

Remote Learning Guidebook v1 (Jan 2022)

Introduction

This guidance is for students and parents to help with home learning over any closure period or when students are self-isolating and well enough to work. 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.

The first part of guide has been split into two key sections. ‘Remote Learning during partial or full school closure’ and ‘Remote learning during self-isolation while school is open’.

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Remote Learning during partial, staggered, or full school closure

This section of the guidance explains how remote learning will work in the event of a partial or full school closure.

All Students

How to structure your 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 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 recording 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 video 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.

Students in Years 7 – 11

Key Points

- For the first few days 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 their normal timetable 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.
- Students may be invited to 'live' or 'pre-recorded' lesson using Microsoft Teams or a streaming service. There is a guidance document 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 to which allows students and parents to extend learning further than their published timetable. These can be viewed at <https://my.highcliffe.school/onlineresources>

Contact with staff, getting help and what to expect

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.

Students in Sixth Form

Key Points

- The core platforms used for remote education in Sixth Form are the Home Study system on MyHighcliffe, school email and Microsoft Teams.
- You should follow your usual sixth form timetable
- For the first few days 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 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 to in order to support learning

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. Mr Scott 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.

Remote Learning during self-isolation while school is open

For students who are self-isolating but who are well enough to work, please find below some guidance on how to engage with the learning provision.

Summary

For the first 48 hours your child can access a range of subject specific resources, after this time you should expect work to be set by their class teachers following their normal timetable. This may not include all 5 lessons, every day, for Year 7 to 11s. Clearly, students taking practical subjects are unlikely to be able to continue their practical projects from home, especially where specialist equipment is required.

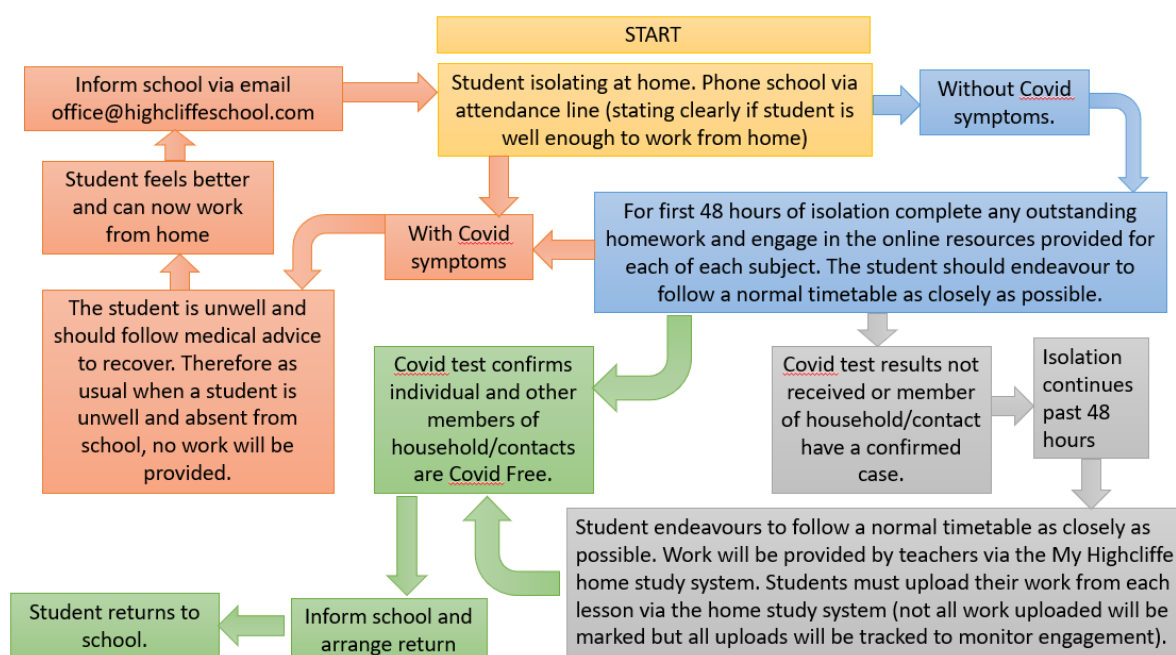
Over the first 48 hours you can access online learning via:

- Any homework already set on MyHighcliffe
- Accessing the first 48 hour work using the banner on the top of the school website
- Accessing Oak National Academy <https://classroom.thenational.academy/>

We are here to support your child in their learning at home and they can use the MyHelp facility on the MyHighcliffe Home Study system if they need assistance with the work set for them to do at home, as well as emailing their class teachers for any additional support if needed.

At the end of each day, you should receive a link to a dashboard where you can see which lessons they were set work for and whether they have marked it as complete and uploaded a copy of their work for their teacher to see. We appreciate your support with ensuring students do not fall behind in their studies and please do get in touch if there are any barriers stopping students from accessing the work to enable us to work together to find solutions.

If you have any questions about the Remote Learning system, please do not hesitate to contact the school via school office by phone or email.



What to expect

As teachers move to targeted Remote Learning provision for self-isolating but well students, they will provide a variety of Highcliffe specific lesson resources, pre-recorded lessons, and where appropriate live lesson broadcasts as they occur in school. Our Remote Learning policy can be found in the policy section of our website and a link can be found at the end of this letter.

Whenever a student is set work to complete whilst they are at home, they are expected to engage with the personalised Remote Learning offered to them; we advise students follow their usual timetable if possible. There may be some instances where work is not able to be provided for certain subjects due to the practical nature of the courses.

Parents will receive a text link to see a dashboard of the work their child has been set each day they are isolating but well, this will show which lessons there was work set, which lessons were live broadcasts, and whether or not the work has been handed in. We would value your support in ensuring students are completing the work set. Please do get in touch if there are any barriers stopping students from accessing the work to enable us to work together to find solutions.

Standard practice has always been not to set work for students reported as being absent from school owing to illness. This will continue to be the case.

How does a live lesson (lesson broadcast) work?

Some teachers may invite students to participate in live lesson broadcasts from the classroom as they are happening, where possible and appropriate to offer this.

All live lessons will be scheduled via MyHighcliffe and parents will receive a text notifying them that a live lesson has been scheduled. Students will need to click the link on their Home Study at the beginning of their timetabled lesson to access the live stream of the lesson in school, these will be delivered via Microsoft Teams in the same way in which they were during the period of school closure earlier in the year. The teacher may enter the lesson a few minutes late to allow for taking the register and setting up the lesson in school so please be patient if they do take a couple of minutes to join the live lesson.

All students using video/audio communication for a live lesson must:

- Wear suitable clothing – this includes others in their household.
- Be situated in a suitable area within the home with an appropriate background and not displaying any offensive images/items.
- Follow the on-screen rules including entering live lessons with camera and microphone turned off and only activate when asked by their teacher.
- Use appropriate language both when speaking and using text/chat – this includes others in their household
- Students will only speak to the teacher (not the class) unless the activity in the class requires whole class/small group discussion.
- Maintain the standard of behaviour expected in school.
- Use the necessary equipment and computer programs as intended.
- Not record, store, or distribute video material without permission.
- Not take screenshots of a live lesson unless given permission by their teacher.
- Always remain aware that they are visible.

Every time a student enters a live lesson they will be agreeing to Highcliffe School's terms and conditions for live lessons, which will appear on screen before they enter the lesson.

We would ask that in the majority of cases students work independently and without parents being involved or monitoring live lessons. Some students will require personal support and, where this is the case and the normal way of working at school, we welcome parental intervention. All students both in class and at home should have the privacy to contribute and share in any classroom discussions or in a one to one conversation with a teacher.

If as a parent, you do need to support your child in their learning please refrain from being an 'active participant' yourself and allow your child to be the one that is working with the class. Try to keep your microphone muted when supporting your child as this means others in the class cannot hear you.

We hope that students will engage with their personalised remote learning to ensure that they do not fall behind in their studies. If you have any questions about the Remote Learning system, please contact your child's Head of Achievement.

Pastoral Care and looking after your wellbeing

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/>

Technical Guide

This section will provide you with basic guidance on how to use some of the remote learning features on the key platforms utilised by Highcliffe School for remote learning.

MyHighcliffe

The normal homework system will be utilised to send all remote learning home. This is accessible on any internet connected smart phone, tablet or computer. You can visit MyHighcliffe by going to <https://my.highcliffe.school> and entering your normal school username and password. Parents can also access work this way using their own account details.

Once in to MyHighcliffe select the Homestudy section of the site.

Using the Home Study system to hand in work

You can hand in work to teachers using a button 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.

Home Studies

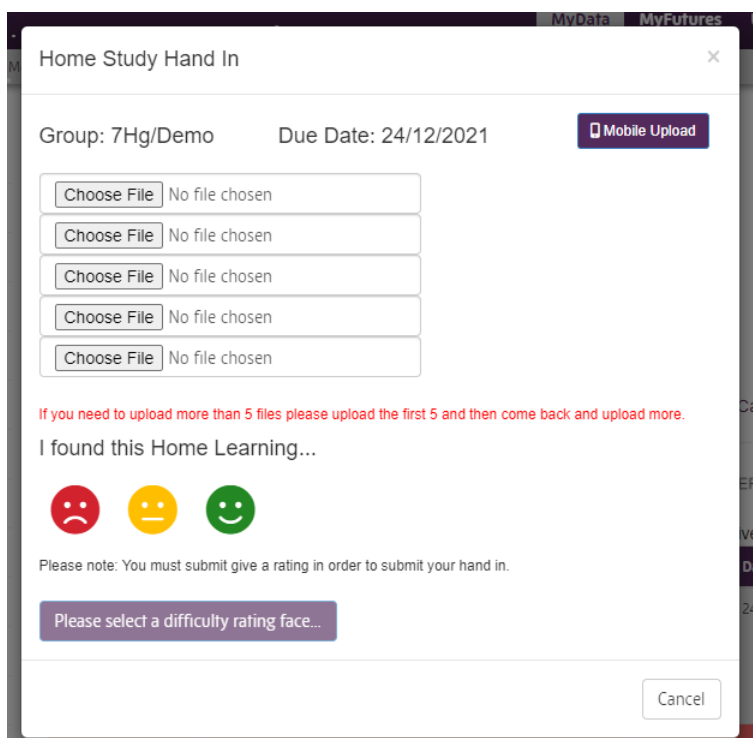
Help Videos including how to hand in work and scan multiple pages to one PDF file using CamScanner

Filter: NEW DUE IN NEXT 2 DAYS OVERDUE COMPLETED

- Work Set as you are/were isolating or in lockdown | - Live Lesson Scheduled | - Live Lesson

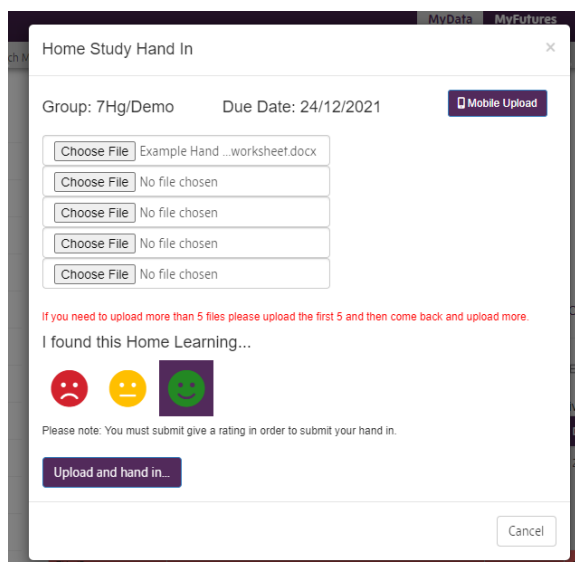
Teach Set	Home Study Tasks	Attachments	Date Due	Hand In	Completed
7Hg/Demo	Please complete the attached worksheet on quadratic equations. Ref. 190621 hglyde - 21/12/2021 08:32:40		24/12/2021		
7Hg/Demo			21/12/2021 10:00:00		

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



You can upload up to 5 files at a time. Click the 'Choose File' button to select the files that you wish to upload.

Choose the face that best represents how difficult you found the home study. This data is provided to teachers to help them support students and so they can revisit a topic if required.



Once your files have been submitted, the hand in icon on the Home Study page will turn green.

Success! Your upload has been saved..

Filter: NEW DUE IN NEXT 2 DAYS OVERDUE COMPLETED

- Work Set as you are/were isolating or in lockdown | - Live Lesson Scheduled | - Live Lesson

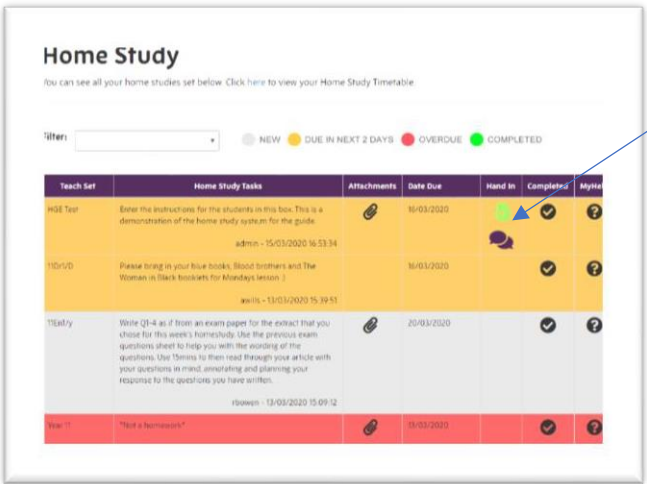
Teach Set	Home Study Tasks	Attachments	Date Due	Hand In	Completed
7Hg/Demo	Please complete the attached worksheet on quadratic equations. Ref: 190621 hglyde - 21/12/2021 08:32:40		24/12/2021		
7Hg/Demo			21/12/2021 10:00:00		

If you need to upload more than 5 files, please upload the first 5 and then come back and upload more.

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.



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

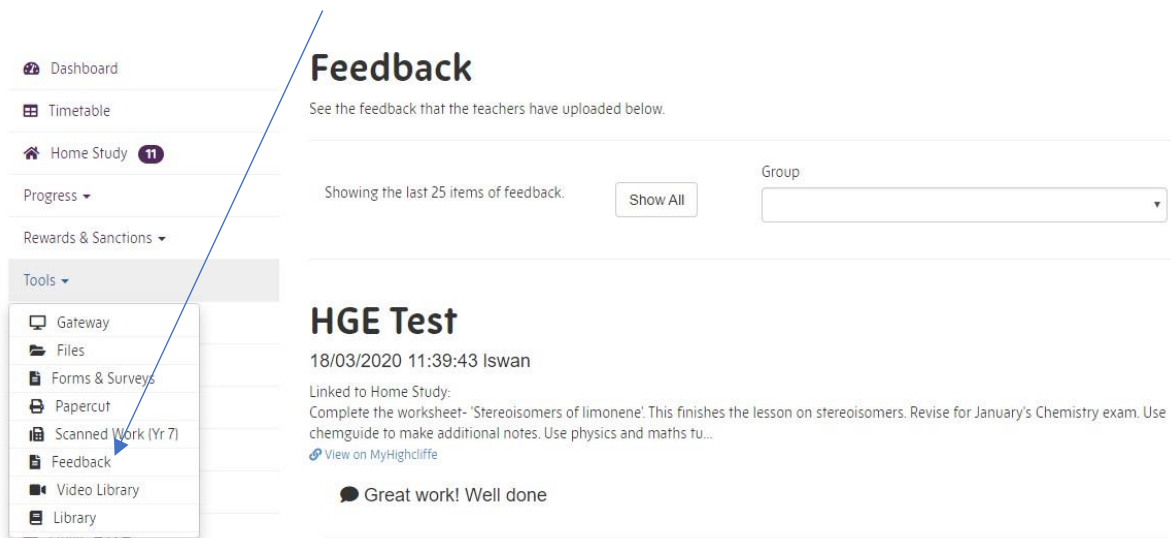
HGE Test

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.



The screenshot displays a user interface with a left-hand navigation menu and a main content area. The navigation menu includes options like Dashboard, Timetable, Home Study (with a notification badge '11'), Progress, Rewards & Sanctions, and Tools. The Tools dropdown menu is open, showing options such as Gateway, Files, Forms & Surveys, Papercut, Scanned Work (Yr 7), Feedback, Video Library, and Library. A blue arrow points from the 'Feedback' option in the Tools menu to the 'Feedback' section header in the main content area.

Feedback

See the feedback that the teachers have uploaded below.

Showing the last 25 items of feedback. Group

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

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

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 MyHelp Support 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"/>	

MyHelp support response will show here




Microsoft Teams

Teams can be accessed on most web connected devices. Where possible, we recommend downloading the native Microsoft Teams app to your device. You can do this by visiting <https://teams.microsoft.com/download>. Please note that Microsoft has recently released a version of Teams for personal use. Please ensure that you download and use the Microsoft Teams (work or school) version.




Some subjects will use Microsoft Teams for coursework and assignments. Other subjects will only use Teams for Live Lessons and broadcasts.

Live Lessons and Lesson Broadcasts

When a teacher schedules a Live Lesson or a Lesson Broadcast, students will automatically be set a Home Study detailing the lesson, a description of what will be covered and a date and time. In some cases, a teacher may provide resources for the lesson in advance. These resources will show as attachments to the 'Live Lesson Scheduled' home study. In addition to the home study, students will also receive an email to school email account notifying them of the live lesson.

7Hg/Demo 	<p>Notice of a Scheduled Live Lesson</p> <p>HGLYDE has invited you to join 7Hg/Demo Live Lesson - Example Lesson for 7Hg/Demo on 21/12/2021 at 10:00:00.</p> <p>Please return here or go to your email inbox five minutes before the scheduled start time for the lesson's join link.</p> <p>The Live Lesson will take place on Microsoft Teams. Please download the Microsoft Teams app for your device from https://teams.microsoft.com/downloads and check that you are able to login. You may also choose to use the web version of Teams at https://teams.microsoft.com if you have PC/Laptop with an up-to-date web browser.</p> <p>Ref: 190620 LIVE LEARNING - 20/12/2021 20:57:46</p>	21/12/2021 10:00:00		
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When a teacher starts a live lesson, students will again be sent an email, this time the email contains a link to join the Live Lesson or Lesson Broadcast. This link is also visible on the Home Study page of MyHighcliffe, as well as the dedicated Live Lessons page.

Teach Set	Home Study Tasks	Attachments	Date Due	Hand In	Completed
7Hg/Demo 	<p>Starting Now : 7Hg/Demo Live Lesson - Example Lesson</p> <p>7Hg/Demo Live Lesson - Example Lesson for 7Hg/Demo at 21/12/2021 10:00:00 has been started by HGLYDE.</p> <p>Visit https://my.highcliffe.school/joinlive/?code=OrJr-1640-104-698 to join now.</p> <p>Please upload your work from this lesson to this home study.</p> <p>Ref: 190623 hglyde - 21/12/2021 16:38:23</p>		21/12/2021		

Prior to joining a Live Lesson, students must ensure that they are signed into Microsoft Teams using their School Microsoft Account. Teachers are under instruction to not admit any students to a live lesson that show as a guest (are not signed in) to avoid disruption by malicious users.

Software Access

Office 365

All Highcliffe students and staff have free access to the Office 365 suite. This includes both the web version and the desktop and mobile applications. For information on how to get this setup, visit <https://highcliffe.school/Office365>

Adobe Creative Cloud

Students in Years 7 – 8 and students studying Art, Design and Technology subjects, Media Studies or Computing at GCSE or A-Level have access to an Adobe Creative Cloud subscription. To download the applications visit <https://highcliffe.school/!/CreativeCloudDownload> and sign in using your school Microsoft account.

Curriculum Web Applications

The school subscribes to several online services and applications. These can be viewed at <https://my.highcliffe.school/onlineresources>

Remote Learning Report

A live report is text home to the primary contact daily when a student is Isolating but well enough to work or the school is partially or fully closed.

Technical 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 or calling the IT Hotline on 01425 282320.

Please be mindful that during a partial or full school closure, there may be high demand and queries can sometimes take a while to resolve.

Remote Support (TeamViewer)

To assist us in helping you, our IT Team may sometimes request remote access to your computer. To do this you will be asked to install a client for TeamViewer from our website. This access is only temporary, and our Team is unable to access your computer without you granting access. For privacy reasons, we recommend closing any non-school related tabs or windows prior to granting the remote access.