



DITCHAM PARK SCHOOL

*Where every child is known and valued*

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## Home Learning Guide for Pupils and Parents in Juniors



## Introduction

8<sup>th</sup> January 2021

Dear Parents

With this current closure, we find ourselves in territory that we are familiar with from last summer term. In the Autumn term, our pupils have had training in accessing the online working that we have put in place and should be confident in this area, albeit in some cases with your support at times. Nevertheless, we recognise that this time away from school is a frustration and inconvenience and our aim is to make the experience as positive and effective as it can be. We hope you understand that our actions are designed to keep your child, your family and our wider school community safe.

Please find some information below which may be useful for both you and your child.

As a teaching body, we are ready to do all that we can to support distance learning, so please do contact us if there is anything we can do to help.

Yours sincerely

Helen Parrott  
Head of Juniors  
[helen.parrott@ditchampark.com](mailto:helen.parrott@ditchampark.com)

# Responsible Online Learning

## Expectations of Pupils

Do your best to learn at home and to complete the work you are set.

Try to complete work each day according to your timetable and work set

Behave appropriately, respectfully and responsibly in all communications with teachers, peers and others: understand that our expectations of behaviour while learning at home is the same as if you were in school. This is particularly important with regard to communication with your peers on social media.

Contact your teacher in the first instance if you have any queries about the work.

**Do keep your camera ON** during live lessons.

**Do not** record, post or take photos of your peers or teachers during online learning or share recorded lessons and resources publicly.

**Do not** deliberately browse, download, upload or forward material that could be considered offensive or illegal.

Understand that your Teachers are available for you if there are any concerns or worries.

## **Parent Guidelines**

We understand that the challenges for parents may be considerable. Some children will adapt to new ways of learning more readily than others. Following a timetable at home may be easy for some but challenging for others.

Learning in a broader context could be a shared family experience. If appropriate, consider involving the wider family in shared activities and opportunities to learn such as fitness/exercise routines and enrichment activities such as reading, STEAM projects and music making which the school will facilitate.

As the main point of contact your child's Class Teacher will be responsible for the overall academic progress and well being of your child during this period of home learning. The Class Teacher will be in touch with your child each day.

### **Teacher Pupil Contact**

In Juniors, Class teachers will be in active **daily** contact delivering live lessons through Google Meet and Google Classroom and through Show My Homework (Middles and Uppers) and via e-mail.

### **School Parent Contact**

In Juniors the Class Teacher will contact the parents of each child in their class once a fortnight to talk about progress and well being and to answer queries.

### **Learning Support**

If your child routinely receives 1:1 learning support lessons with a member of the Learning Support department then we expect these lessons to continue on-line. The relevant member of the Learning Support department will get in touch by e-mail to confirm arrangements.

### **LAMDA & Individual music lessons**

Jenny de Jongh and individual instrumental music teachers will get in touch with relevant parents to make arrangements for on-line learning.

### **What to do if your child experiences problems with learning at home?**

If your child has problems engaging with the demands of learning at home please contact your child's Class Teacher. If there is a problem with a specific subject please get in touch with the subject teacher. If the Class Teacher or Subject Teacher is unable to help or solve a problem please contact Helen Parrott (Head of Juniors) [helen.parrott@ditchampark.com](mailto:helen.parrott@ditchampark.com)

If your child's Class Teacher or the Head of Junior's is unable to help or solve a problem, you can contact Graham Spawforth, the Headmaster. He will be available for a telephone conversation or an on-line meeting. To get in touch with the Headmaster please contact his PA, Amanda White. Her e-mail address is [amanda.white@ditchampark.com](mailto:amanda.white@ditchampark.com)

### **What will happen if your child does not submit work or attend a lesson?**

The teacher will chase up missing work and a pupil who misses a lesson. If this becomes habitual the teacher will contact parents.

Please encourage and support your child with their work. This includes finding an appropriate place to work, asking if work is completed by the end of the day and trying to ensure that the timetabled teaching and learning programme for the day is followed.

Encourage a balanced lifestyle that involves daily exercise.

Prioritise your child's wellbeing and happiness over completion of work.

Remain patient and flexible as your child and the teachers adjust to this new way of working.

Please do not record, post or share resources provided for your child.

If you have concerns please inform the School in the first instance rather than seek solutions via parent WhatsApp groups.

# Juniors

## Information for Pupils

Time	Monday	Tuesday	Wednesday	Thursday	Friday
8.40-9.10	Period 1	Period 1	Period 1	Period 1	Period 1
9.10-9.40	Period 2	Period 2	Period 2	Period 2	Period 2
9.40-10.10	Period 3	Period 3	Period 3	Period 3	Period 3
10.10-10.40	Period 4	Period 4	Period 4	Period 4	Period 4
10.40-11.00	Morning Break	Morning Break	Morning Break	Morning Break	Morning Break
11.00-11.30	Period 5	Period 5	Period 5	Period 5	Period 5
11.30-1200	Period 6	Period 6	Period 6	Period 6	Period 6
12.00-1.00	Lunch Break	Lunch Break	Lunch Break	Lunch Break	Lunch Break
1.00-1.30	Period 7	Period 7/ KS2 Clubs	Period 7	Period 7	Period 7
1.30-2.00	Period 8	Period 8/KS2 Clubs	Period 8	Period 8	Period 8
2.00-2.30	Period 9	Period 9	Period 9	Period 9	Period 9
2.30-3.00	Period 10	Period 10	Period 10	Period 10	Period 10
3.00-3.20	Afternoon Break	Afternoon Break	Afternoon Break	Afternoon Break	Afternoon Break
3.20-3.45	Class Assembly/Hymn Practice/ Choir	School Assembly /Hymn Practice/ Choir	Class Assembly	School Assembly	Headmaster's Assembly (online)

*Please note the slight change to the timings of the afternoons during lockdown. Please note that hour long lessons will be reduced to approximately 45 minutes. Half hour lessons will remain at 30minutes duration.*

### **What will be happening each day?**

Your teachers will set you work that corresponds to your timetable for the day. This work will be set on Show My Homework (Middles and Uppers) or via Email (Lowers and below) and will direct you to either your **Google classroom** or to **Google meet** where teaching and learning material will be available from your teacher.

Ensure you take an hour for lunch and the full 20 minutes for morning and afternoon break.

Teachers will monitor the work you complete and provide feedback at points that will allow you to make progress with your learning.

### **What will I need to do?**

- Log in to your Google Classroom in accordance with your school timetable. Look for Google Meet invitations to live lessons
- Please check Show My Homework, Emails and Google classroom at the start of each day, and regularly over the day, for updates.
- Complete all work set before the deadline specified by your teachers.

Submit your assignments once they are complete, so that your teacher can review your work and give you feedback. If you do not keep up with the work set, your teacher will contact your parents.

- If you are unwell, please make sure that your parents inform the School in the usual manner and your Class Teacher, so that we can take this into account when monitoring your completion of work.

### **What if I need help and support?**

- Please contact your subject teacher by email or Google classroom in the first instance. Teachers should respond to you within 48 hours of your query, but you may need to be patient.
- All your friends in the same class or set will have been issued the same work - you may find it helpful to work collaboratively or to ask them if you have a question.
- There is a wealth of resources available online that will help with your learning.

### **What feedback will I get from my teachers?**

- Your teachers will monitor your submissions and make sure you are understanding the work and completing tasks.
- Your teachers will provide feedback and marking, to enable you to make progress. Do read their feedback carefully and act upon targets given to make improvements.

### **Learning Support Lessons**

Learning Support lessons will continue according to our regular schedule and will take place on the Google meet platform. You will receive a link from your teacher enabling you to join the session, so look out for emails and messages.

## Peripatetic Music Lessons

Please contact your child's music teacher directly regarding his/her lessons whilst your child is learning from home

Helen Parrott  
Head of Juniors

## Useful Contacts

### Ditcham Park School Contacts

You are able to contact our staff in the following ways during this period:

#### **School Office:**

By email: [parents@ditchampark.com](mailto:parents@ditchampark.com)

If your enquiry is of an urgent nature, please call the School telephone number 01730 825659 between the hours of 8.30am and 4.30pm.

#### **Headmaster's PA for Headmaster:**

Amanda White: [amanda.white@ditchampark.com](mailto:amanda.white@ditchampark.com)

#### **Head of Juniors:**

Helen Parrott: [helen.parrott@ditchampark.com](mailto:helen.parrott@ditchampark.com)

#### **Individual Members of Staff:**

By emailing individual members of staff, email addresses can be found on the Staff and Governors section of the School website. Click on the name of the member of staff for his/her e-mail address.

#### **IT Support:**

IT Department: [support@ditchampark.com](mailto:support@ditchampark.com)

#### **Admissions:**

Mandy Lowe: [admissions@ditchampark.com](mailto:admissions@ditchampark.com)

#### **News/Reports/Activities:**

By emailing [hello@ditchampark.com](mailto:hello@ditchampark.com) with videos and photographs of work and activities that are happening in your home. These may well be featured in our weekly electronic newsletter.

# APPENDIX 1

## Technical Help Sheets

### How to log into Show My Homework

1. Navigate to the Show My Homework (SMHW) website at [ditchampark.satchelone.com/school/home](http://ditchampark.satchelone.com/school/home) and click on 'Log In'. This link can also be accessed through the Ditcham Park School website, from the "chain link" icon on the home page.
2. Select the relevant login option, 'Student' or 'Parent'

3. Enter your registered email address and password to login.

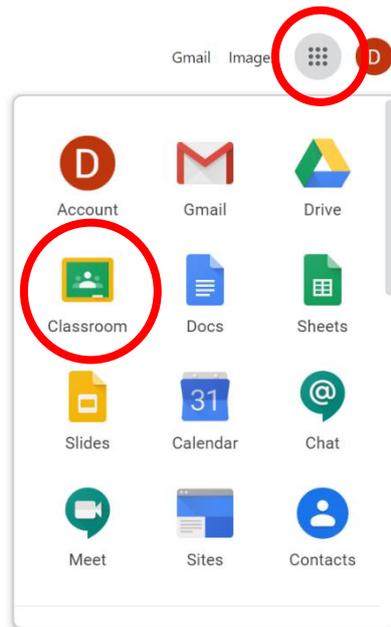
**\*If you have any issues logging in, please use the help feature on the website. If you are still unable to log in, you may need a new code. To access a new code, you will need to contact our IT Support team – [support@ditchampark.com](mailto:support@ditchampark.com) .**

4. Once logged in, your timetable will be shown, detailing the work that has been set for each day.

Issued	Completed
Monday 20 January	
Wednesday 22 January	
Wednesday 26 February	
Friday 06 March	

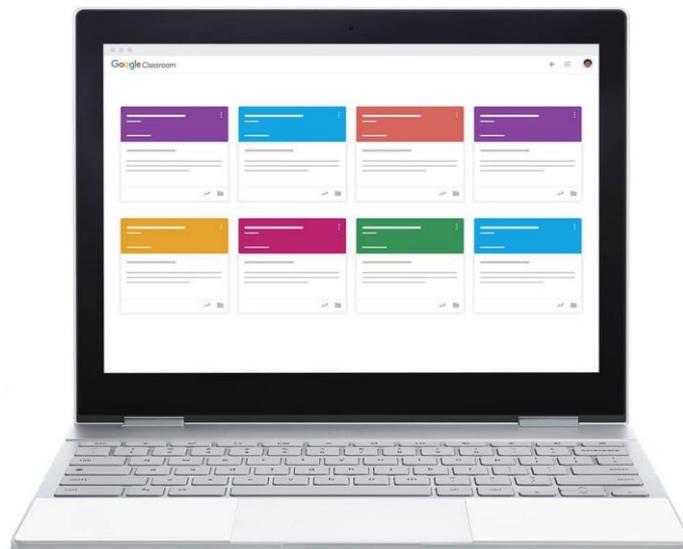
## How to access work on Google Classroom

1. Open 'Chrome' from your chrome book – this will already be logged into Google
2. Ensure that you are on the google homepage - google.co.uk
3. Click on the grid icon at the top left of the page and select the Google Classroom icon

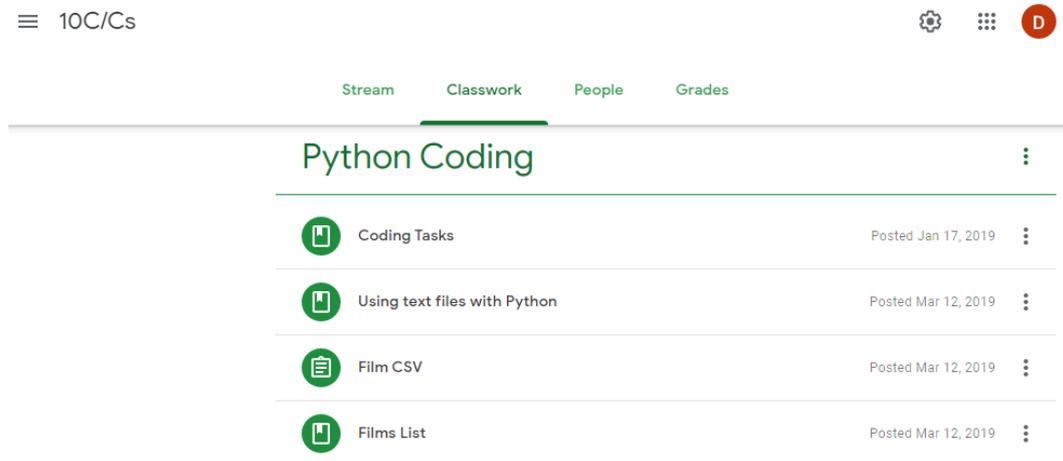


If you are unable to see this icon, navigate to [classroom.google.com](https://classroom.google.com) and log in using their school email address and password.

4. Google classroom is organised by subjects and their work can be accessed from the main dashboard – example below:



5. Once the student has accessed their class, their work will be detailed under the 'Classwork' tab. From here, they are to follow the instructions as directed by their Teacher.



**\* If your child has any issues with accessing Google Classroom, please contact out IT support department – [support@ditchampark.com](mailto:support@ditchampark.com) .**

### **Pre-recorded 'mini lessons'**

Your teacher may have recorded a 'mini lesson' for you to watch as part of your online learning provision, in which the teacher will deliver the content for the lesson.

Your teacher will post details in SMHW and direct you to google classroom where the link for the lesson will be located. The time it takes to download the video will be dependent on your internet bandwidth.

## How to access Google Meet

Our online provision will include lessons that have been pre-recorded or live streamed. The platform that we will be using is Google Meet, in line with our existing systems. Google Meet allows pupils to use their Ditcham logins which builds in a greater degree of security. There will be no option for external accounts to request or join lessons and the pupils will not be able to setup meetings that have not been organised by their teacher.

If the teacher has set up a live lesson, as specified in SMHW, the pupils will be able to access the link through Google Classroom. The teacher will have specified the time of the lesson in the 'Stream' within the classroom. The link will be accessible shortly before the specified time, in the header of the classroom (shown below):

1.

Stream Classwork People Grades

11B/Cs GCSE Computing

Class code cmh556t

Meet link <https://meet.google.com/lookup/cbctt4necv>

Select theme Upload photo

Upcoming  
No work due soon  
View all

Share something with your class...

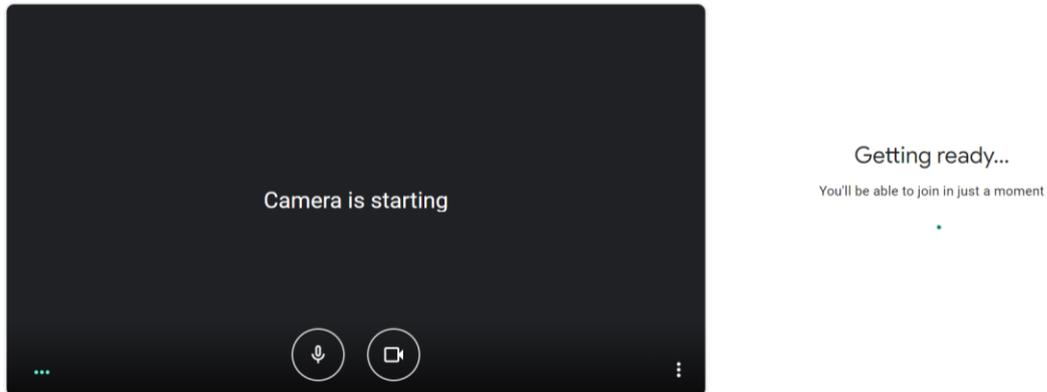
Dave Harding  
11:23 AM  
Your live lesson will begin at 10.40. Please click on the live stream link above.

Add class comment...

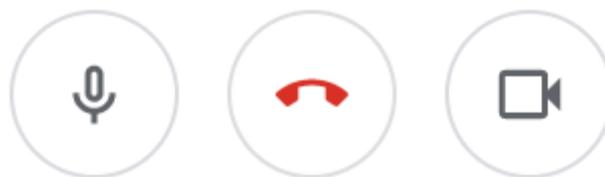
2. Once the link has been selected, you will be navigated to the 'lobby' page for the meeting.

**It is important at this time to refer you to the pupil policy for online learning in this document. For the safety of the pupils and staff, it is of paramount importance that pupils adhere to these rules.**

3. Within the lobby, you will wait to join the meeting. At this point, your camera and microphone will turn on ready for the live lesson.



4. Once in the meet, you will be able to see the teacher and any other pupils in the class. At points in the lesson, the teacher may ask you to mute your audio. The controls for this, and other features, are located at the bottom of the screen.



**Mic on/off**

**Leave meeting**

**Camera on/off**

5. Your teacher will direct you to use the features within Google Meet, where appropriate. It is important that you follow these instructions and not disrupt the flow of the lesson.
6. Once the lesson has ended, the teacher will direct you to leave the meeting, using the controls on your screen

## APPENDIX 2

### Pupil Agreement for Remote Learning from Home

#### Policy addendum to Acceptable Use Policy

## Pupil Agreement for Remote Learning from Home

We are aiming to keep your access to learning and teaching open through a difficult time and staff will be working hard to provide you with lessons via the online systems.

We are asking all pupils to read and agree an Online Learning Agreement, which is a document that outlines how we expect you to behave when you are learning online.

School systems and users are protected and monitored by security and filtering services to provide safe access to digital technologies. This means anything you do on a school device or using school platforms may be viewed by one of the staff members who are here to keep you safe. You should not behave any differently when you are out of school or using your own device or home network.

The points listed below should be followed at all times and can be summarised as follows:

**“Treat yourself and others with respect at all times; treat people in the same way when you are online or on a device as you would face to face.”**

#### I agree that...

1. I will treat myself and others with respect at all times; when I am online or using a device, I will treat everyone as if I were talking to them face to face in a classroom.
2. The messages I send, or information I upload, will always be polite and sensible. I understand that all messages I send reflect on me and the school.
3. Even though I am working outside the classroom, I will aim to be positive and creative, to learn and share, to develop new skills and to prepare for the future.
4. I will choose a sensible place to work from – ideally a living room - and I will dress appropriately for my lessons as I would do at school. I will not partake in live conferencing lessons in my bedroom or without parental presence.
5. Where I have been notified on SMHW that my lesson will be a live conference, I will be at my lesson on time.

6. If I am unable to join a live lesson for any reason e.g. through ill health, I will let my teacher know in advance.
7. I will never take secret photos, recordings or videos of teachers or other students.
8. I understand that my online lessons will be monitored by senior leaders from the School.
9. I will complete exercises as directed by my teacher and upload completed work to meet the deadlines set by my teacher.
10. I understand that Google Classroom is a closed school system open to me through the school's Google account and is limited to me, the staff and my fellow pupils. I should not invite any guests from outside the School to join the system through the use of my login details.
11. I will not under any circumstances provide my login details to anyone else. The system is fully secured and my activity on the system can be monitored.
12. I can share work with other pupils in my class but I should let my teacher know who else I am working with.
13. I understand that websites, blogs, videos and other online information can be biased and misleading, so I will need to check sources.
14. I will not download copyright-protected material (text, music, video etc.), and I will avoid plagiarism.
15. I will not browse, download, upload, post, share or forward material that could be considered offensive, harmful or illegal. If I accidentally come across any such material I will report it immediately to my teacher.
16. I will be careful when opening files and attachments, checking for viruses etc. If I am unsure I will never open a file, hyperlink or any other attachment.
17. I will not share my or others' personal information that can be used to identify me, other students or my teachers on any online space, unless a trusted adult has given permission or reviewed the site.
18. I will never say, text or post anything that could hurt or embarrass another person. I will never use the internet to bully anyone.

**Pupils should complete this form to indicate that you have read, understood and agree to the updated acceptable use policy**

**<https://forms.gle/hWJUC174oXyNeSkUA>**

## Appendix 3

### Mental Health and Wellbeing

#### Guidance and Useful Apps

During this time, it is perfectly normal to feel sad, confused, scared or angry. In this section you will find information to help prevent or minimise these feelings and to encourage positive mental health and wellbeing.

Please ensure that you have sufficient **sleep** (eight hours is optimal for most children) and eat a **healthy, balanced diet**. It is extremely useful to have some sort of **routine** for the day. Set the morning alarm, leaving time for a leisurely breakfast before the school day starts. The school timetable will obviously help, but we also suggest a list of other things to do each day:

- **Exercise:** everyone should have at least one physical activity every day. The PE Department have placed a large number of activities for you to choose from online:
- **Be creative:** whatever interests you. The Music, Art, Drama and Science Departments have all provided lots of creative activities and suggestions for you to undertake.
- **Take some fresh air:** Spend time outside if you possibly can, enjoy nature and a little sunshine on your face.
- **Help someone:** when you do something for someone else, you feel good too. How about helping with the housework, making someone a hot drink, writing to a neighbour or to someone isolated in a care home.
- **Socialise:** with family at home and with friends online. Please remember not to leave anyone out of your online chats.
- **Relax:** offline as well as online!
- **Time** is precious, you are the master of your own time and can maximise or waste it. Enjoy the slower pace life will take. The biggest challenge to our time is the screen; be its master, not its servant - it has the capacity to eat up every waking hour. We suggest you remove all screens from bedrooms. For an innovative solution to help stay off smart phones and maintain focus, have a look at the Forest App which encourages you to stay focused on your offline activity and grow your own virtual forest which can then be turned into real trees <https://www.forestapp.cc/>. It is important we don't lose sight of the facts and context when we are looking at Covid19 coverage across the news and social media. Fake news can cause considerable levels of anxiety and distress. Please only use reputable sources of information such as national news channels and government websites.

- **Staying safe online** must remain a priority. The [Thinkuknow website](#) provides up-to-date information. They have produced useful [Thinkuknow Parents Helpsheets](#) for guidance of how to stay safe online while the children are off school. Please remember the pupils may be using the camera option when taking part in online lessons, they must therefore dress appropriately.

If feelings of **emotional upset become overwhelming**, the following may be useful:

- Breathing exercises – try 7/11 breathing. Breathe in for a count of 7, out for a count of 11. Repeat until you start to feel calmer.
- Go outside for a walk in the fresh air.
- Do some exercise. Try the school PE lessons on the above links, or daily PE with Joe Wicks or Leeanne Barber.
- Declutter/rearrange your room. It really works!
- Put post-its of positive messages around your room.
- Remember to talk. The school support networks are still here for you and can be accessed via email.

There are numerous **apps** around to help. The following are recommended:



**Smiling minds:** This app has a special feature called Thrive Inside to help you stay calm and healthy in the physical constraints of your home during the Covid19 isolation period, while remaining calm and healthy inside your mind.



**Journey:** This builds positive thinking through journaling and increases positive thinking. It is free (with a premium upgrade).



**Happify** You can post on a story board how you feel, there are engaging activities and games. Proven scientific and effective support is provided and it helps to break old habits and form new habits by providing tools and programs to help you take control of your feelings and thoughts. It is free (with a premium upgrade).



**Headspace:** This is a mindfulness meditation app recommended by the NHS. It includes special meditations, sleep and movement exercises to provide support during isolation to help you find some space and kindness for yourself and others.

Stem4 charity have produced three fantastic free apps developed by young people for young people and their families who are struggling with mental health concerns, including:



**Combinedminds** to help families and friends provide mental health support.

The following **online services** are also recommended:



**Kooth** is a free online counselling service.



**NHS website** provides advice and support for common problems like stress, anxiety and depression.

**Childline** provides free and confidential support to under 19 year olds