



RATCLIFFE
COLLEGE

Years 7-10
Distance Learning Guidance*

April 2020

*CURRENTLY UNDER REVIEW
SEPTEMBER 2020

YEARS 7-10 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 RMUnify.
3. Make sure you can log in to Google Classroom and Firefly VLE at home.
4. **See * How to manage Guided Distance Learning on p. 5**

WHAT TO EXPECT

Your teacher will set you an activity that takes approximately **20-30 mins**, for each lesson on your timetable in the week. (You will also be set an **optional** extension task.) So English will set work for 3 sessions, for example. Food Tech will ask you to do one activity every fortnight. You may be given a project that will build up over time so you will have 'small chunks' to complete each week.

The work will be set at the **beginning** of the day (or on **the first lesson** of the timetable) on Google Classroom and/or via email so you know what has been set and can plan out your work. **You can follow your timetable (recommended for Years 7-9) 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	PE Joe Wicks Subject 1 & 2	SUBJECT 4&5 Piano	PE session Baking	Yoga Subject 8	PE Joe Wicks Subject 10
SESSION 2	Walk House Competitions	Walk Reading Teaching my siblings	SUBJECT 7 Practise Piano	Subject 9 Singing Practise	Art Project Practise Piano
SESSION 3	Subject 3 Piano	Subject 6	Free choice	Walk DT Project	Free Choice

TASK SETTING

The **activities/tasks set by your teacher will give you a choice** so you can work at your own pace. You must **COMPLETE the main task and do the optional EXTENSION if you want to**.

For example:

MAIN TASK	OPTIONAL EXTENSION
Read page 2 of your textbook. Answer Questions 1-6. Check your answers from the mark scheme.	Re-read what you have written. If you had to teach this to someone else, who would you explain it to them? Write in bullet points your key ideas. Use the key words..... What would you say if....

If you require more work, please see the '**Distance Learning Packs**' for additional learning ideas for all subjects. **Ask your teacher** for wider reading materials so you can read beyond the syllabus. Take part in House Competitions, co-curricular activities, read often and widely and get creative.

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 but do not have to re-submit the work.

Where you have been set a project, you will be expected to complete the 'smaller' tasks according to the deadlines set. You will build up to handing in the whole project but your teacher will want to see evidence of work completed and will ask you to send evidence, at appropriate times.

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 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 formats 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.

USING TECHNOLOGY TO SUPPORT TEACHING AND LEARNING.

We are currently exploring ways of using technology in a more interactive way, to support Teaching and Learning.

This includes:

- using a voiceover on a PowerPoint so you can hear the teacher explaining the slides and directing your learning. You will be able to 'pause' the presentation, do the task set and move onto the next slide, working at your own pace. You will be able to re-play the audio so you can hear your teachers' instructions again.
- using Google Meet for 'seminars' with small groups of students to explain the work and check understanding, particularly Years 10 and above.
- using Webinars to record online lessons.

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).

Communication between students and staff must only be via platforms provided by Ratcliffe College.

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

These are:

- 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 Guide carefully before the lessons.

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/materials ready for the start of the lesson in case your teacher refers to them/to make notes

THE FOLLOWING EXPECTATIONS MUST BE FOLLOWED

- No online 1:1s, unless the student is accompanied by your 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, where possible, be neutral. Teaching should not take place in bedrooms, for example;
- 'Live streamed classes' should not be recorded by students in any way, video or audio;
- 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;
- Family members should not be present in the background and must not 'join in' with classes.

WHO TO CONTACT

We are **always** here to help. You can contact:

- Your class teachers - about your learning
- Your tutor /Your Head of Year - 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.
- Ms Davis (If you need further help with Academic matters)
- Mr Donegan (if you need further help with Pastoral matters or Safeguarding)
- IT issues – pgrewcock@ratcliffecollege.com or if you need help with equipment or software and they will try and help as much as they can.

How to Manage Guided Distance Learning

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 have to do five hours of writing a day at school or 5 hours on a computer. Instead, split the day into 2 or 3 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.

If you have siblings at home, **consider combining your timetables**. For example, you might exercise and do maths together – see what works for your household.

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

Stick the timetable up on the wall so everyone knows what they should be doing when, and tick activities off throughout the day.

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

3) Make time for exercise and breaks throughout the day

Start each morning with a PE lesson at 9.00am 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. Our PE department will be setting you a fitness programme to follow, each week.

If you have a **garden, use it regularly**. If you don't, try to get out **once a day** as permitted by the government (households can be together outdoors but 2 metres apart from others)

Other activities to keep you engaged throughout the day

Where you have more freedom in the timetable, **make time for other activities**. Add some creative time - practise your musical instrument, paint, make, dance, write songs or stories. You could even create a playlist for a kitchen disco!

See the latest information about the **House Competitions and Co-Curricular Clubs** and **TAKE PART!**

Make time for **Reading for Pleasure** - every day.

Write postcards to your grandparents, family, friends or classmates.

Do chores - take part in the daily running of etc.

Learn how to **cook** and **bake** - from simple meals to 'Bake Off' show stoppers - now is the time to develop your skills.

Speak to your friends - but remember that screen/phone limits are still important at this time.

Consult the '**Distance Learning Packs**' for lots of ideas on how to consolidate your learning in all subjects.