



## Student and Parent Guide to Online Learning at Poole High School

This Online Learning Plan describes our expectations of all students to: make a resolution to improve their learning; cover their normal curriculum – regardless of the level of closure. By preparing ourselves now, committing to improve as learners, families and school together should be able to help students to be incredibly successful in these challenging times.

**From 5th January 2021, Years 7-13 will begin Online Learning. On-site provision is available for key worker's children and vulnerable students who need on-site support.**

Government advice is that Year 11 and Year 13 are currently due back in school on 11th January, and all other year groups from 18th January. We now know that this may change. Your resolution to show disciplined resilience will make all the difference!

### Expectations during Online Learning

All students will be expected to engage in online learning. Our expectations are : 100% engagement by every student. All students' work is available on the Google Classroom which can be accessed through a computer, tablet or mobile phone. We have distributed the limited number of laptops made available by the Government and have provided access to the internet for eligible students where necessary. All students have received training on accessing the Google Classroom. If you have any concerns about your child being able to access their online learning, please email: [loginissues@poolehigh.poole.sch.uk](mailto:loginissues@poolehigh.poole.sch.uk)

### Student Guide to Online learning

From 8.55am, you should follow your normal timetable and your lessons will be available on your Google Classroom. Year 7 lunch break is 12:15 – 12:50 with a 12:55 start to lesson 4. If you do not have access to the Google Classroom for a subject, please email: [loginissues@poolehigh.poole.sch.uk](mailto:loginissues@poolehigh.poole.sch.uk)

- Your lessons will be a mixture of live lessons and tasks that are set for you by your teacher to complete independently. At the beginning of your lesson, your teacher will have a 'Google Meet' link in your Google Classroom for the subject you have for the scheduled lesson.
- Your teachers will expect you to work for the hour of your lesson and will set you enough work for this time.
- Your attendance is logged by your teacher.
- The live session will be recorded and uploaded to Google Classroom at the end of the day so that you can review it or catch up if you need to.
- You will only be allowed to join the class by using your Poole High School username.
- It is good online etiquette (good manners!) to have your camera turned on, however please make sure that your microphone is muted unless asked to unmute by your teacher.
- If you have a question during the live session, type it into the Google Meet chat bar. Chat comments are also recorded. Please use this responsibly.
- If you want to contact your teacher after the live session, use the Google Classroom email.
- SLT will be popping in to lessons throughout the day to praise the excellent work that you are doing, but we will also be contacting home quickly if there is any disruption to online learning. Remember our behaviour code applies, regardless of your location. We expect to see your usual impeccable standards.

Where possible, you are asked to follow your usual timetable at home and access your learning resources through Google Classroom. Following the usual timetable will provide a structure to your day, and help to ensure an even amount of time is dedicated to each subject as it would in school. Sessions will be recorded to enable you to catch up as necessary. If you share your device with a sibling or there are problems accessing the lesson due to poor internet connectivity, etc. the lesson will be available for 24 hours so that you can complete the lesson. Non-completion will be acted upon.

## Contacting home

All Poole High School students will be contacted by a dedicated member of teaching or support staff at least once a week to check on their wellbeing and help with any issues that students are having online. Furthermore, if you have accepted access to your child's Google Classroom, you will receive a Google Classroom Summary email. Within these, you can review:

- Missing work—Work not handed in when the summary was sent;
- Upcoming work—Work that's due today and tomorrow (for daily emails) or that's due in the following week (for weekly emails).
- Class activities—Announcements, assignments, and questions recently posted by teachers.

We will also be monitoring students' attendance daily and where we have concerns, we will be in touch. We aim to let you know that work has not been completed by the deadlines set in 3 or more subjects. However, we also recognise that you are at home with your children and will be in a better position to let us know when your child is struggling. If you are concerned that your child is not engaging in their online learning, please contact your child's year office.

[Year7@poolehigh.poole.sch.uk](mailto:Year7@poolehigh.poole.sch.uk)

[Year8@poolehigh.poole.sch.uk](mailto:Year8@poolehigh.poole.sch.uk)

[Year9@poolehigh.poole.sch.uk](mailto:Year9@poolehigh.poole.sch.uk)

[Year10@poolehigh.poole.sch.uk](mailto:Year10@poolehigh.poole.sch.uk)

[Year11@poolehigh.poole.sch.uk](mailto:Year11@poolehigh.poole.sch.uk)

[Sixthform@poolehigh.poole.sch.uk](mailto:Sixthform@poolehigh.poole.sch.uk)

We have asked staff to reward praise points to students who are working really well. You will be able to track these on the SIMS app.

## SEND support

We recognise that some students, for example, some students with special educational needs and disabilities (SEND), may not be able to access remote education without support from adults at home. We acknowledge the difficulties this may place on families and we will work with parents and carers to support in the follow way:

- Highly differentiated work for those in 'Aspirational' groups.
- Personalised Google Classrooms - monitored by a dedicated member of the SEND team.
- Fortnightly communication from a dedicated member of the SEND team for those in receipt of an EHCP.
- Weekly communication from a dedicated member of the SEND team for those in receipt of school support.
- A dedicated email address for parents with children who have SEND to use as a direct form of communication throughout remote learning; [send@poolehigh.poole.sch.uk](mailto:send@poolehigh.poole.sch.uk)
- Active online support during live lessons for our most vulnerable SEND students.
- Dedicated 'return to school' meetings for parents with SEND children upon parental request.

## Pastoral support

We recognise that students respond in different ways to this new working arrangement. Many take to it very smoothly. However, those who find independent work difficult will find this challenging and need more support.

Our Form Tutors, Heads of Year, Year Officers and Progress Leaders will support students throughout this process. We have high expectations, but are also realistic about the challenges this situation will

present. Our tips and FAQs are designed to help all families during these trying times. The FAQs include additional ways to contact the school should the need arise. You will find these at the bottom of this page.

## Tips for Parents and Students

**E-Safety :** Please discuss e-safety with your child/ren before they start their Online Learning.

**Establish routines and expectations:** start times, breaks and lunch at school are at clear times. Maintaining this routine can help maintain a positive work ethic. Avoid spending the day in your pyjamas!

**Identify a clear physical space in which to work:** this will make it easier to focus on your learning, without other distractions.

**Talk about the plan for the day, and the lessons ahead:** spending extended time working at home is unfamiliar territory. Talking about how things are going can help pre-empt any problems. Anticipate distractions and act to remove them.

**Set times to be on and offline:** There will be more screen time than normal whilst working at home. You may have to share devices with family members, and setting time limits in advance can help manage this successfully. Equally, spending time offline is important to maintain a sense of balance in the day.

**Remember to exercise:** Your wellbeing is enhanced by physical activity, so do make time for this. The PE team have planned some excellent activities for your PE lessons, but will also guide you to other activities that you can undertake outside of your lessons. This can really help if you are feeling anxious, which is completely normal whilst you are working from home.

**Talk about things on your mind:** it is a big adjustment working from home every day, and having done it before does not necessarily make it easier. Talk about how things are going. The national and local situation is highly changeable. It is normal to feel uncertainty about this too. There are wellbeing activities in our virtual assemblies, set up on whole year group Google classrooms. Do devote enough time for this.

**Read a book:** Escape, relax, unwind. Look after yourself. Plan your 'down-time'!

## On-site provision

We are open for Key workers' children and vulnerable students. These children need to wear their normal school uniform when on site and bring trainers on the days when they have PE. Masks are essential.

## Frequently Asked Questions

### **Where is my child's work?**

All learning activities will be on Google Classroom or will be signposted from there.

### **My child can't login to Google Classroom. What should I do?**

We tested Google classroom for all groups in the Autumn Term and we ran these successfully throughout the initial lockdown. Try setting your internet browser to Google Chrome. This can improve the way it works. If this continues to be an issue please email: [loginissues@poolehigh.poole.sch.uk](mailto:loginissues@poolehigh.poole.sch.uk)

### **When will my child's learning activities be available?**

Your child will follow their normal school timetable. There is no tutor lesson set, so the school day will commence at 8.55am. Students will receive notice of assemblies that they should watch through the Google Classroom.

### **Where should my child complete the learning activity?**

This will vary for each subject and each task. Instructions will be in the lesson activities. If they are not sure, they should use their exercise book or complete the work in the same format in which the activity is set.

### **My child does not understand what to do. How can they get help?**

Google Classroom has a messaging feature that enables students to contact the teacher who set the work. Students are asked to ensure their messages are in full sentences and of the appropriate tone. Students can type questions in the chat feature during a live Google Meet session. Teachers will endeavour to respond to questions when they can. If your child can carry on with another aspect of their learning this will give the teacher time to respond to their query. If a teacher teaches five lessons in a day, some in person and some at a distance, with 30 students in each class, teachers could be interacting with 180 different students a day, each of whom may ask more than one question. This will mean responses are not immediate. Do ask your child to go back and see if they have had a response to their question if they are stuck.

### **My child is finishing their work very quickly. What should they do?**

Our staff are working very hard to ensure that your child will have one hour of work to do for every lesson. They are also being set homework as normal. Sixth Form students should attend every lesson on their timetable and should also complete 60-90 minutes independent study, per lesson as directed by their teacher. If your child finished their work very quickly, they probably need to revisit the work and ensure that they have completed it to the best of their ability. They can contact their teacher to check the quality if necessary – however (as above) teachers will not always be able to respond to this immediately. If your child has done everything that has been asked and there is still time left in the lesson, they should spend this time self-quizzing from their Knowledge Organiser booklet.

### **How do I know my child has completed/handed in their work?**

You can sign up for Google Parental Summaries which is a daily email notification which parents will receive notifying you of the following:

Missing work—Work not turned in. Upcoming work—Work that's due today and tomorrow. Class activities—Announcements, assignments, and questions recently posted by teachers.

If you need assistance to do this, please email: [loginissues@poolehigh.poole.sch.uk](mailto:loginissues@poolehigh.poole.sch.uk)

### **Is any additional guidance available about Google Classroom?**

Yes. There is a Trouble shooting Guide on the Calcium login page. There is also a Google Classroom Student guide for those who are less familiar. **Please refer to these first before sending in enquiries.**

### **How do I get in contact with someone if I have a question?**

If your enquiry is essential, please don't hesitate to contact us. If it is not urgent and it can wait until we reopen to all students, this would be even better.

If you have a general 'year group' question, please email your child's year office:

[Year7@poolehigh.poole.sch.uk](mailto:Year7@poolehigh.poole.sch.uk)

[Year8@poolehigh.poole.sch.uk](mailto:Year8@poolehigh.poole.sch.uk)

[Year9@poolehigh.poole.sch.uk](mailto:Year9@poolehigh.poole.sch.uk)

[Year10@poolehigh.poole.sch.uk](mailto:Year10@poolehigh.poole.sch.uk)

[Year11@poolehigh.poole.sch.uk](mailto:Year11@poolehigh.poole.sch.uk)

[Sixthform@poolehigh.poole.sch.uk](mailto:Sixthform@poolehigh.poole.sch.uk)

If it is a different urgent enquiry, please email [school@poolehigh.poole.sch.uk](mailto:school@poolehigh.poole.sch.uk) or phone the school on 01202 666988.

### **I have a safeguarding issue that I would usually discuss with school. What can I do?**

Please email [safeguarding@poolehigh.poole.sch.uk](mailto:safeguarding@poolehigh.poole.sch.uk)

### **What is going to happen to GCSEs?**

GCSEs in summer 2021 will have slightly adapted content because of the lockdown announced in the UK on 23<sup>rd</sup> March. We are watching closely, and collaborating with local schools to ensure we are all supporting each other and our students through this complicated time. Diagnostic exams happened for Year 11 in December 2020 which are helping teachers to plan for your child's revision period. Mock examinations will happen when children are back in school and we will inform you of this as soon as we can. For Year 10 (RS) and Year 13, these will happen as soon as is practicable. On the current schedule, the next set of mocks for Year 11 will be just before half term.

### **My child is eligible for Free School Meals. Can you help?**

We will follow government guidance on the provision of free school meals during periods of online learning. Please email your child's year office for any queries related to free school meals.

### **I've read about the national Oak Academy, and all the content on BBC Bitesize. Are you using these lessons?**

These are great resources, and our teachers may use them to support your child's learning. However, they are also there as a resource for your student to use as extension tasks should they want to learn them and are available

here: <https://www.thenational.academy/> and <https://www.bbc.co.uk/bitesize>.

### **When will you reopen to all students?**

We have to take advice from the Public Health authorities. We will communicate all information about reopening as soon as we can. Thank you for your continuing support.