

Rye College



Remote Learning Handbook

“Creating Bright Futures for All”

Rye College

January 2021



Remote Learning Support

Introduction

During this difficult time, we wanted to let you know that, even though our school is currently closed to all but a few children, we are still here to support your child and your family in whatever way we can.

We have put together some resources to help support you and your child. We hope you find this information helpful.

We are extremely grateful for all the support you have shown us as we adapted to these circumstances, and we want to reassure you that we are still here to support you.

Remote Education

Rye College utilises a range of different teaching methods during remote education to deliver the school's curriculum and to help explain concepts and address misconceptions easily. We have referred closely to the [latest advice](#) published by OfSTED regarding remote education and best practice approaches to delivering high quality education during the lockdown.

Rye College may make use of a variety of high quality online and offline resources including:

- Microsoft Teams and Email;
- Live Learning Labs;
- Current online learning portals;
- Educational websites;
- Pre-recorded video or audio resources;
- Work booklets and exam papers;
- Reading tasks.

Teachers will select online tools that will be consistently used across the school to allow interaction, assessment and feedback. They will review the programmes chosen for online learning for the accessibility features available e.g. voice - to - text conversion, to support pupils with SEND.

Reasonable adjustments will be made to ensure all students have access to the resources needed for effective remote education.

Timetables and lessons

Your child's timetable is accessible via ClassCharts and we recommend that you try to stick to the 5 subjects per day as they appear on the timetable.

Your child will have two live **points of contact** with staff a day: this may be a live session, a tutor time and/or a touch base session with a subject.

We encourage all students to be online at the scheduled **contact points**. These can be seen on the homework calendar on ClassCharts and in your child's Teams calendar.



Every Wednesday will start with a tutor period to allow social contact (albeit virtually) between students in the same tutor group, and on Fridays, we will be posting an assembly for the year group. As this develops, students will be able to post on the assemblies.

Live sessions (Learning labs) are scheduled in line with your child's timetable and appear in the homework calendar on ClassCharts.

We will publish any additional live sessions on Friday afternoons for the following week. These will appear in ClassCharts.

Please note: There may be occasions where live sessions may be cancelled (for example if the member of staff is ill), in that case we will reschedule the session to another date which will appear in the homework calendar on ClassCharts.

On line etiquette

- Enter the lesson on time.
- Cameras are off at all times and microphones are on mute throughout the lesson, unless otherwise requested by the Teacher.
- Verbal interaction should only take place between the teacher and the student.
- Any interactions, including using the chat function, must be respectful and polite.
- Private information must not be shared.
- The hands up function should only be used to ask a question or answer a question, or if the teacher asks for it to be used.

If these expectations are not met, the following remote behaviour policy will be implemented:

- The teacher will give three verbal warnings.
- In the event of a third verbal warning have been given, the Teacher will remove the relevant student/s from the live lesson. (This will be entered onto ClassCharts, automatically sending an email home).

If you see/hear something during a live lesson you are not happy with or are experiencing technical issues please email office@ryecollege.co.uk.

Feedback from teachers

We will provide students with feedback in a number of different ways:

1) **Microsoft Forms** – We will set students quizzes throughout the curriculum, most of which will be designed to assess their understanding of essential vocabulary at the beginning of lessons. In some subject areas, quizzes may be set as knowledge check exercises during and/or at the end of each lesson. These will be pre-designed in order to ensure that all students get immediate feedback to show which of their answers were correct/incorrect.

2) **The 'Rye Rubric'** – All pieces of work set and submitted will be graded against the 'Rye Rubric' which will look the same across most subject areas and will grade each piece of work as either 'Outstanding', 'Good' or 'Requires Improvement'.



Practical subjects, such as Art, may use more subject specific rubrics to reflect their specialist curriculum requirements. **At least once a week in most subjects, completed work will be marked using the Rye Rubric.**

3) **The Assessment Rubric** – Assessed pieces of work will be graded against subject specific rubrics, all of which will be aligned with the K-grade system at Key Stage 3, and the respective GCSE criteria at Key Stage 4. In both cases, implementation of the rubrics will provide students with sufficient feedback to know the grade they achieved in the assessment, and what they would need to do in the next assessment in order to further develop their work. **There are two assessment assignments in any given term for all year groups. These assignments will be marked and reported to the student.**

Parents' Evenings

Parents' evenings and tracking will continue as previously published to all year groups. Parents' Evenings will be virtual and appointments will be held via video through our usual booking system. Parents will be notified when the booking system opens and can book a slot with their child's teacher to discuss progress.

Laptops and data

During any self-isolation or school closure, we can assist some young people with a laptop and/or data to help them access remote education. If you are unable to access the online learning, please contact office@ryecollege.co.uk or ring 01797 222545.

Remote Education Statement for Parents

Further information for parents and students about what to expect from remote education where national or local restrictions require cohorts or bubbles to remain at home is available on the website <https://www.ryecollege.co.uk>



Tips for remote learning

Take an active interest in your child's learning

Ask questions and check to see what lessons they have that day and at the end of the day check to see what is complete.

Establish a daily schedule and routine

Try to stick to a daily routine and use the calendar in TEAMS to help your child keep on top of their daily learning.

Encourage screen breaks and physical activity away from devices

Remote learning inevitably requires more interaction with computers, laptops and tablets. Encourage screen breaks, fresh air and exercise each day – make it part of your daily routine.

Managing the workload

All parents will have some concerns about their children getting behind with learning. Keeping up with the work set by teachers will help to ensure that any learning gaps are minimised, but if your child has completed 1 hour on a subject **STOP**.

Not everyone finishes all the work set – It's ok for it to go over into the next lesson. Your child can let the teacher know via the chat that they have completed as much as they can in the time set.

Please remember that everyone is in the same boat, and when things get back to normal, we will make sure we get all students back on track. So, if your child is becoming overwhelmed **stop, reset and let us know - we can help**.

Monitor your child's wellbeing and mental health

Remote education will likely mean that your child won't get the same level of social interaction and might not see their friends for a while. Keep a check on their wellbeing and try to encourage them to get out as much as they can.



Support with mental health and wellbeing

There are a range of services that can offer support for mental health and wellbeing for you and your child.

If you have any concerns about how your child is coping or you need any other support from the school, please let us know by emailing studenthub@ryecollege.co.uk or office@ryecollege.co.uk.

Urgent concerns about a child's mental health should be referred to:

- Your GP
- A&E
- CAMHS Duty Officer: **0300 3040061**
- Sussex Mental Healthline: **0300 5000101**

Place2Be

Place2Be provide counselling services for the College. 'Place2Be' is a children's mental health charity providing school-based support and in-depth training programmes to improve the emotional wellbeing of students, families and colleagues: www.place2be.org.uk.

Currently provided

Place2Talk - 20-minute check in session for students remotely by phone and Teams.

An appointment can be set up using the email place2be@ryecollege.co.uk and providing their contact phone number. These sessions can take place on a Wednesday/Thurs and Friday (Friday phone sessions only).

Parent Partnership - Parents can access support by emailing ISpringell@ryecollege.co.uk to arrange an appointment. Please provide contact details in the email. Appointments will take place on a Wednesday and Thursday up to 40 minutes)

One to one counselling - For students currently accessing one to one counselling - weekly check-ins to continue support until their return to school on a Wednesday and Thursday (up to 30 mins) either remotely or face to face if they are in school.

Place2Think - Staff can receive support Wed/Thursday and Friday again by contacting ISpringell@ryecollege.co.uk via email in the first instance. Appointments last up to 45 minutes remotely or face to face Wednesday and Thursday.

RYE Newsletter

The Rye College Student Leadership team are keeping in regular contact to offer support and guidance during lockdown, through their fortnightly newsletter.



Additional resources

If your child would like to speak to someone confidentially, there are helplines and websites specifically for them:

ORGANISATION	CONTACT INFORMATION
Shout Free, confidential support via text, available 24/7	Text SHOUT to 85258 in the UK to text with a <u>trained crisis volunteer</u> who will provide active listening and collaborative problem-solving
The Mix Free confidential telephone helpline and online service that aims to find young people the best help, whatever the problem	<ul style="list-style-type: none"> • Call 0808 808 4994 for free (11am to 11pm daily) • Access the <u>online community</u> • Email <u>The Mix</u>
ChildLine Confidential telephone counselling service for any child with a problem	<ul style="list-style-type: none"> • Call 0800 1111 any time for free • Have an <u>online chat with a counsellor</u> (9am to midnight daily) • Check out the <u>message boards</u>
Children's Society Information and support on different aspects of mental health and wellbeing.	https://www.childrensociety.org.uk/coronavirus-information-and-support

Where to turn to for help

Remember it is okay to not be okay. We all need someone to talk to sometimes. If you feel overwhelmed, at risk of abuse or experiencing financial need, there are people you can call on for support:

ORGANISATION	CONTACT INFORMATION
Mental Health Foundation Provides information and support for anyone with mental health problems or learning disabilities	Website: www.mentalhealth.org.uk
Mind A mental health charity	Phone: 0300 123 3393 (Monday to Friday, 9am to 6pm) Website: www.mind.org.uk
PAPYRUS Youth suicide prevention society	Phone: 0800 068 4141 (Monday to Friday, 9am to 10pm, and 2pm to 10pm on weekends and bank holidays) Website: www.papyrus-uk.org
Samaritans Confidential support for people experiencing feelings of distress or despair	Phone: 116 123 (free 24-hour helpline) Website: www.samaritans.org.uk
SANE Emotional support, information and guidance for people affected by mental illness, their families and carers	Website: www.sane.org.uk/support
YoungMinds A charity dedicated to children's mental health	Phone: Parents' helpline 0808 802 5544 (Monday to Friday, 9.30am to 4pm) Website: www.youngminds.org.uk
Cruse Bereavement Care Support for grief and bereavement	Phone: 0808 808 1677 (Monday to Friday, 9.30am to 5pm) Website: www.cruse.org.uk



Support within the community for families

Domestic Violence

ORGANISATION	CONTACT INFORMATION
NSPCC Child protection charity	Phone: 0808 800 5000 for adults concerned about a child (24-hour helpline) 0800 1111 for children (ChildLine"s 24-hour helpline) Website: www.nspcc.org.uk
Refuge Advice on dealing with domestic violence	Phone: 0808 2000 247 (24-hour helpline) Website: www.refuge.org.uk

Community Support

ORGANISATION	CONTACT INFORMATION
Rye Food Bank	Address: Rye Baptist Church, Cinque Port Street, Rye TN31 7AN Contact: 07856267423
Bexhill Food Bank	Address: 19-20 Station Rd, Bexhill-on-Sea TN40 1RE Contact: 01424 736515 / 07866 570468
The Trussell Trust Food Bank	Address: The Hastings Centre, The Ridge, Hastings TN34 2SA Contact: 07526 066453

Safeguarding

The Student Hub will be continuing to work alongside parents to help students who we regularly support.

Our safeguarding team will be contactable during school hours if you would like advice on an issue or wish to report a concern, please email:

Rye College - office@ryecollege.co.uk

Mark for the attention of one of the below

Miss J Carpenter (Designated Safeguarding Lead)



Mrs V Gall - (Deputy Safeguarding Officer)

Miss A Mills - (Deputy Safeguarding Officer)

To access safeguarding advice (outside school hours e.g. weekends)

SPOA (Single Point Of Access)

01323 464222 (Monday to Thursday 8.30am to 5pm, Friday 8.30am to 4.30pm)

Out of hours, (Monday to Thursday 5pm to 8.30am, after 4.30pm on Fridays, weekends and bank holidays).

01273 335906 or **01273 335905**

Or email 0-19.SPOA@eastsussex.gov.uk



Frequently Asked Questions

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How to access Microsoft Teams

Please note that we are not able to provide parental accounts for this service. In order to check work being set and completed please refer to the parent area of ClassCharts.

Step 1 - Download Teams:

<https://www.microsoft.com/en-gb/microsoft-365/microsoft-teams/download-app>

Teams will run on a range of devices from tablets, phones, laptops and computers. You will need a device with a speakers/microphone. You can connect a headset if you prefer. If you don't have a microphone there is a chat function within Teams.

Step 2 - Sign in to Office 365 - With work/school account

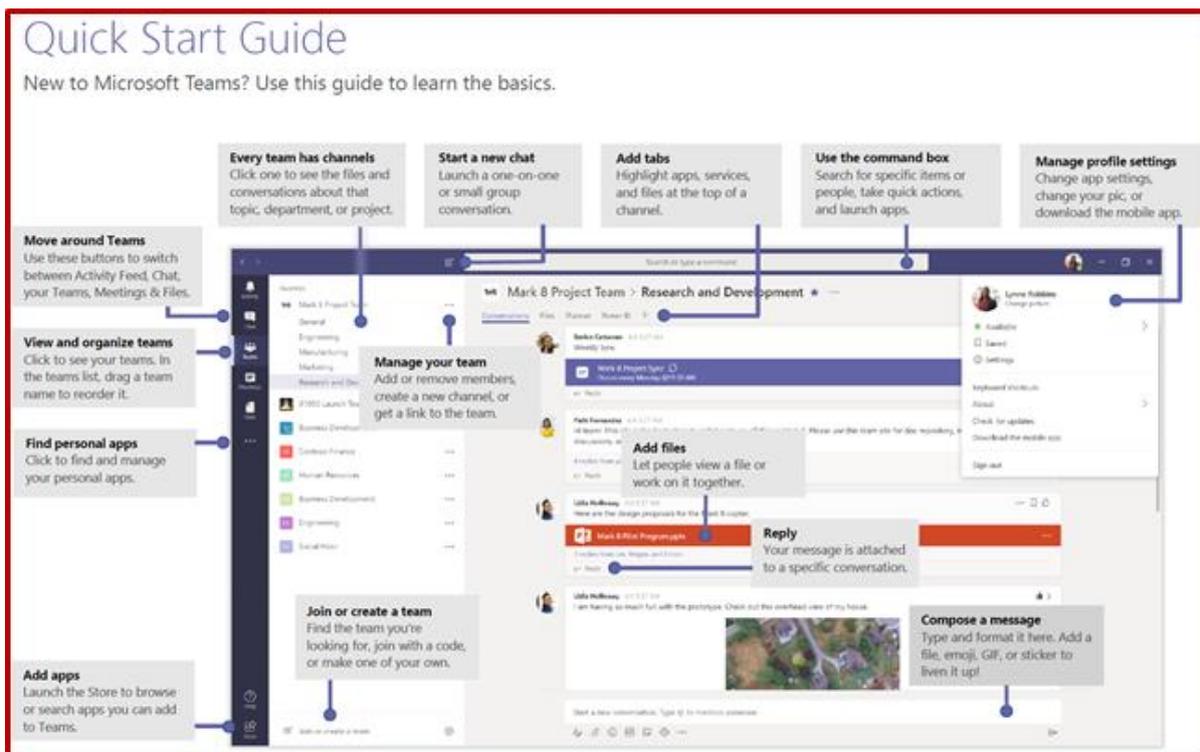
Email format: username@ryecollege.co.uk

e.g Aaron Smith in Yr 9 would be Asmith18@ryecollege.co.uk

Password: same as email password

Step 3 - Familiarity with the interface

You should have already been added to a class Team, so by selecting "Teams" this will show you the teams you belong to. Some facilities are restricted for students but the layout below shows you what to expect on the PC/laptop based version.



How to take part in a live lesson

Log on to Teams.

Each day click on the calendar on the left-hand side of Teams to see what lessons you have that day. You can click on the lesson and press join.

You will be given options prior to joining the live lesson.

Set your microphone to mute and turn your camera off - this avoids distractions in the lesson; you can un-mute to ask a question or give an answer.

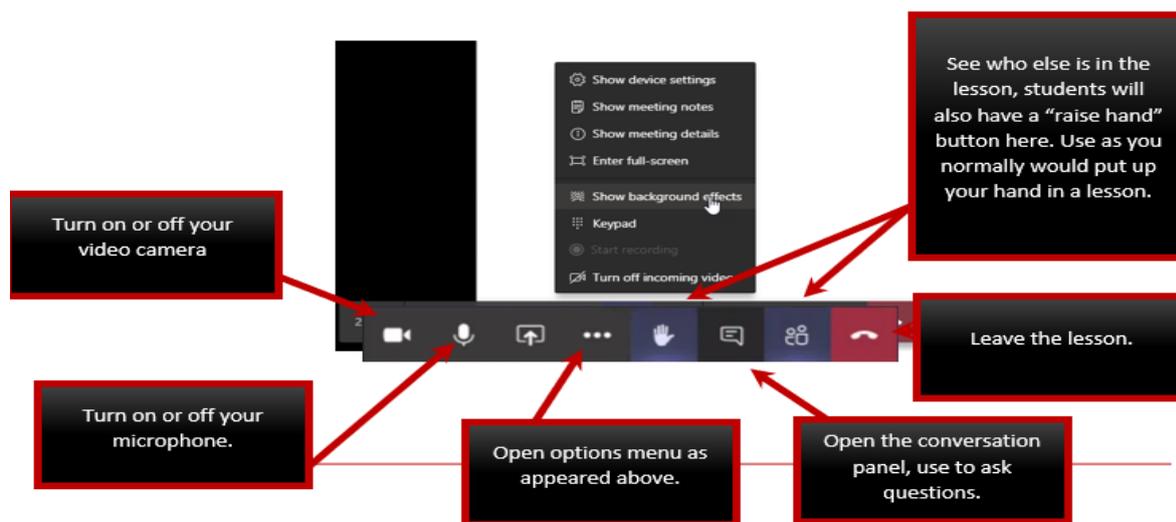


On joining the lesson, you may be admitted to the lobby, your teacher will be aware you are waiting and will admit you once the lesson is ready to start.



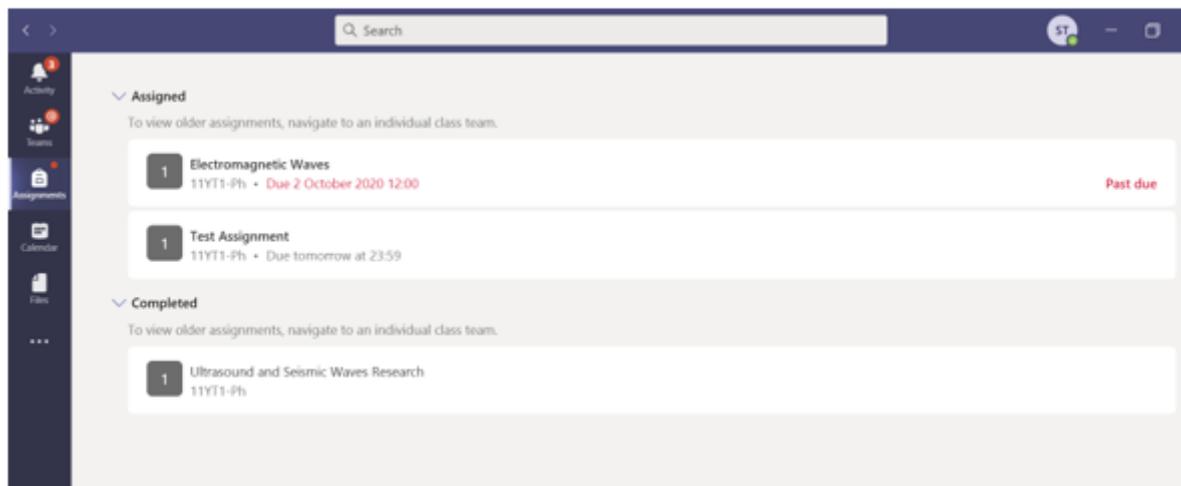
In the lesson options menu

Click on the teacher's video next to their name, and press "Pin" to ensure you see their screen at all times.



How to find your assignments and submit them via teams

To access an assignment that your teacher has set. Click on **assignments**.



You can see a list of assignments that you still need to complete under "**assigned**" and any you have completed under "**completed**". You can also see the due dates for each assignment.

You can also find any assignment by looking in the class team it was set.

Click on the assignment you want to complete.



You can see the instructions and any resources you may need attached.

Your teacher will ask you to upload your work by clicking **“add work”**.

When you have finished, click **“hand in”**.

To see feedback on work you have handed in, click on the assignment under **“completed”**. You can improve your work and hand it in again if changes need to be made.



Some assignments may be set on an **editable word document**. You can add work directly onto these documents. They do not need saving, they save automatically. When finished you just close the document and then click “hand in”.

How to access ClassCharts

The assignments are also placed on ClassCharts with the links to teams and additional resources.

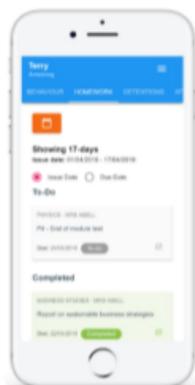
Go to the website or click the link: <https://www.classcharts.com/student/login>

Login using your school email address and the password provided by the school.

If you have forgotten your password email office@ryecollege.co.uk and mark the email ClassCharts password. We will then send you it.



Homework Details on ClassCharts



- To view a homework task in more detail, click on the expand icon in the bottom right corner of the homework tile.



Homework Details
PHYSICS - 13CPH1 - MRS ABELL

Issue date: 17/04/2019
Due date: 24/04/2019
Estimated completion time: 3 hours

P4 - End of module test
Please revise the following topics for the end of module test next **Wednesday**.

Parents

Go to website or click link : <https://www.classcharts.com/parent/login>

Enter your email address and password, then follow the instructions on the site.

From here you will be able to monitor your child's assignments and see their timetable. Select the tab for assignments and change the date range if needed. (Click date button and select from the list).

How to access Hegarty Maths

Students

Visit the site: www.hegartymaths.com

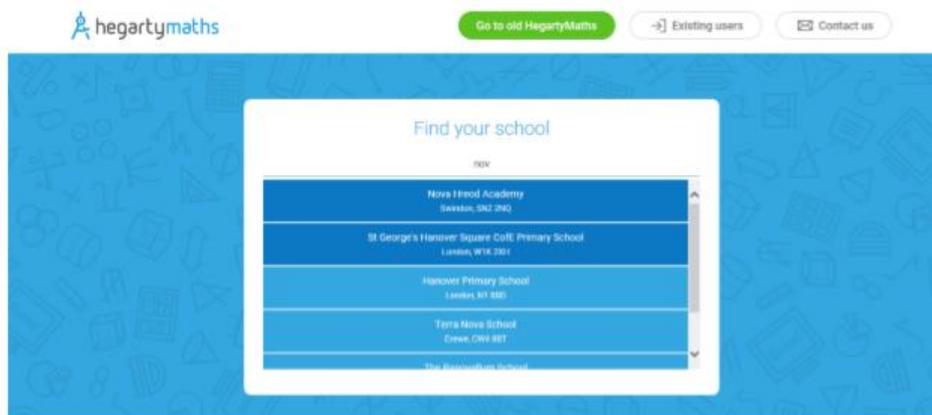
To log on, students need to know their first name, last name and date of birth. If this is the first time visiting the site, students will be prompted to create their own password. Only the student will know this password. If they have forgotten it, please press the forgot my password button and then contact the class teacher to reset it.

Click on 'Existing Users' then 'Student Log in'.





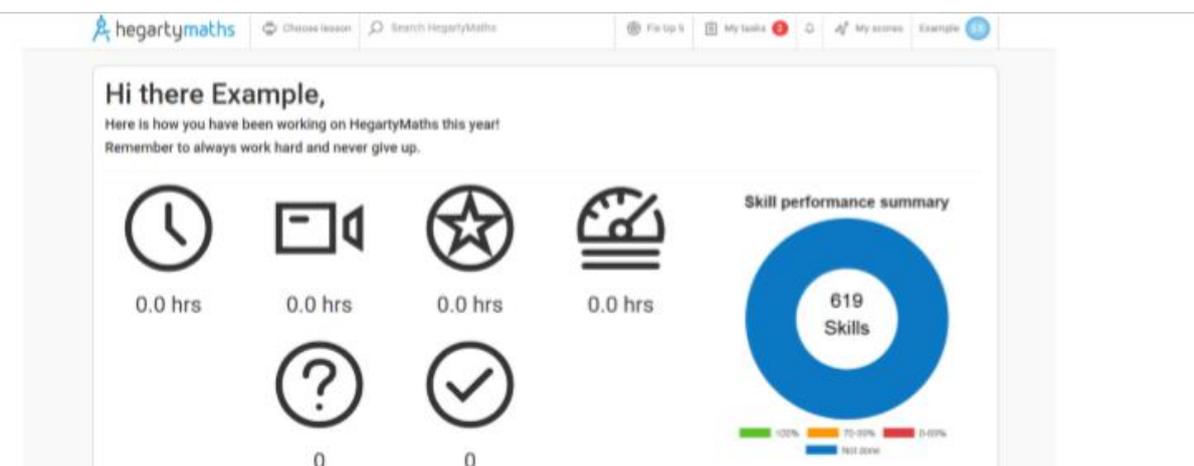
Begin typing in 'Rye College' to find your school.



Type in your personal details to log in.

Completing tasks on Hegarty Maths

Once you log in, you will be greeted with an overview of your current performance.



Click on 'My tasks' in the top right hand corner to view any tasks you have been set. Choose one and click on 'Start task'.



Watch the video.



The screenshot shows the HegartyMaths interface. At the top, there's a navigation bar with 'hegartymaths', 'Choose lesson', 'Search HegartyMaths', 'Fix up 5', 'My tasks', 'My scores', and 'Example'. Below this, the breadcrumb trail reads 'Number > Arithmetic with positive integers'. The main content area features a video player with the title 'Simple subtraction and its meaning'. The video content includes: 'Example 1 (a)' with the equation $8 - 6 = 2$; a handwritten note 'Subtraction is...the inverse of addition'; 'In words' section with '8 subtract 6', '8 minus 6', and '6 less than 8'; and a 'Number line view' showing a number line from 0 to 12 with a red arrow from 8 to 2. To the right of the video player, the text reads '2 - Simple subtraction & its meaning', 'Learn how to subtract and what subtraction means.', 'Videos watched 8,00x', and 'Your score this lesson: HegartyMaths avg 88%'. A blue 'Do quiz' button is visible below the video player.

Then click on 'Do Quiz.'

Complete the questions in the quiz while also writing down the question and working in your note book.

The screenshot shows the quiz interface. At the top, the breadcrumb trail reads 'Number > Arithmetic with positive integers > 2 - Simple subtraction & its meaning > Quiz'. Below this is a progress bar with 10 numbered buttons, where button 1 is highlighted. The main question area shows '1 of 10' and the question 'What is 4 less than 4?'. There is an input field for the answer. On the right side, there are several options: 'Do not use a calculator' (checked), 'Watch video', 'Report a mistake to HegartyMaths', 'Quit assessment', and 'On screen keypad' (checked). At the bottom, there is a virtual keyboard with numbers, letters, and mathematical symbols. Two green 'Check' buttons are visible at the bottom of the keyboard area.

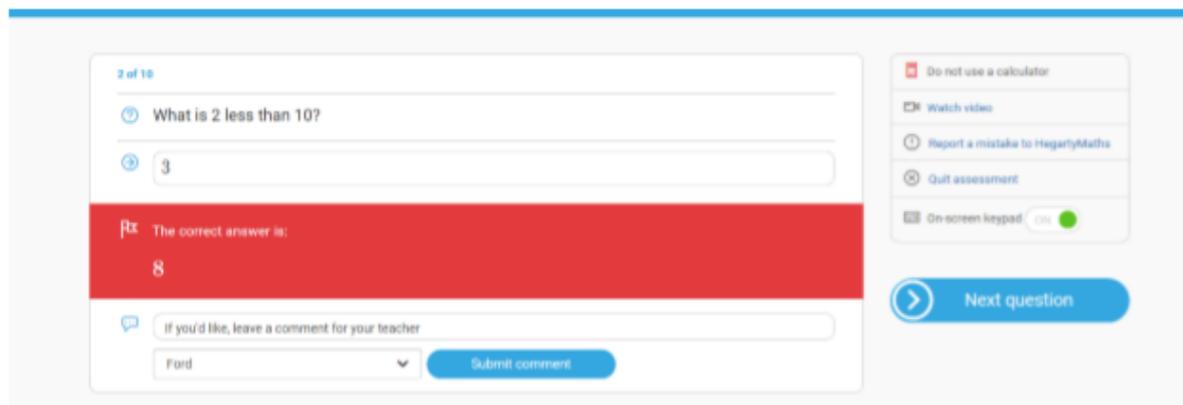
If it is correct, you will find out instantly. Tick the question as correct in your note book.

If you enter an incorrect answer you will have one chance to correct it.

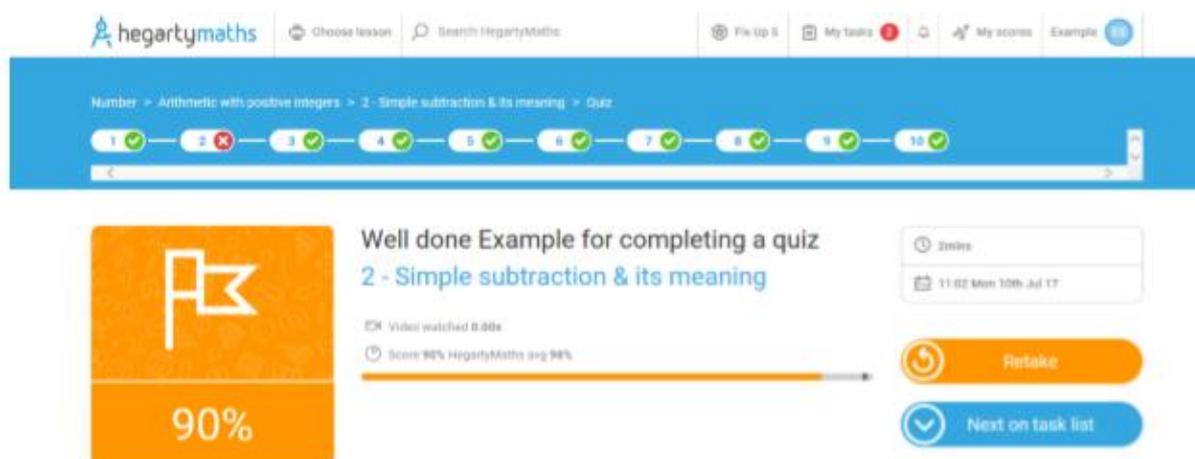
The screenshot shows the quiz interface with a feedback message. The question is 'What is 2 less than 10?'. A white pop-up box in the center says 'Hold on a sec!' and 'HegartyMaths thinks you may have typed a wrong answer.' Below this, it asks to 'Check your answer is a) sensible, b) in the required form (simplest form/GDP)'. There is an 'OK' button at the bottom of the pop-up. The background shows the same quiz interface as the previous screenshot, but the 'Check' button is now green.



If it is still incorrect, then you will be told the correct answer. You can also message your teacher underneath.



At the end of the quiz, you will get a score. Your teacher will see how long you spent doing the quiz and how much of the video you have watched. Your teacher will also see how many times you have done the quiz, which questions you got right and wrong, which answers you put and the time spent on each one and the date and time of when you did it.

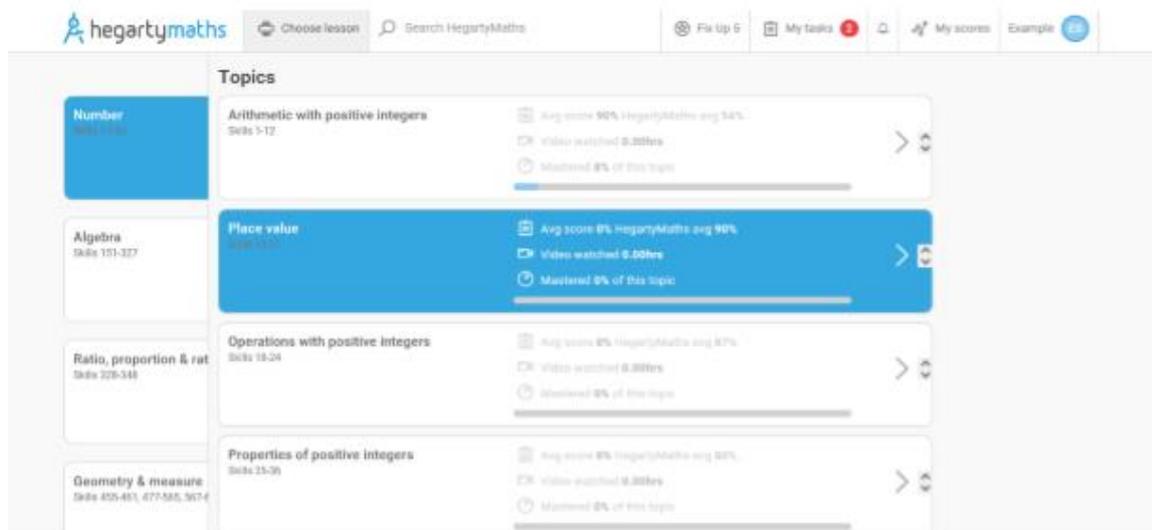


Tips

If you try to leave the video playing and work on something else in a different tab, the video will stop recording that you watched it. If you work on something else during the quiz, it will pause the time you have spent working on it.

Selecting a task of your choice

If you wish to select a topic of your choice which has not been set by your teacher you can do this by searching in 'Choose Lesson' tab in the top left-hand corner.



Or you can enter a topic area in the 'Search Hegarty Maths' bar. This will still record how long you have spent doing quizzes and your teacher will be able to see what you have been doing.

Fix Up Five

After you have completed a number of quizzes on the website you will be able to choose 'fix up five'. This will randomly select questions on five topic areas you have commonly got wrong. This will also contribute to the time recorded on the website.



Support

You can message your teacher through the website but you will need to make your teacher aware that you have done this. If you are struggling with a task and have watched the video, please email your maths teacher.

If you have any queries regarding remote learning please contact office@ryecollege.co.uk