



**THE
HESSLE
ACADEMY**

Online Learning Guide

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Purpose of this Guide

As we saw during the first national lockdown, working from home is a real challenge for students, parents and schools.

Fortunately, all of us have come a long way since then and we have shown repeatedly that it is possible to provide effective learning whilst students are working from home. Of course, nothing will ever be as engaging and stimulating as classroom learning but, through some well planned routines and clear principles, we can support students to learn whilst at home. This guide sets out those principles and routines and you are strongly recommended to read it.

Working From Home

In order to combat Covid, it is necessary at times for all of us to self-isolate in order to reduce the transmission of the virus. When students are requested to self-isolate or work from home due to a national or regional lockdown, we will provide them with appropriate work to do within 24 hours. This will be combination of the following:

- Work set via our learning platform, Google Classroom, to be completed online or in books
- Live teaching, delivered via Google Classroom
- Work packs printed and sent home

Please note that, where possible, we will provide as much live teaching as possible but this is not a statutory duty on schools and it can be very difficult to deliver when the teacher has students in a classroom as well as logging from home.

The purpose of the online learning programme will ensure that:

- There is a clear structure in place for students
- Learner's appreciate the need to continue with their learning from home with an ongoing expectation of high-quality work
- There is opportunity for real time interaction between teachers and students, whatever the location
- Specialist support and knowledge acquisition will continue from subject staff
- Regular pastoral support from tutors and the wider pastoral team will continue

Online Learning

In the event that a group of students are asked to self-isolate, the following will apply:

- All work will be set on Google Classroom
- All work appears at 8am for the day ahead
- Live lessons will appear in students' Google electronic calendar. Check the calendar for any live scheduled sessions
- Access each subject in the work stream and check the 'files' for additional resources and work set
- Submit classwork and homework via Google Classroom by uploading this in the Classroom
- Attend for time scheduled meetings and watch any assemblies that are shared
- You can view the lesson again if required or at an alternative time from the recording which will be posted on Google Classroom
- Pastoral staff will contact students via email and we will support them with phone calls.

Using Google Classroom

To access remote learning, students should log into their Google Classroom account using their user name and associated password. To ensure safety and security learners will not be allowed access to Google Classroom using other learning platforms.

Please follow the steps in this guide to access all of the areas needed to continue to learn at home. A detailed guide on how to log into Google Classroom can be found on the school website

<https://bit.ly/370iCcX>

Additionally, all students have been taught how to log into Google Classroom in their ICT Lessons. Through Google Classroom, your child will be able to:

- Find their online learning for the day
- Access a mixture of live teaching and pre-recorded teacher explanations
- Find resources, PowerPoints, knowledge organisers and quizzes which their teachers have set them
- Access remote tutor group sessions
- Have access to further homework
- Have an opportunity for collaboration with their teacher, other adults and their peers through the controlled 'chat' function
- Upload work for review by their teacher

Further support and guidance can be found on our school website at:

www.thehessleacademy.co.uk/hessle-high/learning-at-home

Top tips to be an effective online learner

- Create your own school room or desk – ideally a separate room, space or desk that you only set up during your school time – this will help your brain separate work from free time especially as you're not actually going to school.
- Are you sitting comfortably? Adjust your chair or laptop so that your screen is at eye level and your arms make a comfortable L shape resting on the desk. Your feet should touch the floor. Most office chairs will be set for adults but you can find some boxes to prop up your laptop or feet, and raise your chair – play around with this as it is really important to have everything at the right height for YOU. Once your learning space is ready, set up your laptop, fetch a drink and then come back, sit down and start learning!
- Make and keep a routine – even if it's very different from when you were at school. Try to keep the structure. You might not be leaving your house but getting out of your pyjamas in the morning will help you to start the day right and get you ready to focus on your schoolwork.
- What am I doing? You can't follow your friend into the next classroom or discuss over break and lunch what the homework is. Make sure you keep checking on messages in your inbox or Google Classroom and message your teachers if you're struggling to understand what you're supposed to be doing and when
- Keep focussed – ignore all those distractions at home – it's not easy if your parents are working from home and on the phone when you're trying to work through a maths problem. Now's the time to find the best way that you study independently before you go onto our Sixth Form, College or University and have to do it for years. Structure and routine will really help.
- There's a call for you – no, there isn't! Remember we don't allow phones in your classroom so it's no different now. Research shows that UK teenagers spend an average of seven hours a day on their phones! That's a lot of 'just checking'. Give your phone to someone else unless you are using it to work off – or at least in a different room on silent – while you're 'in class'. You can catch up during your breaks – we guarantee those TikTok videos will still be there to watch at a later date!
- Limiting screen time – yes, all your life your parents have been telling you how important it is to rest your eyes – nothing's changed except now you have to spend more time online –

officially. So, it's even more important to look after your body. Take regular breaks to rest your eyes, do your fitness session at lunchtime or go for a walk around the house or garden. Remember your body is used to lots of exercise walking across campus never mind your sports lessons. Even just standing up, stretching your legs, arms and neck will really help. If you are struggling to concentrate, then stop the clock and get some fresh air if you can – it will work wonders.

Supporting Your Child

Children are not adults. Most will not be able to make the necessary adjustment to working from home without some support. The following guidance may help you to help them.

<p>Continue your child's normal school routine:</p> <p>Wake-up alarm at usual time</p> <p>Breakfast</p> <p>Set learning times each day</p>	<p>Make note of the lessons:</p> <p>Review the day's lessons together</p> <p>Tick off lessons and tasks when complete</p> <p>Congratulate your child when tasks are completed</p>	<p>Create a suitable area where your child can learn:</p> <p>An upright chair, desk or table</p> <p>A space which is well lit, cool and quiet</p> <p>Free of distractions</p>
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Whether your child is attending school or not, one of the most effective ways to support learning is simply to have a conversation about it. However, we all know that teenagers can sometimes be reluctant to talk about their schoolwork, so these conversation starters may help.

Okay Sentence Starters	Better Sentence Starters
What are you doing?	How would you explain the steps you have taken? How would you explain what you are working on so I can understand?
Does it make sense?	What was the most confusing part about what you learnt today in....
Why are you stressed?	What has caused you to be stressed?" How can you respond when you are facing difficulty?
What don't you understand?	What questions have the lessons just created for you?
When will you be finished?	What is the next step?
Well done!	You did really well just now, what is the next step?

How to help your child keep a balance

- Wake up at the normal time

- Eat breakfast
- Undertake physical activity to remain active and maintain a positive mood
- Try to alternate screen time with off-screen activities to maintain strong mental and physical well-being
- Allow them to keep in touch with friends remotely as online learning can feel isolating

Although we are all getting used to this new way of learning, as a parent/carer, remote learning is still a relatively new concept and there are bound to be challenges to work through.

Try to monitor your child's online activity and communication channels. Please remind your child that the same level of behaviour exists as if they were at school which includes remaining polite and well-mannered and not to post or send any negative comments or post any images just because they are behind a computer.

Keeping a balance as a working parent

We realise many of you are balancing your work commitments with children being at home. We don't expect you to be doing all of these things all of the time. We are all doing what we can in a challenging time and appreciate all the support you give.

How to keep in contact with us

All correspondence about accessing remote learning access should be directed through their Heads of Year. Their email addresses are listed below:

HOYYear7@hessleacademy.com
HOYYear8@hessleacademy.com
HOYYear9@hessleacademy.com
HOYYear10@hessleacademy.com
HOYYear11@hessleacademy.com

For any general enquiries, please contact hhsoffice@hessleacademy.com

Teaching staff will communicate with classes via Google Classroom and via email from their staff email account. Any subject related issues can be directed to the following email addresses below:

- | | |
|------------------------|--|
| ● Art | hl-art@hessleacademy.com |
| ● BTEC Childcare | hl-btecchildcare@hessleacademy.com |
| ● BTEC Construction | hl-bteccconstruction@hessleacademy.com |
| ● BTEC Dance | hl-btecdance@hessleacademy.com |
| ● BTEC Engineering | hl-btecengineering@hessleacademy.com |
| ● BTEC Health & Social | hl-btechealth&social@hessleacademy.com |
| ● BTEC ICT | hl-btecict@hessleacademy.com |
| ● BTEC Music | hl-btecmusic@hessleacademy.com |
| ● BTEC Performing Arts | hl-btecperformingarts@hessleacademy.com |
| ● Business | hl-business@hessleacademy.com |
| ● Computer Science | hl-computerscience@hessleacademy.com |
| ● Design & Technology | hl-design&technology@hessleacademy.com |
| ● Drama | hl-drama@hessleacademy.com |
| ● Engineering | hl-engineering@hessleacademy.com |
| ● English | hl-english@hessleacademy.com |
| ● Food | hl-food@hessleacademy.com |
| ● French | hl-french@hessleacademy.com |
| ● Geography | hl-geography@hessleacademy.com |
| ● History | hl-history@hessleacademy.com |
| ● IT | hl-it@hessleacademy.com |


- Maths hl-maths@hessleacademy.com
- Music hl-music@hessleacademy.com
- PE hl-pe@hessleacademy.com
- Photography hl-photography@hessleacademy.com
- Religious Studies hl-religiousstudies@hessleacademy.com
- Resistant Materials hl-resistantmaterials@hessleacademy.com
- Science hl-science@hessleacademy.com
- Sociology hl-sociology@hessleacademy.com
- Spanish hl-spanish@hessleacademy.com
- Textiles hl-textiles@hessleacademy.com











Student Online Behaviour

The Academy Behaviour Policy is being followed alongside government guidance around COVID-19. Whilst the overwhelming majority of the current policy will remain unchanged, this new guidance outlines measures that can be taken where students or parents persistently fail to follow the expectations and guidance of school staff or where their actions may place other children or staff at risk.

Students are expected to behave online as they would in the classroom demonstrating excellent behaviours and upholding our vision and core values of respect, integrity, resilience, responsibility, aspiration and kindness.

All live lessons begin with the following slide to remind learners of the online agreement they enter into:

 **Welcome: Your teacher will be with you shortly. Please read. By continuing with the lesson you agree to abide by this guidance**

	Please mute or switch off unnecessary devices		The lesson will be recorded to safeguard all participants and be available to those who could not attend afterwards
	Speak clearly and avoid talking over others. Be polite at all times		The content of this lesson is private and must not be shared with anyone outside it.
	Use the hand up function or raise your hand if you wish to ask a question or talk		Show respect to fellow learners and the teacher at all times
	Mute your microphone to avoid background noise which may distract others		If you have been sent material in advance, ensure you have read it thoroughly first and that it is accessible
	Find a quiet space on your own where you can concentrate and be confident in your engagement		Be mindful of your background. Use the blur function to make it less personal

Icons courtesy of <https://thenounproject.com/>

Students must listen carefully to instructions, participate in the lesson either through live interaction or the chat function and complete the work set for the lesson.

Any failure to maintain the usual standards online will be addressed and contact will be made with parents if required.

Young people who are learning remotely are required to uphold good behaviour at all times and must complete the work that has been set to the best of their ability. When communicating with staff, learners must ensure they communicate in an appropriate way and always politely. Learners should also not misuse or mistreat resources or technology utilised for the delivery of remote learning. It is also important that any issues are reported to the pastoral team.

We recognise that sanctions are unable to be given in the same way to young people learning remotely as they would be in school and therefore where sanctions are required these must be deferred until the young person returns to the academy. Our House Leaders would inform parents and the young person will be disciplined when it is safe to do so.

Safeguarding Online

For safeguarding reasons, all lessons are recorded and learners should always be appropriately dressed and in a suitable working environment when participating in any live lessons. Please support your child to access online learning safely.

We know it may not be possible for you to supervise your child throughout the full school day but we do advise, where possible, that you take time to discuss their online learning and activities.

Where possible try to ensure the learning device is in a public space in the home. It is useful to keep the background neutral with no personal information visible. If possible move learning devices out of the bedroom as this could be deemed inappropriate.

Where appropriate, apply safety controls and privacy restrictions on apps and software. Learners will need access to certain software packages through the internet including Google Classroom, GCSE Pod and Seneca Learning. Whilst these are deemed to be safe for schools to use, like any other app or platform, parents should still implement safety controls as a precaution.

Ensure a firewall or antivirus software package is on the user device to support keeping all students safe online. It is also critical that all communication with teachers and school staff is directed through approved school channels, either through Google Classroom or the learner's school email address only.

The lessons delivered are with the intention of your child being the audience, to support them with their concentration and engagement with the learning and their teacher please help to avoid distraction and have some privacy during the lesson. Resources and guidance for online safety can be access at the following address on our website

www.thehessleacademy.co.uk/news/esafety

If you have any concerns regarding your child's safeguarding, please do not hesitate to contact our School's Designated Safeguarding Lead: Mrs Anderson

Frequently Asked Questions

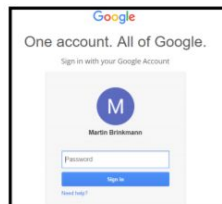
I have forgotten my username or password.

Your user name and password are the same as learners use to access the computers at school. If you still cannot access your account, contact your tutor and House Leader by email. Please make sure you give your name, date of birth and address so we can know it's you if you are not emailing from your Hessle student email address.

How do I sign into Google Classroom?

Guidance: Signing into Google Classroom

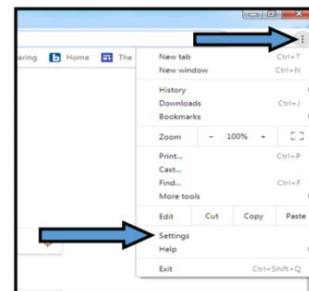
1. Click on the Google Link on your home page.



2. Sign into Google.

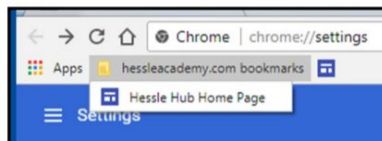
Your sign in will be: Username@hessleacademy.com
Password – this is your normal PC password

3. Go to SETTINGS, then log in through there again. You will be asked to “Link Data” – ensure you do this. If you don't, you will have to sign back into Chrome again every time. At school, you will need to do it once on every new PC you log onto. After the first time, your data will be automatically linked.



4. Click on the Hessle Academy link page on the top left hand side of your browser.

5. Click Hessle Hub Home Page.



How do I find my work?

Work is posted within each of the learners 'classrooms'

6. The arrow below points to *Google Classroom*. All homework is set on [Google Classroom](#) and we expect that students access this at home or if they do not have Internet access at home, during lunch, break or after school in the Learning Resource Centre (LRC). Our ICT Department also offers sessions in the computer suites to help students gain access if required.

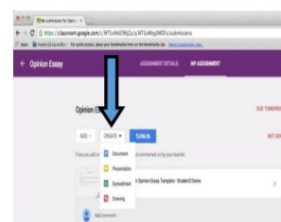


7. When students get an assignment, this is what it looks like.



8. To complete work, students need to click 'Open' and follow the instructions onscreen. Any document their name on it should be completed. This work will be automatically saved and any changes made will be immediately visible to all relevant teachers. In this scenario, there is no need to create additional documents and share in any other way.

9. If there are not any documents with student's name attached to the assignment, students can 'add' previously created documents (by adding 'files' from their computer, or documents directly from Google Drive) OR BETTER STILL, 'create' them there and then. We prefer that they are **created** via Google Classroom as they will be automatically attached to the right place and formatted correctly.



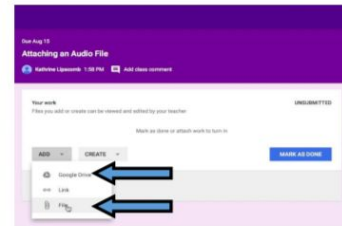
10. Once the work is completed, it needs to be **TURNED IN** to ensure it does not appear as 'MISSING' in our records.

Can I access the work on a mobile device?

The answer is yes and simply follow the instructions below:

Google Classroom can be accessed via the instructions we have shared with you and also via students' mobile phones. Students can **download the apps** for Google Drive, Google Classroom, Google Docs (an equivalent to Word), Google Sheets (an equivalent to Excel), Google Slides (an equivalent to PowerPoint).

This way, all work can be accessed via students' phones. This would be advantageous as we sometimes ask students to use these in lessons. (On such occasions, students who do not have mobile phones are equipped with ChromeBooks or laptops for equal access.)



How much work should I be doing?

Work will be set following the usual timetable and students should aim to complete a full day of study. Government guidance has highlighted students should be completing approximately 4 to 5 hours of online learning a day.

What do I do with my work?

If you have produced work electronically, upload this to your classroom so that your teacher can view this. If you have written your answers and work on paper or in your exercise book, take a picture of the work and upload this to Google Classroom so that the teacher has a record of what you have completed.

What should I do if I have completed all the work set?

There are lots of other resources available to you. Each subject area has a range of further online learning platforms such as Seneca learning, GCSE Pod, PiXL, Oak Academy. Email your subject teacher who will highlight further resources for you to use. Don't forget you can also return to previous lessons which may require refinement or have additional extension tasks which can be completed too.