



# Sidcot

Live Adventurously

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## PARENT GUIDE TO ONLINE SUPPORTED LEARNING

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**This document sets out expectations of online teacher support during the time of school closure.**

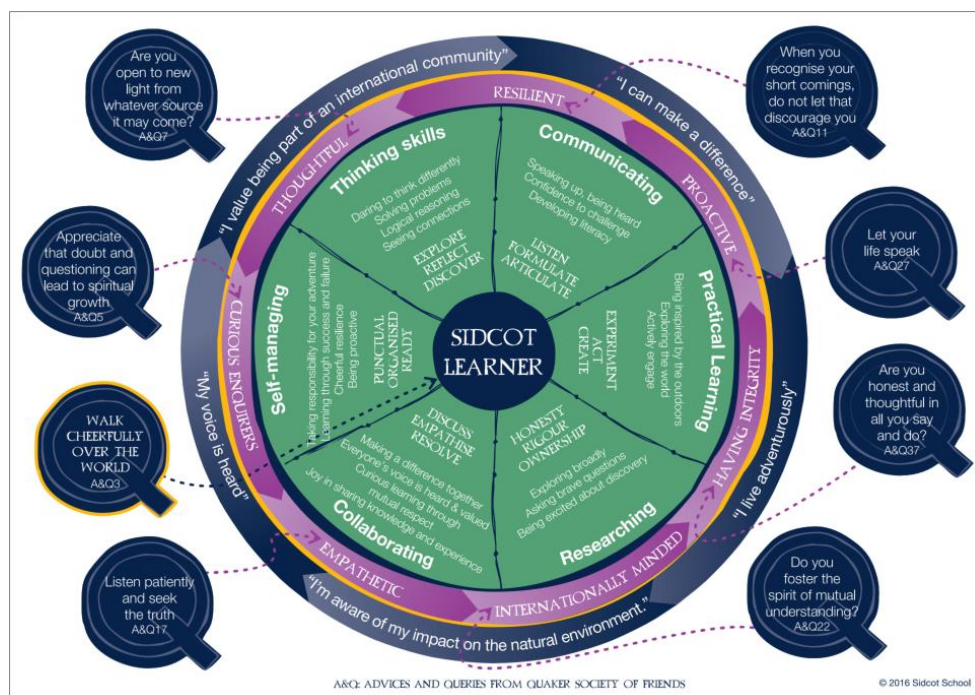
If your child is unable to do the tasks set by their teachers due to illness, please email their Form Tutor. Similarly, please inform their tutor again once your child is able to continue their learning.

Teachers will be setting curriculum specific tasks that would otherwise have been taught in the classroom. The volume of work issued will not exceed the usual amount we would expect to cover in a week, and students' learning needs will be taken into account. All work will be set on Firefly as tasks (as per our usual policy), and will be visible to both parents and students. A specific page for students and parents concerning information and resources around online supported learning (OSL) has been set up on Firefly (<https://intranet.sidcot.org.uk/online-supported-learning>).

Students have been instructed in how to access Microsoft Teams, using their school username and password. They have been informed that Microsoft Office Programmes are offered to them at no extra cost (Office365.com) and we are encouraging students to complete their work on Teams/OneNote, so that teachers have access to mark and give feedback. Please see attached documents with guidance on how to access Microsoft Teams. A copy of this is also available on the OSL Support Pages on Firefly.

Should your child have a query about the tasks set, please encourage them to check Teams Chat to see whether a similar question has already been posted and answered and/or to contact their subject teacher directly via Teams Chat. Please be mindful that teachers will do their best to respond, however a response cannot always be immediate.

This new approach to teaching and learning, albeit unprecedented, fits in well with the school's pedagogical ethos, and students will be versed in and be required to further develop skills such as working independently, self-managing, researching, resilience, collaboration and thinking skills.



Whilst your children are accessing Online Supported Learning (OSL) you may wish to monitor and focus their efforts online. To do this we recommend installing some software which will allow you to monitor their device(s). Below are a few websites, which will help with how this can be achieved; please note these are not school approved solutions, but will give you a starting point to be able to do your own research and find the right solution for you. All the solutions are easy to use and do not require a 'techie' to setup.

- <http://www.tomsguide.com/us/best-parental-control-apps,review-2258.html>
- <https://www.mobilefence.com/>
- <https://uk.norton.com/norton-family-premier>

Tutors have been discussing with students the importance of keeping as best as they can to a daily routine, to make the most of their online supported learning. This includes the importance of a regular structure to the day, such as getting up in time and being prepared for learning to start at 9am.

Establishing the habit of a daily routine will be imperative to students' academic and mental wellbeing, and we strongly encourage you to help your children to develop this discipline early. We have devised a suggested daily schedule, which includes a balance of Academic Time, Creative Time, Active Time and Quiet Time. Suggestions to enrich and enhance students' use of such times are provided on the OSL Firefly page and will continue to be updated by staff.

Time	Activity
Before 9am	Wake up, make your bed, eat breakfast, get dressed (change out of your PJs).
9am	<b>Academic Time:</b> refer to tasks set on Firefly and complete work on Microsoft Teams/OneNote and/or work on activities from the extension tasks provided for Third Form and Fourth Form only – refer to <a href="#">Sidcot Academic Extension</a> page.
10.30am	Opportunity to check in with your tutor via Microsoft Teams.
11am	<b>Break Time:</b> grab a drink / snack / fresh air.
11.30am	<b>Creative Time:</b> refer to Firefly for tasks from your Art/Music/Drama/Technology teachers or refer to the <a href="#">Sidcot Creativity</a> page.
12.30pm	<b>Lunch &amp; Free Time:</b> get some fresh air!
1.30 - 1.45pm	<b>Chore Time:</b> e.g. help keep the house tidy, wipe surfaces down, take rubbish out.
1.45pm - 2.45pm	<b>Active Time / Quiet Time:</b> refer to <a href="#">Sidcot Active</a> page or <a href="#">Sidcot Wellbeing</a> page on Firefly for suggestions.
2.45pm - 3.45pm	<b>Academic Time:</b> refer to Firefly and complete work on Microsoft Teams/OneNote.
between 4pm and bedtime	Plan to do some activities from the <a href="#">Sidcot Wellbeing</a> page on Firefly and do some fun activities with your family.

### **Years 7 – 9**

Teachers will either use the themes set for the learning week and tie in the tasks they set (please see <https://intranet.sidcot.org.uk/online-supported-learning/sidcot-academic-extension> ), or may set their own curriculum based on what you would normally be doing.

Where you are provided with worksheets, there should be guidance on the expectations and teachers have been asked to make the tasks interesting and non-repetitive. For more practical project based approaches will generally be used. Students may be asked to do research, a presentation into a particular composer / artist / philosopher.

### **Years 10 and 12**

Students in Year 10 and 12 will still require significant input and quality resources, as they will be resuming the courses they are on as soon as possible. Teachers will be using Teams/OneNote to upload resources, PowerPoints, recordings, videos, etc. Work should be submitted by students by the date specified and will be marked regularly by teachers. Where there is the opportunity to continue producing coursework, this will be set, and once submitted will be marked rigorously and regularly.

### **Years 11 and 13**

Although it has been announced that there may not be any formal exams, the likelihood is that the examination grades will be based on teachers' predicted grades and student work moderated. It is therefore imperative that Year 11 and 13 students continue to work rigorously and consistently, particularly where coursework is concerned and that you help support them to build up a portfolio of evidence that will support predicted grades.

### **Careers and Higher Education support**

Year 10/11 students will take part in careers learning, instead of the weekly careers lessons delivered through the carousel. Weekly tasks will be set on Firefly for the current House groups taking part in this part of the carousel. Much of this will involve working on Unifrog and Morrisby online resources.

Year 12 students will be supported in their higher education planning, as if we were in school. They will be set tasks that will include researching courses and institutions, as well as other activities and presentations to assist with their decision making process. From **21<sup>st</sup> May** students will be required to register for UCAS APPLY 2021, instructions will be sent nearer the time from Rosemary Andrew. Following this, students will be guided on how to complete key parts of the application and compile a personal statement. Sixth Form tutors will also be assisting students with these tasks.

Year 13 students will be supported in realising their university aspirations, including advice regarding offers, applying for student finance as well as preparation for UCAS confirmation and clearing.

Year 13 students who are not applying to university will be supported in apprenticeship and gap year applications.

Information regarding intended destinations will be collected from all Year 13 students via an online questionnaire shortly after Easter.

Individual queries from students and parents can be sent to Rosemary Andrew (email: [rosemary.andrew@sidcot.org.uk](mailto:rosemary.andrew@sidcot.org.uk)) on any aspect of career and higher education planning.

## General notes:

### Video Lessons

It is not the expectation that live stream video lessons for every class will occur. Teachers will set these up when they can and will inform their teaching groups via teams. Staff have been asked to hold these sessions at the time they would normally be teaching the students during the week. For those students in a different time zone, where possible, such video lessons will be recorded and/or notes from the session provided. Think about the environment in which students are working to make sure it is conducive to study – be mindful of what’s going on in the background. Try to be in a separate room, where things are quiet and the resources they need are at hand, and perhaps make sure the dog isn’t around to ‘eat the homework’. If you experience technical problems, please see the IT guide below for who to contact. We encourage parents to address any problems early on.

### Marking

Teaching staff will continue marking work using Teams/OneNote providing formative comments, as per the school’s marking policy.

We will continue to set tasks on Firefly and are keen to keep parents involved so that you can support students to complete work.

The school will continue to issue house points for work submitted that demonstrates good effort.

Where work is not being completed, the subject teacher will submit a minor (to keep a record) on SIMS, as usual, in order that we can monitor progress. Should a student not complete work in more than one subject area, the tutor will get in touch with parents, to enquire whether the student has any issues to access the work or whether the student is ill. Subject teachers will then contact parents where there are concerns of persistently not completed work.

Any work completed on the thematic project-based extension work from the OSL Academic Extension page should be submitted to [charlotte.resuggan@sidcot.org.uk](mailto:charlotte.resuggan@sidcot.org.uk) for marking.

### Sidcot Facebook and Instagram stories...

We’d love you to share what you’re doing with your learning, and would invite you to submit videos and photos to share via our social media channels. We’re also happy to receive TikTok videos. We would ask that you submit your clips or photos to [marketing@sidcot.org.uk](mailto:marketing@sidcot.org.uk) or to Facebook/Instagram messenger (@sidcotschool) if you are over 13 years old.

Please remember to keep the content of your clips or photos appropriate for school and only share if you have permission from everyone involved! We will happily publish work once we have checked it through for you to make sure all is in order.

So, let’s get going... here’s some suggestions:

Can you show us a presentation based on a task that you have had set?

What are you doing to keep fit in unusual circumstances?

How are you getting creative?

How are you managing to socialise?

What are your hints and tips to make your learning days most effective?

### **Pastoral Care**

We will continue to provide pastoral care to our students and have asked tutors to check in regularly with their tutor group via Microsoft Teams. We have asked tutors to keep a specific time in the week (Tuesday 10.30am) as designated tutor group time – this will be a good opportunity for the tutor group to get together via Team chat or video (where possible). It would be good to get this routine going, as in the event of a sustained period of online supported learning, we might also use this time to ensure important information is shared / parts of the PSHE syllabus can be delivered, etc. This will also help continue to foster the sense of community when we might all be feeling isolated.

Please refer to the OSL specific page on Firefly for up to date information (<https://intranet.sidcot.org.uk/online-supported-learning/sidcot-wellbeing/pastoral-support>).

### **Mental Health and Wellbeing**

Mental Health and Wellbeing information, guidance and resources will continue to be uploaded to the OSL specific page on Firefly (<https://intranet.sidcot.org.uk/online-supported-learning/sidcot-wellbeing>).

The school counsellor will continue to provide a counselling service to the students she has been working with using Microsoft Teams. There will also be an opportunity for students to self-refer via Firefly to start counselling with the school counsellor.

### **Safeguarding**

The school will continue to follow our safeguarding policies and our staff will continue to log any concerns that they might have about students. We would also like to reassure our parent body that the Safeguarding Team will respond to any concerns that are brought to our attention.

Any safeguarding concerns should be emailed to [safeguarding@sidcot.org.uk](mailto:safeguarding@sidcot.org.uk) .

Should your child be worried about a safeguarding or child protection related matter, we have created a specific form on Firefly for students to report (<https://intranet.sidcot.org.uk/online-supported-learning/sidcot-wellbeing/safeguarding-and-child-protection/report-a-concern>).

During the period of online supported learning, we want to make sure that we can support both you and your children with any questions or queries you may have. As far as possible, teaching staff, support staff and senior management team will all continue to be available, albeit working remotely.

Below is a guide for the best way to get in touch with the school while we are closed.

- **General Enquiries**

The reception email address [info@sidcot.org.uk](mailto:info@sidcot.org.uk) will continue to be monitored and any messages will be forwarded to the relevant person for a response.

- **Specific Teacher Enquiries**

The best way to contact individual teachers will be via email. Their email address will be firstname.surname@sidcot.org.uk . A full list of teaching staff can be found [here](#).

- **IT Support**

If your child is having any IT issues these can be directed to [itsupport@sidcot.org.uk](mailto:itsupport@sidcot.org.uk) from their school email

If you as a parent have any IT issues please contact [itsupport.parents@sidcot.org.uk](mailto:itsupport.parents@sidcot.org.uk)

- **Online Supported Learning**

Should you have any questions about OSL please contact [OSLSupport@sidcot.org.uk](mailto:OSLSupport@sidcot.org.uk)

- **Pastoral Care Enquires**

If you would like to contact the pastoral care team please direct your enquiry to [pastoral@sidcot.org.uk](mailto:pastoral@sidcot.org.uk)

- **Safeguarding Enquires**

If you would like to contact the Safeguarding Team please direct your enquiry to [safeguarding@sidcot.org.uk](mailto:safeguarding@sidcot.org.uk)

- **Senior Leadership**

You can contact the Senior Leadership Team on the following email addresses

Headmaster – [Iain.kilpatrick@sidcot.org.uk](mailto:Iain.kilpatrick@sidcot.org.uk)

Deputy Head (Pastoral) – [Joanna.leite@sidcot.org.uk](mailto:Joanna.leite@sidcot.org.uk)

Deputy Head (Academic) – [Christian.hughes@sidcot.org.uk](mailto:Christian.hughes@sidcot.org.uk)

- **Accounts department**

Any billing queries should be direct to [accounts@sidcot.org.uk](mailto:accounts@sidcot.org.uk)