



RATCLIFFE
COLLEGE

Years 11-13*

Distance Learning Guidance

April 2020

***CURRENTLY UNDER REVIEW
SEPTEMBER 2020**

YEARS 11-13 STUDENTS

DISTANCE LEARNING CHANGES FROM APRIL

BEFORE YOU BEGIN

1. Make sure you have a web-enabled device at home that you can receive and complete work on.
2. Make sure you know how to log in to your school email at home via RUnify.
3. Make sure you can log into Google Classroom and Firefly VLE at home.

HELP

If you need help, please contact one of the following:

- Academic issues – your subject teacher
- IT issues – pgrewcock@ratcliffcollege.com
- Pastoral issues – email your Tutor or Head of Year

GUIDANCE

It is important that even though we may be working remotely, we remember that the same codes of conduct for students apply, for the protection of all members of our community. Please ensure that the following code of conduct is followed should you be attending a live lesson / working from home.

- Use your school account to contact teaching staff. Do not send your personal mobile numbers or email addresses to your teachers.
- Remember to check your school email regularly for information, and the notices on Google Classroom streams.
- You can contact IT Support (pgrewcock@ratcliffcollege.com) if you need help with equipment or software and Mr Grewcock will help as much as he can.

PASTORAL SUPPORT

Tutors are contactable via email during the working day. While we are working remotely, if you have concerns such as friendships or worries about work, then your Tutor will still be the first person to contact, or your Head of Year if you feel that would be more suitable. Please email them directly.

LESSONS AND SET WORK

(see also * How to manage Guided Distance Learning on page 5)

Your teacher will continue teaching your GCSE / A Level course.

- **Year 11 will continue with their GCSE courses until Study Leave (Thursday 7th May). You will then begin your 'Introduction to A level' programme.**
- **Year 13 will continue with their A level courses until Study Leave (Thursday 7th May). Mr Neville will be providing information covering preparation for university and careers.**

As far as possible, it is advised to stick to your normal timetabled lesson times. At the start of each lesson, check Google Classroom to see if you have a live lesson or a set task.

- Teachers will set work at the beginning of the day - or their first lesson in the week, covering the lesson(s) for the week. This is to allow students flexibility and choice in managing their workload and cutting down screen time.
- Teachers will be available to answer questions on the Google Stream, during their set periods in the first 15 minutes.

You can follow your timetable or decide to create a new plan, adding in exercise, creative tasks and time out. Here is an example:

	Monday	Tuesday	Wednesday	Thursday	Friday
SESSION 1					
SESSION 2					
SESSION 3					

FEEDBACK AND MARKING

Sending work to your teacher for written feedback will vary for each subject. Online tests will be self-marking so it is easy to see your marks and get immediate feedback.

For 'essay' subjects, teachers will need time to mark online so one main task per fortnight for English or RS, for example, is manageable for all. You will be expected to respond to your teacher feedback and re-submit the work, if required.

YOUR RESPONSIBILITIES

- It is **your** responsibility to complete the work or communicate with the teacher why it is not completed.
- Your teachers will contact your parents and report to your tutor if you are not handing in work to agreed deadlines. Deadlines will be realistic but you must ask for an extension if needed.
- Ask a question to your teacher using the Google Classroom Stream - this will help cut down on email traffic. Contact through email if you cannot use Google Classroom.
- **Contact your teacher during the first 15 minutes of the lesson.**
- Teachers will check these means of communication regularly and reply within 48 hours. It is not possible to follow a timetable strictly, as teachers have to plan and create resources and mark work online - please be patient.
- No teacher or student is expected to answer queries after 4.10pm, as downtime, away from the computer, is essential.

GOOGLE MEET LIVE LESSONS

You may be asked to join a Google Meet - there are strict guidelines for use which you are expected to follow.

GUIDELINES

- Your computer must be in a study, kitchen or a lounge, not in your bedroom.
- You must switch off your camera when asked and switch off your microphone when asked.
- You must use the chat facility to ask questions and wait until the teacher is ready to answer them.
- Please read the Google Meet Student Guidelines before the lesson.

TIPS

- Ensure you can hear the teacher – check the volume on your device
- Know how to use your microphone so that you are ready to answer questions if required
- Have your books ready for the start of the lesson in case your teacher refers to them/to make notes

ONLINE SAFETY AND RATCLIFFE COLLEGE ACCEPTABLE USE POLICY

Be safe online – remember to use online searches carefully, and to close any unwanted websites down immediately if you are concerned and tell an adult at home or at school.

Students and staff must continue to adhere to the Ratcliffe College Acceptable Use Policy (AUP).

The following expectations are in place for virtual lessons:

- No online 1:1s, unless the student is accompanied by their parent and another teacher.
- Students must wear appropriate attire, as should anyone else in the household in cases where the video camera is on during lessons.
- Devices must be used in appropriate areas of the home, and the background should be neutral. Teaching should not take place in bedrooms for example.
- Language must be professional and appropriate as is the expectation in all lessons. Family members should not be present in the background and must not join in classes.
- Students must only use platforms provided by Ratcliffe College to communicate with their teachers. For example, Google Meet, Google Classroom and email.
- Students must not reproduce, edit or pass on to anyone within the College or external to the College any online resources created by the School, including video or audio. For example, pre-recorded audio clips or video;
- Communication by both students and staff, spoken, recorded or written **must** be professional and appropriate at all times;

How to Manage Guided Distance Learning

Please follow this guidance to create a positive learning environment at home.

1) Be realistic about what you can do

You are not expected to learn as you do in school. However, **providing some structure** at home will help you to adapt.

Experiment in the first week or so, then **take stock**. What's working and what isn't? Ask your parents - involve them too.

We do not expect you to get through 5-6 hours of academic work a day. Keep your expectations reasonable so that they can be maintained. You do not do five hours of writing a day at school or 5 hours on a computer. Instead, split the day into 3 or 4 one hour slots and work out what work you would like to complete in that time.

2) Keep to a timetable wherever possible

Create and stick to a routine if you can. This is what you are used to. For example, eat breakfast at the same time and make sure you are dressed before starting the 'school' day – avoid staying in pyjamas! Your daily structure does not need to mirror the usual school day - but a structure is good for everyone's wellbeing.

Try to keep to the timetable, but be flexible. If a task/activity is going well or you want more time, let it extend where possible.

Designate a working space if possible, and at the end of the day have a clear cut-off to signal school time is over.

Distinguish between weekdays and weekends, to separate school life and home life.

3) Make time for exercise and breaks throughout the day

Include exercise every day - e.g. a PE lesson at 9am with Joe Wicks (just one example – there are lots!). See our Ratcliffe PE twitter account for further ideas. Try online workouts / yoga sessions - mix it up so you try something new every day.

If you have a **garden, use it regularly**. If you don't, try to get out **once a day** as permitted by the Government.

Where you have more freedom in the timetable, **make time for other activities**. See the latest information about the **House Competitions and Co-Curricular Clubs** and **TAKE PART!**