



## **St Ives School – Guide to Home Learning**

### **Introduction**

As we are now in a third national lockdown St Ives School is closed to all students except our most vulnerable and the children of keyworkers. All other students will receive their education remotely using our online provision. Please find below an overview of how the school will operate for the next 6 weeks, up to February half term (from Tuesday 6th January to Friday 12th February).

**Aims** Our aims are that students leave St Ives School with valuable achievements and life skills that provide a platform for future success and happiness. We are inspired to work together to research, design and implement highly effective and sustainable solutions to develop and maintain our thriving school community. Continuous improvement is achieved through a whole school culture and commitment to Creativity, Engagement and Professionalism.

**High Standards.** At St Ives School, we share high expectations with all members of our learning community: students and staff, parents and carers. We know that effective teaching and learning is the key to unlocking our students' abilities and potential and we support each other and strive to improve our daily practice whether this is in the classroom or in a remote learning environment. St Ives School is committed to ensuring that all our students achieve their full potential. All our remote lessons are designed with clear outcomes and strategies to engage students in learning and encourage independence and resilience.

This guide is designed as an 'At a Glance' guide to support home learning. There are links to our support videos at the end of the document.

### **Remote Learning – Updated 04/02/21**

**Attendance.** All students are expected to engage with their remote learning either online or through our onsite provision. Our remote learning provision is provided by Google Classrooms and will be signposted on Show My Homework. Each student has an individual login and password to access their account. For queries about log ons and passwords, please contact: [itsupport@tpacademytrust.org](mailto:itsupport@tpacademytrust.org)

Teachers will be providing live and pre-recorded lessons in line with each student's timetable and it is essential that children are using our remote learning provision every day, as they would be if they were attending school.

In line with our behaviour policy, lateness will be tracked using our internal SIMS system. Where a student is persistently late to a lesson. Teachers will log the incident as 'Late to Lesson' and 1 behaviour point will be issued. This allows us to track attendance and punctuality.

Where a student leaves a lesson before they have been dismissed, teachers will remind the student of our expectations at the start of the next lesson.

Where students continue to act in this way, teachers will issue 1 behaviour point and log it on SIMS as 'Leaving live lesson without permission'. Again, this is so that we see whether these are isolated incidents or whether there is a pattern of behaviour that we need to address.

**Rewards.** Student's attendance and their completion of work will be monitored closely: students will continue to be rewarded for effort and excellence with House Points. We are running a House Points rewards system where students can receive Amazon vouchers when they achieve certain thresholds of House Points. Our high expectations for behaviour continue to be embedded with our remote learning.

**Student Conduct.** It is vital that students follow our live lesson protocols and staff instructions including when to turn off their microphones and video cameras. We expect all our students to behave responsibly and to ensure that they support their own learning as well as that of other students. We therefore expect there will be minimal disruption to learning in our remote and on-site provision. We have adapted our behaviour protocols to respond to the 'online' setting with a first warning, second warning (and 1 behaviour point) and a subsequent removal from the live lesson (and 2 behaviour points). Staff will be in contact with parents if we have repeated concerns about a student's behaviour in their online lessons. We have a set of protocols which explain how teachers and children can work cooperatively together in this way and these are attached for reference as an appendix at the end of this guide. Parental support for our behaviour protocols is very much appreciated.

#### **Updated 04/02/21**

Where there is a concern that a student may not be present in the lesson despite having logged on, teachers will contact the student via the mic, the 'chat' or by writing directly on the student's work.

If the child fails to respond, in the first instance, teachers will contact home.

If the situation continues in subsequent lessons, teachers will remove the student from the lesson and keep a record. Parents will be informed of the removal and behaviour points will be issued in line with our behaviour policy.

**Curriculum.** Our curriculum plans are carefully designed to ensure children make excellent progress and will continue to run throughout this Lockdown. Please ensure your child is using the remote provision to full advantage.

**Lesson Structure.** In most cases, the online lesson will include some 'live' time with the teacher and a period of time during the lesson students are expected to work on the set activity without remote supervision. Students will be able to ask their teachers questions and for help if they are stuck: they can do this during the 'live teaching' or by emailing their teacher outside of the lesson time. Here is the timetable of lessons for the remote learning school day:

**Updated 15/01/2021**

P1: 9.00 – 10.00

P2: 10.20 – 11.20

Tutor Time: 11.30 – 12.00 (Monday)

11:20 – 12:40 – Reading / Daily Exercise / Wellbeing / Lunch

P3: 12.40 – 13.40

P4: 14.00 – 15.00

*Home Learning 15:20 – 16:20 (suggested)*

We have an extended lunchtime to provide students with the opportunity for daily reading, daily exercise and time for a healthy lunch. Students should read for 30 minutes a day in line with our usual curriculum. For students in Year 7 and 8 'Accelerated Reader' quizzes are available on our website so that your children can keep track of their reading. Please contact your child's English teacher if you would like to borrow books to support with this reading. We are currently looking into the logistics of a 'Remote Library' where students could be posted books that match their Accelerated Reader 'ZPD' score, in other words books that are either at or just above their current level in reading.

Our PE team are providing daily exercise activities that can be logged in an online wellbeing diary and we are encouraging all students to take part in this each day. Our Core PE lessons include ideas on how to keep active while also addressing our health and wellbeing as we continue to work remotely. Every Monday we will continue to run our tutor programme, which runs for 30 minutes. These sessions will follow our tutor programme tailored to each year group and will include assemblies from your child's Head of Year and the Senior Leadership Team.

Any questions about our remote provision can be emailed to tutors or to Mr Hall (Deputy Headteacher) on [jhall@st-ives.cornwall.sch.uk](mailto:jhall@st-ives.cornwall.sch.uk) .

Home Learning

Teachers will continue to set home learning from Monday 11<sup>th</sup> January, to be done outside of lesson time. The home learning will help support the work that has been completed in the online or on-site

lessons and has been carefully designed to ensure children make excellent progress. All students are expected to continue to complete their home learning. We have suggested a time for home learning at the end of the day but understand that each household is unique and you may want to adapt these timings to support your own circumstances.

Any questions about our home learning can be emailed to your tutors or to Mr Hall on [jhall@st-ives.cornwall.sch.uk](mailto:jhall@st-ives.cornwall.sch.uk).

### Student and Parent Feedback

We continue to develop our remote provision and any feedback from parents about how the online learning is going for your child would be much appreciated. Feedback comments can be emailed to Mr Hall on [jhall@st-ives.cornwall.sch.uk](mailto:jhall@st-ives.cornwall.sch.uk) and will be given careful consideration over coming weeks as we continue to review and refine our approaches.

### Digital Learning Support

The Government is providing additional digital devices for schools to support children to access the remote provision. If a student needs a device or access to the internet, please email Mrs Lingard on [nlingard@st-ives.cornwall.sch.uk](mailto:nlingard@st-ives.cornwall.sch.uk) to let us know. As soon as we have devices available we will contact you. We have set of criteria for prioritisation of devices and we will endeavour to support as many of our families as we can. We know it can be difficult for families where siblings all need access to lessons during the school day and our staff team will support wherever possible to provide additional equipment if we can.

### Supporting children's wellbeing

Our tutors and pastoral team will be providing a programme to support children's positive mental health and wellbeing. Parents with any concerns about their child should contact either their child's tutor or the Head of Year for support and advice. This support offer is very important to us and please be assured that if your child needs help our staff team will provide the additional care and contact that your child needs. Please don't hesitate to contact us if you have any concerns about how your child is coping.

### Resource Guides

Please find below key information about the different resources which we use to support remote learning.

### **School Email**

Every student has access to 'Office 365'. This also gives them access to the 'Microsoft Office' packages which includes email.

The email is made from their **school log on** and then students set a password. The school log on is a number, for example 11236. The number is then made into an email address, for example [11236@st-ives.cornwall.sch.uk](mailto:11236@st-ives.cornwall.sch.uk)

School email is important because that is where reset messages are sent. It is also where teachers can communicate with students directly.

If your child cannot access their school email, they can ask for a reset using this email address [itsupport@tpacademytrust.org](mailto:itsupport@tpacademytrust.org).

### **Show My Homework**

'Show My Homework' also known as 'Satchel:One' is the place where homework is set. Students can log on using 'Office 365' using their school email or they can set up their own password. PINS are given to each student so that they can get set up.

To reset 'Satchel:One' information, you can contact your child's Year Leader, their teachers or their tutor. If you have persistent difficulty, please contact [jhall@st-ives.cornwall.sch.uk](mailto:jhall@st-ives.cornwall.sch.uk).

### **Google Classroom**

'Google Classroom' allows students to complete and submit work electronically. Teachers are able to communicate feedback directly to the student and then students can easily respond. The platform also allows work to be organised in one place for students to go back to.

Students are given a class code by their teacher. This allows them to join the class.

Log on: Student's school email.

E.g. [11523@st-ives.cornwall.sch.uk](mailto:11523@st-ives.cornwall.sch.uk)

Password: Studentpassword1 at first log in

When you have logged onto 'Google', you can choose 'Google Classroom' from the 'G-Suite' list of applications.

### **Seneca Learning**

Some teachers will use 'Seneca Learning' to quiz and test students' knowledge and skills. To access 'Seneca Learning', students use their school email. They are given a code that allows them to join the class.

### **Tassomai**

Science teachers use 'Tassomai' to quiz and test students' knowledge and skills. To access 'Tassomai', students need to create log on details. If students have forgotten their details, they will need to contact their class teacher. Students can reset their passwords using the email address for their account.

For Year 7 students that have not created their accounts yet; there will be instructions given on their 'Satchel: One' homework shortly.

### **Kerboodle**

Both Science and MFL students will also be using 'Kerboodle'. Students will need is their school email and a password. Initially, it will be their first initial and surname e.g. If my name was John Smith, my password would be *jsmith*.

The institution code is orp2.

## **Hegarty Maths**

'Hegarty Maths' is used for students' home learning through Years 7 to 11. It is an online platform with videos and related quizzes, and it gives pupils instant feedback. It is used to support classroom learning and has been proven to increase knowledge retention. Students login by entering their first name, last name and date of birth.

## **Linguascope**

'Linguascope' is a languages learning platform. Students can log on using the school username and password communicated by their teachers in class and through 'Google Classroom'. The password is the same for the whole school. If you have any issues accessing the website, you can email [acahier@st-ives.cornwall.sch.uk](mailto:acahier@st-ives.cornwall.sch.uk) or [ntimores@st-ives.cornwall.sch.uk](mailto:ntimores@st-ives.cornwall.sch.uk)

## **Memrise**

'Memrise' is used in French to learn vocabulary from Year 9 up to Year 11.

Students must create their own login and password (easily recognisable username so that teachers can easily monitor pupils' work). Teachers then communicate the class code with students.

Teachers have no access to the students' personal info but pupils must use their school email address so that we can ensure they have easily access to a reset password email if needed.

## Support Videos

We have made the following videos to support students, parents and carers with access to digital platforms and resources.

Mr Hall's guide to Home Learning at St Ives School:

<https://youtu.be/y1MH8mhsfp8>

Mr Adams' guide on how to use school email for students:

<https://www.youtube.com/watch?v=e9GQfFC3TbQ&feature=youtu.be>

Mr Adams' guide to using Google Classroom for students:

<https://www.youtube.com/watch?v=k-O4q8rEay8&feature=youtu.be>

Mr Adams' guide for students on checking for Google Classroom teacher feedback and new assignments:

<https://www.youtube.com/watch?v=O8itofjXAw&feature=youtu.be>

On behalf of our staff team, I would like to thank parents for their continued support and partnership. Our staff team are available to provide support as needed and to respond to individual enquiries from our families. Please do not hesitate to contact us if you have a question or need advice.

Yours faithfully



Mr J Butterworth



### **Remote Learning: Student Code of Conduct**

This document outlines the student code of conduct for remote learning sessions to be offered for for the next 6 weeks, up to February half term (from Tuesday 6th January to Friday 12th February). Students will follow their normal timetable but using the updated timings of the school day:

P1: 9.00 – 10.00

P2: 10.20 – 11.20

Tutor Time: 11.30 – 12.00 (Monday)

11:20 – 12:40 – Reading / Daily Exercise / Wellbeing / Lunch

P3: 12.40 – 13.40

P4: 14.00 – 15.00

*Home Learning 15:20 – 16:20 (suggested)*

#### **Student Protocols and Code of Conduct**

- I understand that I must be dressed appropriately.
- I will mute my microphone when I am not talking to the teacher.
- I will use appropriate language at all times.
- I will allow others to speak.
- I will not record the meeting.
- I will not screenshot and use any images for social media purposes.
- This is not the place to discuss other people or personal matters.
- I will behave in the same way that I would whilst in school (possibly better!)

- If I am the only student in the “Meet”, I understand that it will have to end and I can ask my questions to the member of staff by email.
- In order to support student welfare, we would prefer if students had camera on to support effective communication.
- Tutorials may be recorded for training and monitoring purposes.

*Students will be shown a copy of the student code of conduct prior to any live lesson. By continuing with the live lesson students are agreeing to follow the code of conduct.*



### **Appendix: Contingency Plans for Remote Learning**

We have the following contingency plans in place should we encounter any technical difficulties during our delivery of remote learning.

- On the very rare occasion that we temporarily lose connectivity in school, the onsite provision team will provide suitable alternative activities for students.
- Should we need to close the school at short notice, the usual emergency closure procedure would be used e.g. in the event of a serious power cut, adverse weather or if we could not open for any other reason.
- If a teacher's own IT equipment fails or if they have connectivity issues, they will inform their line manager who will join the lesson. In the event of their line manager being unavailable, they the Deputy Headteacher will be informed. Where possible the lesson will continue.
- Should a lesson need to end prematurely, a communication will be sent to parents explaining the reason that the lesson didn't run as planned. Students will work 'off line' on the lesson activities.
- When a teacher is known to be absent for a lesson in advance, cover will be provided by joining classes together and 'sharing' a teacher, or by using a remote cover teacher from our staff team.
- If there is a safety issue within a class e.g. inappropriate comment/ unauthorised access to the lesson by an unknown person, the teacher, as host, will remove the student/ or



'visitor'. Students are expected to meet our high standards of behaviour in the same way as if they would in school.