



DITCHAM PARK SCHOOL

Where every child is known and valued

Home Learning Guide for Pupils and Parents in Seniors



Introduction

8th January 2021

Dear Parents

With this current closure, we find ourselves in territory that we are familiar with from last summer term. Our processes then worked well and our pupils made good learning progress over that time. We are building on those strong foundations for our work this term but have made some changes to ensure that our provision is even better. An important example for you to be aware of is our move to run our mini-period activity slot at the end of the school day, rather than after lunch. This sees our last academic lesson, Period 5, starting at 2:00pm and is designed to ensure that momentum is not lost in the afternoon, something that we learned could be a problem from our summer parent survey.

Despite the excellent provision we know we can provide, we understand that this is a frustrating time for everyone – pupils, parents and teachers. Our aim is to provide a positive experience for all and to ensure that our pastoral support remains a strength in what we do. We will be looking to have fun along the way, learn some new skills, support one another and ensure that Ditcham online is as a safe rewarding place to be. And none of us will have to worry about snow days!

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.

Best wishes

Mark Philips
Head of Seniors

mark.philips@ditchampark.com

Responsible Online Learning

Expectations of Pupils

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

We expect you to attend **all** lessons.

Try to be organised and try to work independently.

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.

Undertake the enrichment activities which will be provided by the school such as fitness routines, House activities, competitions, STEAM projects, music making etc.

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 Home Learning Tutor or Subject Teachers are available for you if there are any concerns or worries.

Please refer to Appendix 2 for the Pupil Agreement for Remote Learning from Home. Pupils in Seniors must read and complete the acceptable use policy form.

Parent Guidelines

We understand that the challenges for parents may be considerable. Some children will adapt to home 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 **Home Learning Tutor** will be responsible for the overall progress and well being of your child during this period of home learning. The Home Learning Tutor will be responsible for approximately 10 pupils during this period of lockdown and s(he) will be in touch with you on a weekly basis. It may be your child's normal tutor but it may also be a member of the Senior teaching team with links to your child's year group. We will be in contact with you shortly to confirm the name of your Home Learning Tutor and their contact details.

Teacher Pupil Contact

Teachers will communicate with pupils within live lessons and can be contacted through Google Classroom or email. Feedback on work will largely be done online using the Google Classroom review tools.

School Parent Contact

In Seniors the Home Learning Tutor will contact the parents of each pupil in his/her group once every week to talk about progress and wellbeing and to answer questions.

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 Home Learning Tutor. If there is a problem with a specific subject, please get in touch with the subject teacher. If the Home Learning Tutor or Subject Teacher (Seniors) is unable to help or solve a problem please contact Mark Philips (Head of Seniors) mark.philips@ditchampark.com

If your child's Home Learning Tutor or the Head of Senior's is unable to help or solve a problem, you can contact the Headmaster, Graham Spawforth who 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

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. The subject teacher will contact parents by email if a pupil misses two lessons consecutively or over the course of the week. We will be reporting, as part of our half-term grades feedback, on attendance and engagement in lessons.

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.
- 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 Whats App groups.

Seniors

Information for Pupils

Time	Monday	Tuesday	Wednesday	Thursday	Friday
8.40-9.40	Period 1	Period 1	Period 1	Period 1	Period 1
9.40-10.40	Period 2	Period 2	Period 2	Period 2	Period 2
10.40-11.00	Morning Break	Morning Break	Morning Break	Morning Break	Morning Break
11.00-12.00	Period 3	Period 3	Period 3	Period 3	Period 3
12.00-1.00	Period 4	Period 4	Period 4	Period 4	Period 4
1.00-2.00	Lunch Break	Lunch Break	Lunch Break	Lunch Break	Lunch Break
2.00-3.00	Period 5	Period 5	Period 5	Period 5	Period 5
3:00-3.45	House Activity	Headmaster's Assembly	Challenge Day	Form Time and PSHE	PE/Games Challenge

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 and will direct you to either your **Google classroom** or to **Google meet** where teaching and learning material will be available from your teacher.

Although our lesson times will reflect our usual timetable, lessons will be 45 minutes long giving you 15 minutes between each lesson to take a break from your screen. Take an hour for lunch and the full 20 minutes for morning break.

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

The School will provide you with a range of enrichment activities for you to undertake. There will be regular fitness sessions, opportunities to be creative in art, music and drama, and to undertake STEAM projects.

The mini-lesson slot in which these activities will take place has been moved to create a better balance to the online working day. Please note, therefore, that Period 5 will now take place after lunch at 2:00pm. The Mini lesson will take place at the end of the day from 3:00 to 3:45pm.

Because much of the work you complete each day will be task-based assignments there will not be further work set for you to complete after 3.45pm. This is your time to learn and develop new skills and to support your family and community.

What will I need to do?

- 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 your Home Learning Tutor 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 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.
- You may contact your Home Learning Tutor if you have a particular concern or query that a subject teacher might not be able to answer.

Tutor Time

We'll be running a virtual tutor time each Thursday from 3:00pm where you can catch up with your Form Tutor and your friends in your class, as well as completing your PSHE work. This is a standard lesson and your attendance is obligatory. Please be prepared to report back on your lockdown week, ask questions and share your experiences. This will be hosted by your normal school tutor so your entire class can be together for the call.

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.
- It is expected that you would on average have one piece of work marked per subject per week. For subjects in which you only see the teacher once a week, it will be once a fortnight.

Learning Support Lessons

Learning Support lessons will continue according to our regular schedule, or by prior arrangement with your teacher at an alternative time. 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.

Good luck everybody, we can't wait to see you online next week.

Mr Philips
Head of Seniors

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

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.

Headmasters PA for Headmaster:

Amanda White: amanda.white@ditchampark.com

Head of Seniors:

Mark Philips: mark.philips@ditchampark.com

Head of Juniors:

Helen Parrott: 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

Admissions:

Mandy Lowe: admissions@ditchampark.com

News/Reports/Activities:

By emailing 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 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.

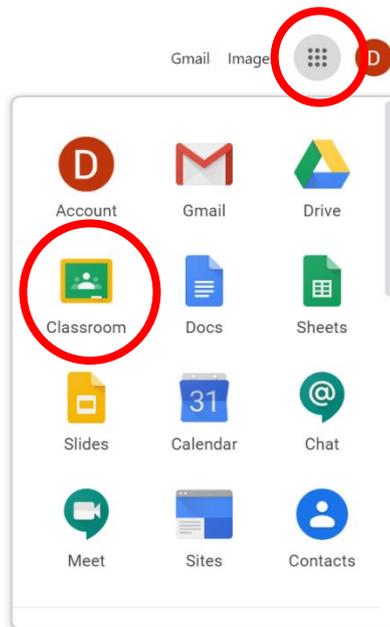
***If you have any issues logging in, please use the help feature on the website. If you are still unable to log in, you may need a new code. To access a new code, you will need to contact our IT Support team – support@ditchampark.com .**

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

To-do list	
Issued	Completed
Filter list by using key words in the search box	
Search...	
Past due	
Monday 20 January	The Living World Revision Questions *Please complete The Living World revision questions* Spend 10 minutes reading through your notes* Spend 30 minutes compl... Homework for group 10A/Q1 - Geography - Mrs R. Turner
Wednesday 22 January	Witches in Shakespeare's England We'll use this exercise as an opportunity to practise an English Language Paper 2 question at the same time as building our cult... Homework for group 10E/En - English - Mr M. Philips
Wednesday 26 February	Required practical plan Please complete your plan for the required practical for Wednesday to carry it out Homework for group 10S/Ch - Chemistry - Mrs S. Boyland
Friday 06 March	tests Friday 6/3: reading test; Monday 9/3: listening test; Friday 13/3: speaking test; There will not be a writing test. Revise well! Homework for group 10D/F1 - French - Mrs N. Macdonald

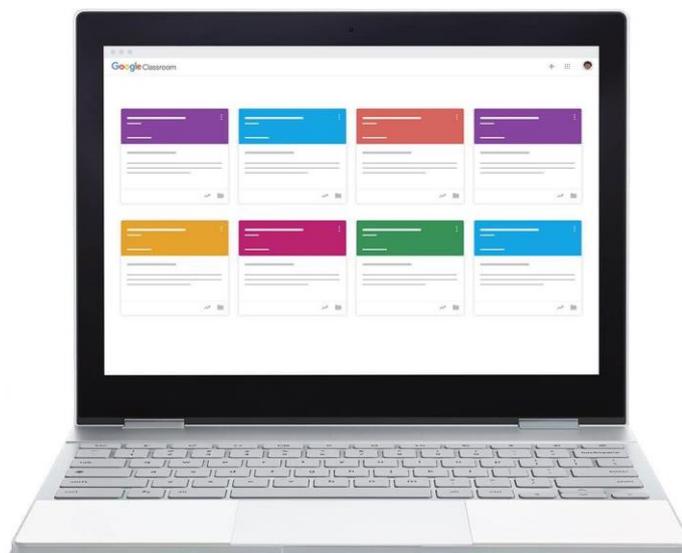
How to access work on Google Classroom

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

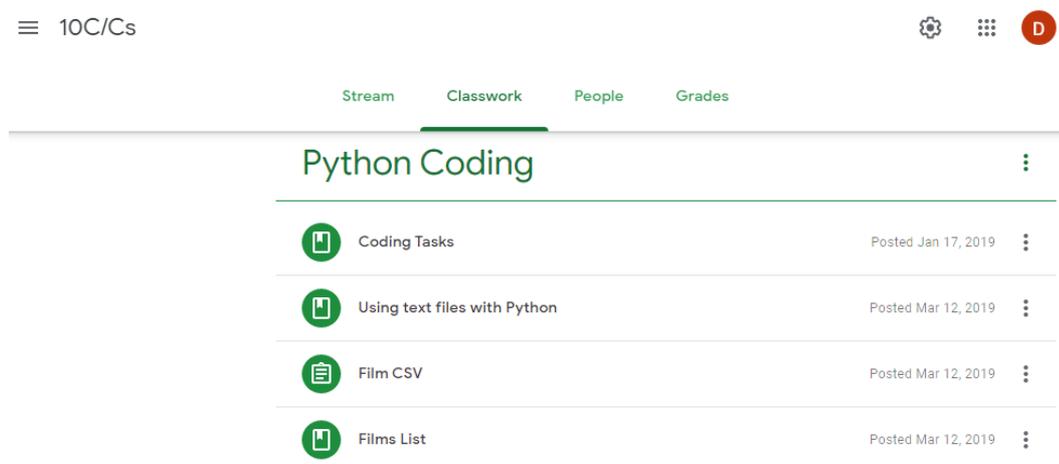


If you are unable to see this icon, navigate to classroom.google.com and log in using their school email address and password.

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 our IT support department – 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.

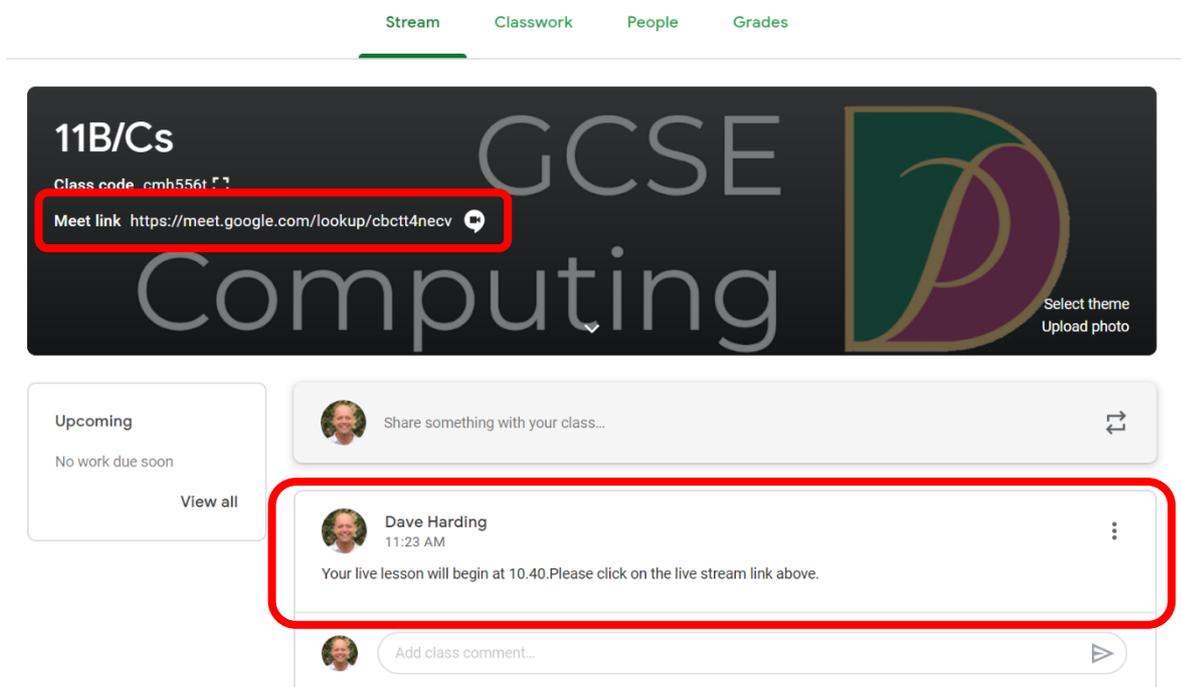
Your teacher will post details in SMHW and direct you to google classroom where the link for the lesson will be located. The time it takes to download the video will be dependant on your internet bandwidth.

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):

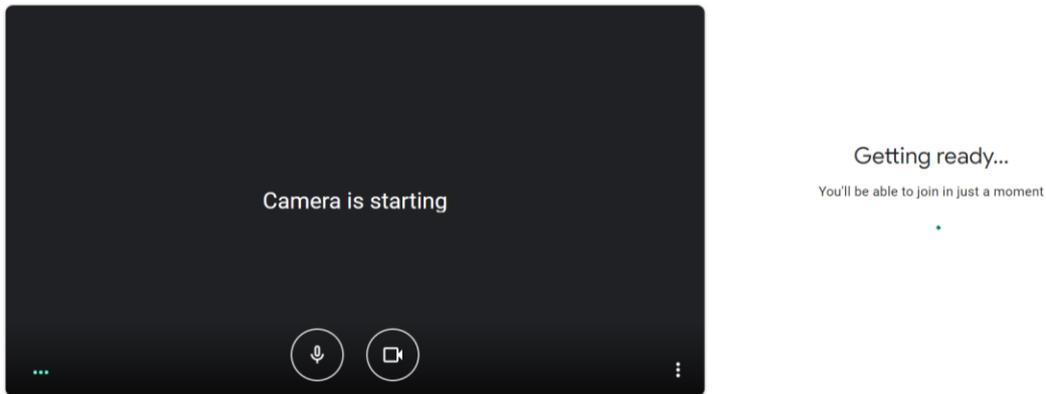
1.



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 sign 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 in Loweres up to Form 5 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 Leanne 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