on physical activity for young people, and this can be found using the following link: Physical activity guidelines for children and young people - NHS (www.nhs.uk)

- The Youth Sport Trust has also produced free resources, guidance documents and practical examples on Physical Activity for young people and this can be found using the following link: https://www.youthsporttrust.org/

- Students who study PE as an examination subject at KS4 and KS5 will, of course, continue to have lesson resources uploaded onto Class Charts/ Google Classroom, as with all other subjects.

Reminders to support student welfare whilst working at home

- Learning remotely at home while schools are closed, for a prolonged period of time, is far from ideal. Therefore, it is important that students take regular breaks from computers and don't try to do too much without such breaks. A comfort break will be built into the end of every lesson to support this. Students should try to move about, possibly get some fresh air, keep themselves hydrated etc.

- Another challenge may be students or family members falling ill. We totally understand that in these circumstances and other challenging circumstances, students will not be able to complete their normal work. Therefore, we would urge students just to do their best and not to worry. They need to look after themselves, first and foremost, support their families, stay safe and maintain phone/social media contact with friends in the light of social distancing.

Online resources and websites that can support remote learning

- At the end of this document there is some information about other useful websites that can be used by students to further complement their learning at home.

- We would encourage students to use these websites to further extend their learning. They really are an excellent resource.

System for any queries or issues regarding Remote Learning

- If you have any concerns about your Child's progress or wellbeing whilst learning from home do feel free to get in touch with Heads of Department or Pastoral Staff to discuss (see Appendix for Contact list).

- For a matter relating to Classwork set, the relevant Head of Department can be contacted and for any Pastoral concerns their Head of Year can be contacted within School hours 8.30am - 4.30pm.

APPENDIX

Safeguarding Protocols for 'Live' Remote Learning

Online Teaching & Learning/ Acceptable Use Policy

Adapted (April 2020), updated (10/11/20) in light of teachers delivering online lessons due to Covid-19 and the need for some students to self-isolate and updated further (15/01/21) in response to the national lockdown.

The policy remains in accordance with Department for Education guidance (19/04/20) and subsequent updates (Last updated 6 October 2020)

All online teaching and learning activity will be conducted in accordance to the same safeguarding standards and behaviour expectations as you would see within a classroom at St Thomas More Catholic High School. All staff should familiarise themselves with the existing Acceptable Use Policy. The details of this policy still apply to online learning away from the traditional classroom when employed as teacher of St Thomas More Catholic High School.

Some teachers will be working from home, with others based in school during Covid-19 school closures. Where they deliver lessons online, these will not be classroom-based. Instead, they will be hosted by the teacher in a safe, secure and controlled online environment using the video conferencing facility in Google G Suite for Education. There are many online services available which enable online video and audio delivery of lessons. It is important the correct platform is selected for use to ensure the safeguarding of staff and students and for this reason staff will only use their school G Suite facility (never a private account or any other form of social media) to deliver any online lessons.

This guidance covers what needs to be considered to ensure staff and children are protected during this process.

Guidelines for online learning: Staff

- You should conduct yourself online as you would in class.
- You should only use your school email/account to communicate with students and to send invites to online lessons.
- You should start and end the lesson according to your scheduled times and only in school working hours (i.e. Term time / Mon to Fri/ 8:55 to 15:05 or 16:05 post-16)
- You should keep a record of each online lesson delivered with the start and end time, all participants invited and all who participated in the lesson.
- You should stop the lesson if there is only one student with you on-line and reschedule it. If, for any reason, a lesson has to be delivered to only one student, another member of staff should join the lesson as well.
- If delivering the lesson from home:
    - You should deliver the online lesson in an appropriate room. A bedroom is not appropriate. Enable your camera before you go live to check what is visible in your background.
    - Ensure that there will be no interruptions during your streaming (such as family members in the background).
    - You should dress appropriately - similar to how you would dress on a non-uniform day and in accordance to the school's dress code listed in the school's Code of Conduct.
- Remind all participating students to begin the session with their microphones and cameras off and that they only switch them on if prompted to do so.
- You should only ask students to activate their cameras if there is an appropriate educational/pastoral reason for doing so i.e. impacts on progress/wellbeing.

- Students must be allowed to disable both their microphone and video for the full session if they wish (be aware that some students may be uncomfortable with working in this way but may still wish to participate).
- Remind students that they should be wearing earphones throughout the lesson to:
  - help them focus
  - improve the quality of sound
  - ensure that other students know they can contribute to any discussion and answer questions with confidence that no-one, other than their peers and teacher, can hear them.
- Remind students of the expectations (listed in their guidance) at the start of your lesson.
- If you decide to record the session for the benefit of absentees you must make sure that:
  - everyone is aware of this.
  - you only record parts of the session required to support absentees e.g. teacher instruction/ modelling
  - all student cameras and microphones are off before starting to record and remain off for the duration of the recording.
  - the chat function on the sidebar is not visible
  - any recording must only remain within G Suite.
- When working online you still have safeguarding obligations. You must report any safeguarding incidents or concerns in accordance with our Child Protection and Safeguarding Policy.
- Make sure that all students have left a Meet before you close it, ensuring students can't remain on without a teacher.

Guidelines for online learning: Students

While in lockdown some teachers may choose to deliver lessons online. They will be hosted by the teacher in a safe and controlled online environment using the video conferencing facility in Google Meet. **Students must only access this method via their school G Suite account**. A lesson will be cancelled if there is only one student and one teacher on line and will be rescheduled.

You must behave online as you would behave in class. Whilst we are sure this will not be necessary, any poor behaviour by students online will be followed up fully by the pastoral team with parents/carers. What does this mean when you are taking part in an online lesson?

- Students should communicate with the teacher, and with other students, during any live contact, in the same respectful manner we would expect in school and they must follow the teacher's direction at all times.
- You should not seek to disrupt or distract either your own learning or the learning of others with inappropriate use of the digital tools. You must not attempt to communicate with other students through the 'Meet Chat' function. The Chat facility is to be used by students to contact teachers and teachers to contact students only.
- When entering a 'Meet' you must make sure your camera and microphone is switched off and remain off unless directed by your teacher to switch them on.
- If you feel uncomfortable or feel that anything inappropriate has happened in the virtual environment you must inform your teacher or Head of Year as soon as possible.
- You should turn up for an online lesson on time and with the appropriate equipment for that subject.
- You should end the lesson when the teacher informs you it has finished
- You should not have a mobile phone with you when the lesson is taking place unless you are using your phone to access the lesson.
- You should take part in the lesson in a room other than your bedroom whenever possible: e.g. dining room, kitchen etc are more appropriate.
- You must not video or take photos/screen shots at any point in the lesson
- All work uploaded to Class Charts or Google Classroom should be your own.

- You should be wearing earphones throughout the lesson to:
  - help you focus
  - improve the quality of sound
  - ensure your peers know they can contribute to any discussion and answer questions with confidence that no-one, other than you and your teacher, can hear them.
- You should stay focused and quiet when involved in an online lesson.
- You should dress appropriately – as you would on a non school uniform day
- You should know how to communicate with the teacher, and with other students, during the lesson, and you should follow these rules throughout

Guidelines for online learning: Parents

While school remains closed during lockdown some teachers may choose to deliver lessons online. They will be hosted by the teacher in a safe and controlled online environment using the video conferencing facility in Google Meet. Parents can play a vital role in supporting their children during this period.

Our advice would be:

- Keep in regular contact with St Thomas More by ensuring you access updates on the website, Parentmail and Class Charts. Access the online safety area of the website for guidance on any issues that your children may encounter online given they will be online more than usual at this time https://stmacademy.org.uk/safeguarding-3/. The message box at the bottom updates regularly and has already added up to date guidance from the NSPCC for a guide to parents.
- Get to know your child's timetable, and check which lessons they are going to be having online.
- Be strict about where these lessons are happening: ideally they should be done in a private place (such as a dining room/ kitchen) where interruption and distraction is kept to a minimum. A bedroom is not always appropriate and should be avoided if possible.
- Double check that nothing personal (such as images, or messages) are visible, either on desktops, or in the background.
- Check that work being set by teachers is being submitted and that deadlines are being met.
- Make sure that your child dresses appropriately for any online lessons.
- Parents should not 'join in' or engage in any live learning or try to speak to the teacher during live learning. The live learning is between the teacher and students only, just as it would be in school.
- Report any safeguarding incidents or concerns to school in accordance with our Child Protection and Safeguarding Policy.

Department for Education guidance (19/04/20) states:

Schools should emphasise the importance of a safe online environment and encourage parents and carers to set age-appropriate parental controls on digital devices and use internet filters to block malicious websites. These are usually free, but often need to be turned on. These resources can be used to support parents and carers to keep their children safe online:
- Thinkuknow provides advice from the National Crime Agency (NCA) on staying safe online
- Parent info is a collaboration between Parentzone and the NCA providing support and guidance for parents from leading experts and organisations
- Childnet offers a toolkit to support parents and carers of children of any age to start discussions about their online life, to set boundaries around online behaviour and technology use, and to find out where to get more help and support
- Internet matters provides age-specific online safety checklists, guides on how to set parental controls on a range of devices, and a host of practical tips to help children get the most out of their digital world
- London Grid for Learning has support for parents and carers to keep their children safe online, including tips to keep primary aged children safe online

- [Net-aware](#) has support for parents and carers from the NSPCC, including a guide to social networks, apps and games
- [Let's Talk About It](#) has advice for parents and carers to keep children safe from online radicalisation
- [UK Safer Internet Centre](#) has tips, advice, guides and other resources to help keep children safe online, including parental controls offered by home internet providers and safety tools on social networks and other online services

Other useful online resources and websites

Title/Subject	Web Link	What resources are on offer
Quizlet	**https://quizlet.com/**	Learn facts and test yourself for free in a range of subjects. Suitable for KS3 and KS4.
Oak Academy	https://www.thenational.academy/	Government endorsed online learning. Experience teaching and learning in a range of subjects. Suitable for KS3 and KS4.
Audible Stories	https://stories.audible.com/start-listen	Hundreds of free audio books
Chatter Pack	https://chatterpack.net/blogs/blog/list-of-online-resources-for-anyone-who-is-isolated-at-home	Free resources to support the learning of students with additional needs
Brainscape	https://www.brainscape.com/	Online flashcards for learning and testing of knowledge in a range of subjects
Seneca	https://www.senecalearning.com/	An excellent free resource that supports learning in a range of subjects and across key stages
Digital Theatre	https://www.digitaltheatre.com/	Hundreds of live performances to watch and interviews with actors and directors. Contact your English or Drama teacher for the username and password to login. It is free for you to use.
BBC Bitesize Learning	http://www.bbc.co.uk/learning/coursesearch/	A wide range of learning resources and quizzes across all subjects. Suitable for all key stages.

Futurelearn	https://www.futurelearn.com	Offers a range of online courses, and many of these are free.
Openlearn	https://www.open.edu/openlearn/	Offers a range of courses, activities and information for a range of subjects.
GCSE Pod	https://www.gcsepod.com/blog/	For GCSE students, this website offers revision materials, activities and quizzes in a number of subjects. Some great, free resources.
English – all key stages – Open Culture	http://www.openculture.com/2020/03/use-your-time-in-isolation-to-learn-everything-youve-always-wanted-to.html?fbclid=IwAR3fX19T-TjuuJjAb5qlf0a53FigbkTvpBSxn5626qZSz6ItloiReId0fUw	Offers a vast number of online courses, resources, podcasts and interactive activities.
Ted ED	https://ed.ted.com	A range of educational articles and videos, covering a range of topics.
National Geographic Kids	www.natgeokids.com/uk/	An interactive website to develop your Geography knowledge. Suitable for students in KS3
Duolingo	www.duolingo.com	A website and app to support your studies in languages.
Mystery Science	https://mysteryscience.com	This is an American website, but offers interesting, free, Science lessons.
Kids Should See This	https://thekidshouldseethis.com	This covers a range of educational videos in a number of different subjects.
Tinkercard	https://www.tinkercad.com	An American site that offers a range of fun and interesting design tasks.
Nature Detectives	https://naturedetectives.woodlandtrust.org.uk/naturedetectives/	Lots of interesting fun activities to develop your knowledge on nature.
Tutor2u	https://www.tutor2u.net/	Particularly useful for GCSE and A-level students. This website offers a range of resources in a number of subjects. There is a small fee for some

		materials, but plenty that is also free.
DK Findout	https://www.dkfindout.com/uk/	A website to support you developing your knowledge in a number of subjects. Fun and interactive. Suitable for KS3.
Fuse School	https://fuseschool.fuseuniversal.com/users/sign_in	A website specifically focusing on Maths and Science education. Includes a range of videos.
Ask Dr Universe	https://askdruniverse.wsu.edu/	Does your child have a question about the world that you cannot answer? They can input their question on this website and also review hundreds of other questions about the world that have already been asked. Suitable for KS3 and KS4.

How to send work back to your teacher in Class Charts

There is now an option to upload/attach work via class charts and if the teacher wants you to do this they will activate this option. It will appear as an orange box with the title '+ upload attachment' (see e.g. below). If you have saved your work on the device you are using you just need to simply click on this button, select the piece of work and it will upload it to class charts for you.

To do   ×

Test 2
MHD TEST - MR M HENDERSON

Type: Homework
Issue date: Wednesday 06/01/2021
Due date: Thursday 07/01/2021

☐ Completed?

Complete attached worksheet

+ UPLOAD ATTACHMENT

You can upload a maximum of 5 attachments, each up to 250mb in size.

Supported file formats: doc, docx, pdf, xls, xlsx, ppt, pptx, pub, txt, png, jpeg, jpg, gif, rtf, mp3, odt, odp, csv, mp4, mov, m4a, sb3

If your teacher wants you to send the work back to them in Class Charts you will see this picture

+ UPLOAD ATTACHMENT

You can upload a maximum of 10 attachments, each up to 250mb in size.

- If you have completed the work and saved it on your computer/laptop:
    - click on the orange button
    - this will take you to your drive
    - select the work
    - select open
    - the work will then appear as an attachment above the orange button

- If you have completed the work on paper but have the Class Charts app on your mobile/ IPad/ tablet:
    - Take a photo of your work
    - Make sure the light in the room is as good as possible
    - Click on the orange button
    - Select the photos you want to send
    - Double check they are the correct ones
    - Send

Appendix

Head of Year Contact Details

Year	Head of Year	Email	Leadership Team Link	LT Email
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