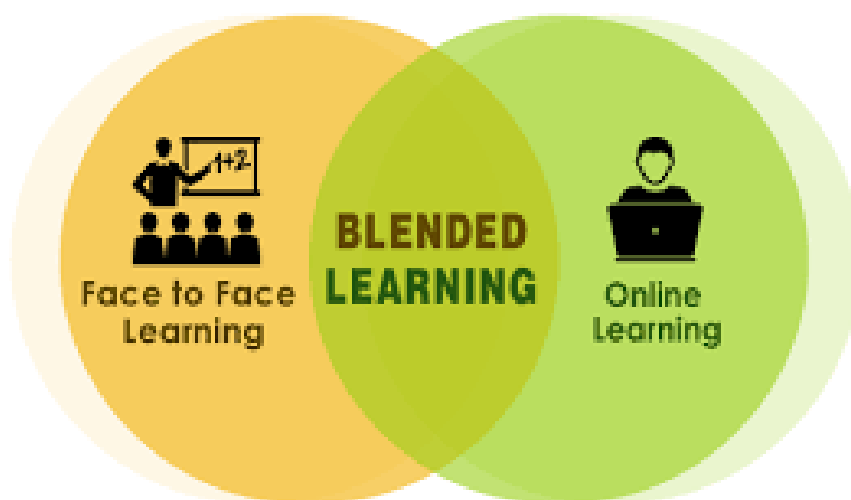




St. Colm's High School

Blended Learning Guide



General E-mail: info@stcolmshigh.draperstown.ni.sch.uk

Website: www.stcolmshigh.org.uk/

Blended Learning Guidance

Blended Learning via Google Classroom

In the case of long-term closure or partial closure, staff at St. Colm's High School will continue to provide education and support to our pupils using Google Classroom, as arranged in advance with their classes. This will allow staff to keep in daily contact, in a professional and confidential manner with each pupil in their class. Pupils have access to all the resources via the Google Classroom App from their mobile device, phone, tablet, computer etc.

It is important that pupils use Google Chrome to log in to My School to ensure access to all functions on Google Classroom.

Teachers will be able to schedule learning in a manner that does not overwhelm or concern our pupils. Teaching and learning can be tailored, changed and updated as time progresses, allowing for replication of classroom activity to the best of our ability. We realise that this is an unprecedented time for our pupils and will adhere to our commitment to pupil wellbeing in all communications.

We realise that the circumstances that caused our school to close will affect families in a number of ways. In our planning and expectations, we are aware of the need for flexibility from all sides: parents may be trying to work from home and so access to technology as a family may be limited; teachers may be trying to manage their home situation and the learning of their own children; systems may not always function as they should. An understanding of, and willingness to adapt to, these difficulties on all sides is essential for success.

In the case of long-term closure, we believe that it is in the best interests of our pupils that we continue to provide structured support. Bearing in mind the need for flexibility, we understand that work may be completed out of sync with when it is shared and as such, longer, more flexible, deadlines will be set. That said, the work that pupils engage in during a period of closure will be part of our current planning and so cannot be considered as optional. Pupils and parents should consider the arrangements as set out in this document as highly recommended.



Remote Teaching and Learning Guidelines.

Teaching staff will:

- ✓ Share teaching and uploaded activities with their class as appropriate, through Google Classroom.

- ✓ Prioritise Post 16 and KS4 for live lessons
- ✓ KS3 lessons may take the form of live lessons, pre-recorded lessons, pupil tasks and quizzes etc.
- ✓ Continue teaching in line with current, extensive planning that is already in place throughout the school
- ✓ Respond to questions from pupils on Google Classroom during working hours. It is not always possible to respond immediately but teachers will endeavour to do so as soon as possible. Pupils are encouraged to respond to each other to help with learning
- ✓ In line with DE Guidance, KS3 tasks will be modified to incorporate the completion of tasks within the allotted time
- ✓ Ensure feedback is provided regularly on work submitted by pupils. This may be verbal during a live lesson or using Mote voice note or written through Google Classroom
- ✓ Make allowances for a blend of learning e.g. written work, pre-recorded, live lessons and will set flexible deadlines for completion of activities, understanding that the circumstances leading to our closure will affect families in several ways
- ✓ Follow the school guidelines for tracking pupil engagement
- ✓ Take regular breaks away from the computer or iPad to engage in other professional duties as much as circumstances allow
- ✓ Inform SLT if they are unwell and unavailable for online teaching, marking and follow up of messages on an online platform or email.
- ✓ Immediately inform the DT / DDT if there are any Safeguarding issues

Pupils will:

- ✓ Download the Google Classroom app.
- ✓ Follow the timetable as laid out by the school
- ✓ Ensure they are prepared to participate from 9am each morning, be dressed appropriately (no PJs) and have any resources that they may need ready e.g. notebook, textbook and equipment
- ✓ Test that your sound/video and Wi-Fi connection are working and set up your digital device in a space free from distractions, but not your bedroom.
- ✓ Switch off other devices, blur/change background, mute mic and **only** unmute when a teacher asks you to do so
- ✓ Turn off your camera when the teacher asks you to do so.
- ✓ Not give access code or link to the lesson to anyone not in your classroom.
- ✓ Behave respectfully and appropriately as you would in a normal class setting.
- ✓ Take turns to speak and contribute – your teacher will tell you how this will be managed at the start of your class for e.g. using chat/mute functions.
- ✓ When asked to share your screen, then make sure all other windows are closed on your computer.
- ✓ Let the teacher know if you have to 'leave' the lesson before the agreed end time.
- ✓ Not film, record, photograph or take screenshots during the session.
- ✓ Not upload, share or use any offensive or inappropriate material to the lesson.
- ✓ Report any concerns you may have immediately to the teacher.
- ✓ Treat live classes as normal lessons, respect all discipline procedures.

- ✓ Be assured that wellbeing is at the forefront of our thoughts and pupils should take regular breaks, get fresh air, exercise and maintain a reasonable balance between online engagement and offline activities.
- ✓ Communicate via a private message with their tutor if they have any worries or issues
- ✓ Only post messages on the Classroom stream and queries that are in relation to tasks set by the teacher or in response to questions the teacher may ask them directly.
- ✓ Read daily, either independently or with an adult.
- ✓ Consider using the remote learning time to learn a new skill, follow their own interests to discover more about the world around us to be creative.

Parents will:

- ✓ Support their child's learning to the best of their ability.
- ✓ Encourage their child to access and engage with Google Classroom posts from their teacher.
- ✓ Recognise that online learning is modified in line with DE Guidance
- ✓ Ensure their child is prepared to participate in their learning from 9am each morning.
- ✓ Ensure their child is in an environment conducive to learning and dressed appropriately.
- ✓ Recognise that priority for Live lessons is given to Post 16 and KS4 CLASSES
- ✓ Ensure their child has the correct equipment to participate in their learning.
- ✓ Not take part or comment on a live lesson. This is to protect the privacy of other pupils in the class.
- ✓ Ensure the pupil has muted themselves to protect the privacy of the household.
- ✓ Contact the school through normal school channels, during working hours and **not** through Google Classroom.
- ✓ Inform the school if a pupil has a genuine reason not to participate in online learning.
- ✓ Check their child's completed work regularly and encourage the progress that is being made.
- ✓ Be mindful of mental well-being of both themselves and their child and encourage their child to take regular breaks, play games, get fresh air and relax.

Learning Support Staff will:

- ✓ Join Google Classrooms
- ✓ Respond to questions and give support to pupils on Google Classroom in a timely manner during working hours.
- ✓ Help pupils in their care complete and submit tasks set by teacher.

5 Steps to looking after your mental health whilst staying home



CONNECT - Keep in touch with friends, family, and colleagues. Make phone calls, send texts or use video calling apps such as FaceTime or Whatsapp.



BE ACTIVE - Play games with your kids, join an online yoga class or take a walk outside (keep a 2m distance).



GIVE - Caring for others can help our own mental health. Offer support to a friend or neighbour in isolation.



KEEP LEARNING - Find out more about something that interests you. Read books, watch documentaries or learn a new craft.



TAKE NOTICE - Notice the beauty around you. Feel the sun on your skin. Listen to the birds. Breathe...

Take5
steps to wellbeing

AWARE
OVERCOMING DEPRESSION.
CHANGING LIVES.

Key Contacts

Any queries can be directed to the following key contacts. Please use the key contact's name in the subject section of the email. All queries should be directed to

info@stcolmshigh.draperstown.ni.sch.uk

Senior Leadership Team

Principal	Miss McAllister
Pastoral Vice Principal	Mrs CA Devlin
SENCO	Miss Tracey
Community & Partnership	Mr Meenagh

ICT Support

ICT Technician	Mrs Karen McGuigan	kmcguigan655@c2kni.net
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Blended Learning Frequently Asked Questions

My password has expired. What shall I do?	Use the following link to reset your password https://services.c2kni.net/ChangePassword.aspx
I have forgotten my c2k (MySchool) password. What shall I do?	Send an email to Mrs Karen McGuigan kmcguigan655@c2kni.net She will be able to change your password and reply back to that address.
Will my teachers know my c2k email address?	Yes
If I email my teachers will they always reply right away?	You should not email your teacher directly but you can post a comment in Teams. If you do not wish to post a comment in Teams then email your teacher to the school account info@stcolmshigh.draperstown.ni.sch.uk The email will be passed onto the teacher and they will respond when they can. Please remember to be appropriate in your email content.
Am I allowed to communicate with the teacher via Stream on Google Classroom.	Yes, you can post up questions, which the teacher will respond to and help you as best they can. Please remember to be appropriate with your content. Remember that everyone in that Google Classroom can see what you have written here, so if you want it to be private email your teacher instead.
Can all pupils see the work I upload into Teams?	Anything you upload or message on the Google Classroom Stream can be seen by all pupils in that Team. However, if you upload work to the assignment section which your teacher has set up, only the teacher and you can view this.
How do I upload an assignment in Teams?	All support documents for pupils using Google Classroom in guidance attached to this document.
I don't have Microsoft Word or PowerPoint on my laptop or computer?	Using your c2k email address you are allowed to download Microsoft Office software for free on 5 devices by using your school e-mail address.
I don't have a laptop or computer at home?	You can download Google Classroom, Outlook, Word, PowerPoint etc. onto your smart phone or tablet.

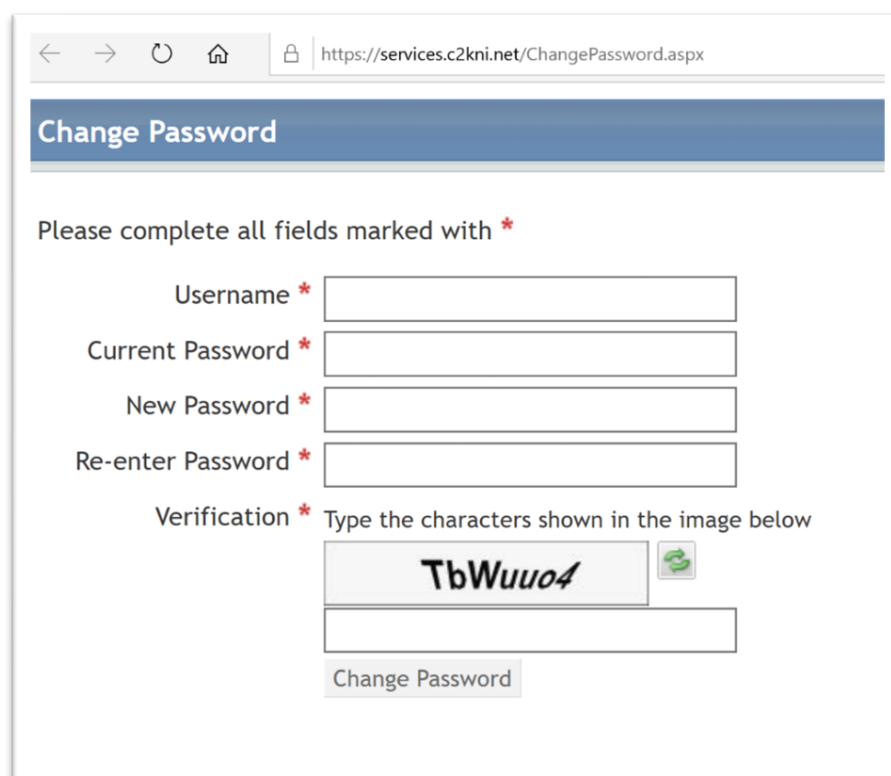
How will I know when a teacher has set me some work?	<p>You should have downloaded the Google Classroom app onto your phone.</p> <p>Make sure notifications is turned on. Check both apps every morning and throughout the school day.</p>
When I access Google Classroom the screen is frozen and I can't click on anything. What shall I do?	Press the escape key on the keyboard.
What can I do if my internet is really slow?	Don't load very large documents if you are submitting work to your teacher. You could try splitting the document up or pdf it (File – save as – select pdf from drop down for the document type).
What happens if I have no Internet connection?	You could try setting up a hotspot using your phone.
Can I pop into school to print out some material or collect books?	No this will not be possible. If you need something from the school, email or phone the school and we will organise an appointment for you to collect materials.
How should I structure my day to work effectively from home?	<p>You must try to keep to a routine. Get up as normal and try to follow your timetable for that school day. Registration will be at 9am each morning. You must post an answer to you Tutor if not you will be marked absent. You may be childminding a younger sibling and fitting around family routines but it is important to fit in your school work too. Building in leisure time is also important. Don't spend too much time on social media - take a break from the screen. Take yourself off for a brisk walk somewhere. Continue to go to bed at a reasonable hour.</p>
Years 8-14 Do I have to do school work and what happens if I don't?	You will be coming back to school when directed to and will be carrying on with the curriculum. It is important you have completed your work so that you are at the same stage as the rest of your class. You have to take personal responsibility for your own learning.

How to reset your password from home?

1. Use the following web address to reset your password:

<https://services.c2kni.net/ChangePassword.aspx>

2. Fill out the details in the text boxes below and then click 'Change Password.'

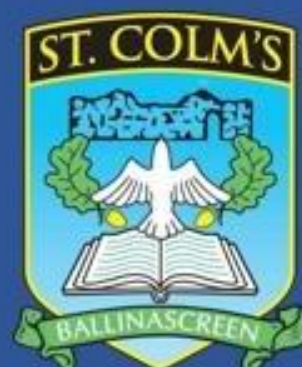


The screenshot shows a web browser window with the address bar displaying <https://services.c2kni.net/ChangePassword.aspx>. The page title is "Change Password". Below the title, a message states: "Please complete all fields marked with *". The form contains the following fields:

- Username ***: A text input field.
- Current Password ***: A text input field.
- New Password ***: A text input field.
- Re-enter Password ***: A text input field.
- Verification ***: A section with the instruction "Type the characters shown in the image below". It includes a CAPTCHA image showing the characters "TbWuu04" and a small refresh icon. Below the image is a text input field for the user to type the characters.

At the bottom of the form is a button labeled "Change Password".

Google Classroom Guide

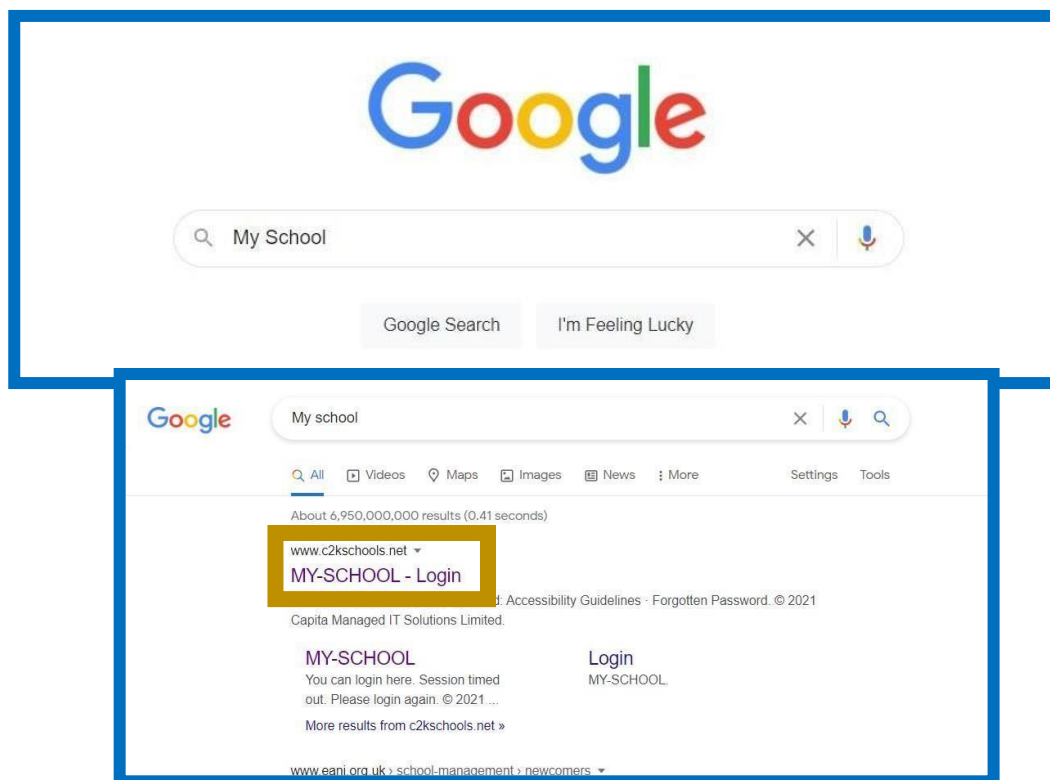


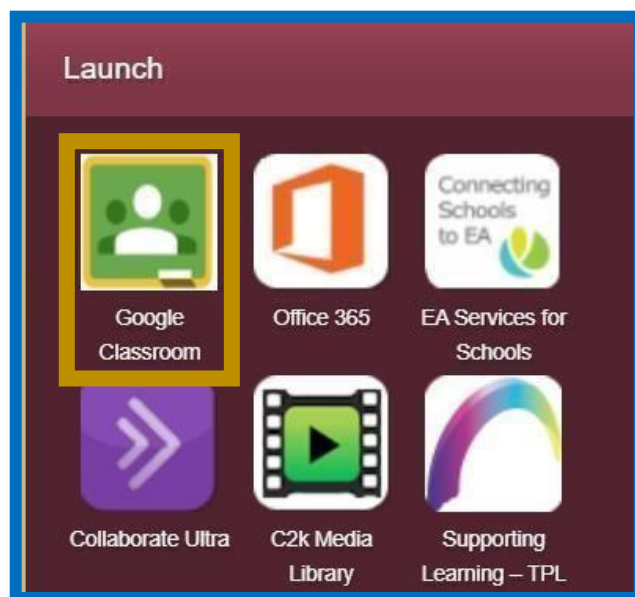
How to join a class?

Step 1: Click into your Internet Browser.



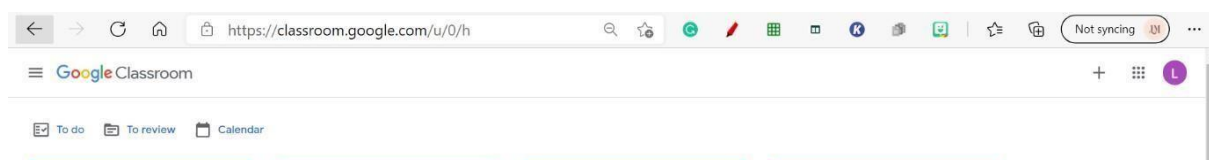
Step 2: Search for 'My School' and select the first option.



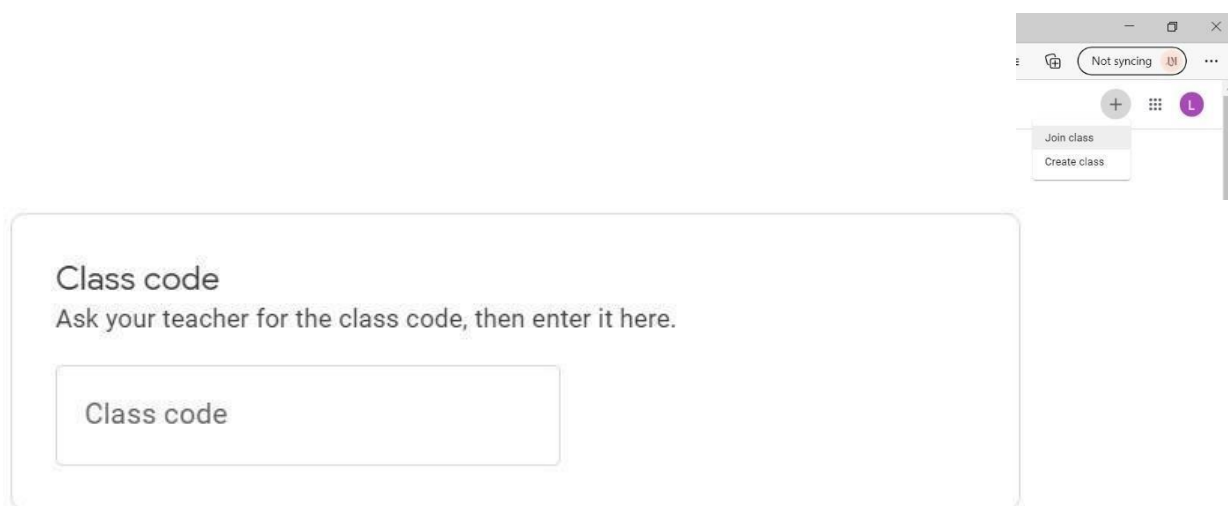


Step 3: Click on 'Google Classroom.'

Step 4: Click on the + on the right-hand corner.



Step 5: Enter the code provided by your teacher.



Class Comment

A class comment is a comment which can be seen by all your friends and your teacher.

Underneath where the teacher either has

1. Uploaded work or
2. Writes a post

You will see the option to add a class comment underneath.

1. Where the teacher has uploaded your work.

Lesson 6 - Health and Safety in Manufacturing

L McCrory • 11 Mar

16 points Due 18 Mar

1. Watch the video
2. Complete the homework
3. Look through the website to help you complete your homework.

Note: There will be no live class today and instead it will be at 1pm on Monday

Health and Safety in Manufa... Word

Health and Safety in Manufa... Video

Health and Safety in Manufa... <https://sites.google.com/c2ken...>

Class comments

Thanks Miss, I will be at the live

2. You can also add a class comment to underneath a 'Post' that your teacher has made.

L McCrory
10 Mar

Hello Year 11, could everyone who has their PE class tomorrow at 1pm please comment a thumbs up or a message underneath this post. Thank-you.

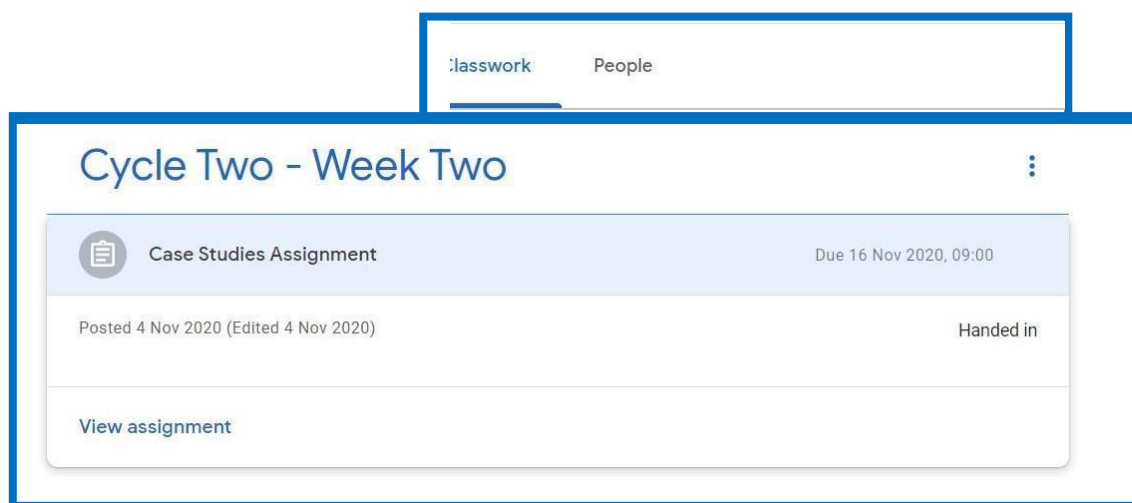
2 class comments

Thanks Miss

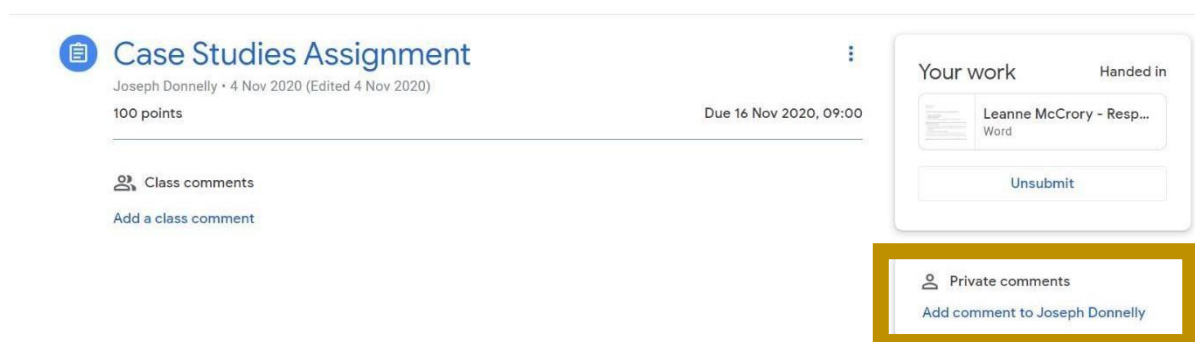
Private Comment

A private comment is only ever seen by the teacher.

Step 1 : Click onto the work which your teacher has uploaded, as seen below.

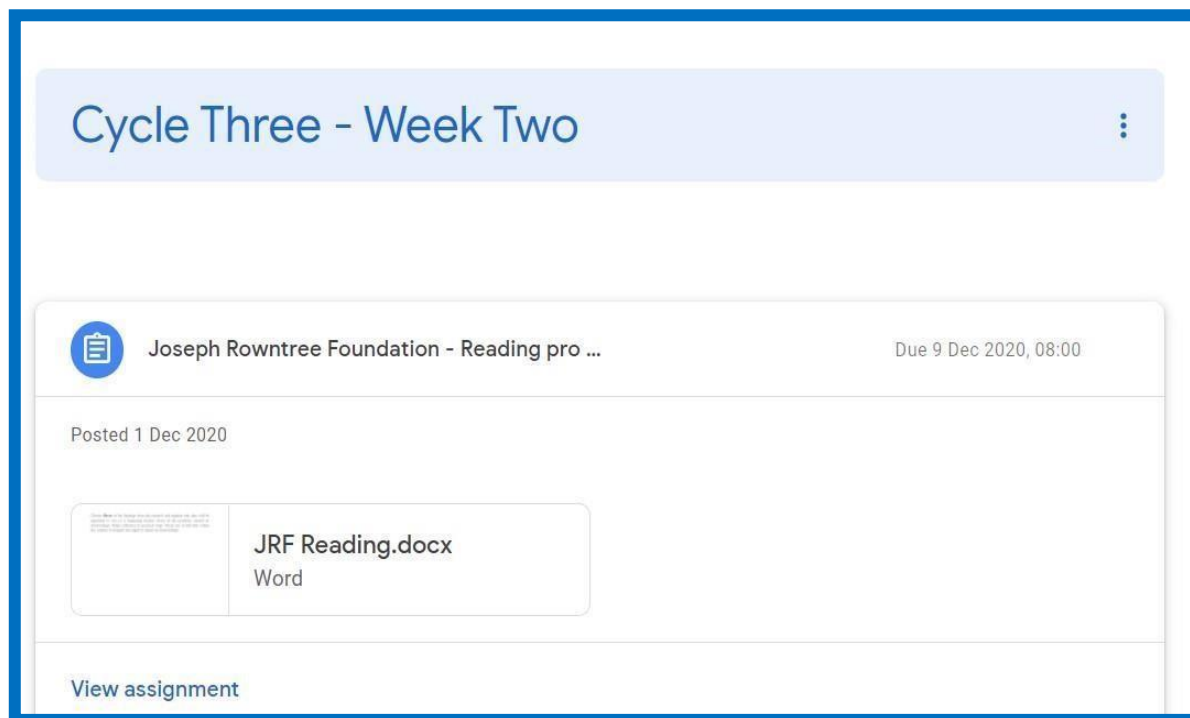


Step 2: On the right-hand side of your screen you will see 'Private Comments,' here you can write your private comment.

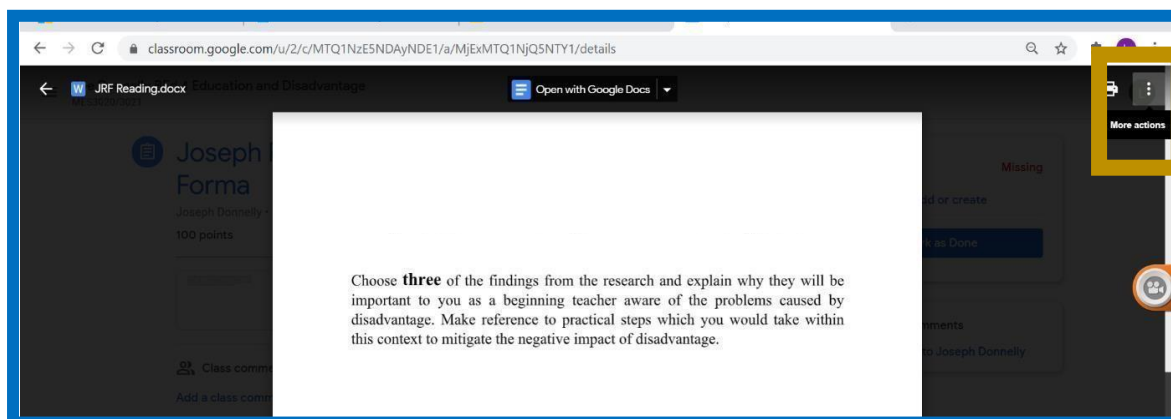


How to download work that the teacher has uploaded

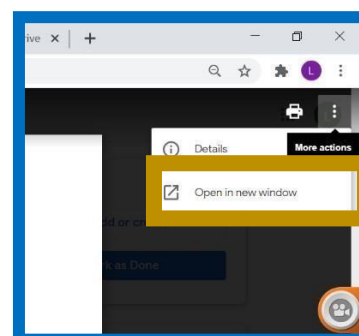
Step 1: Click on the teachers post .



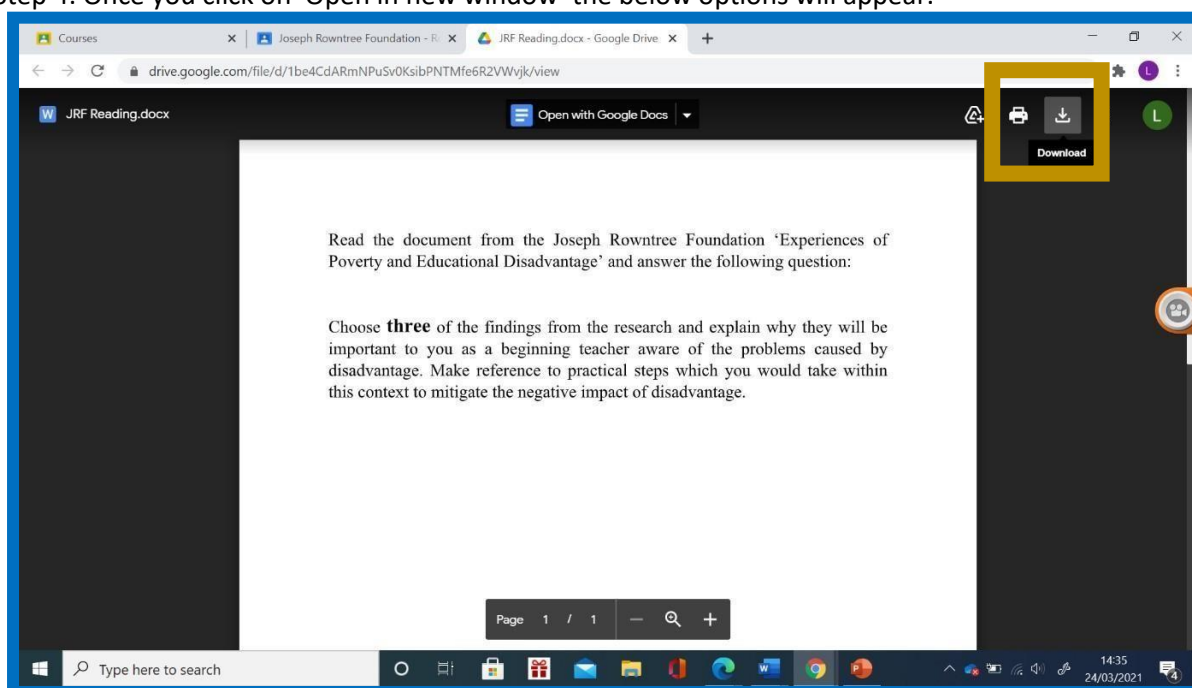
Step 2: Click on the document and in the right-hand corner, you will see three dots.



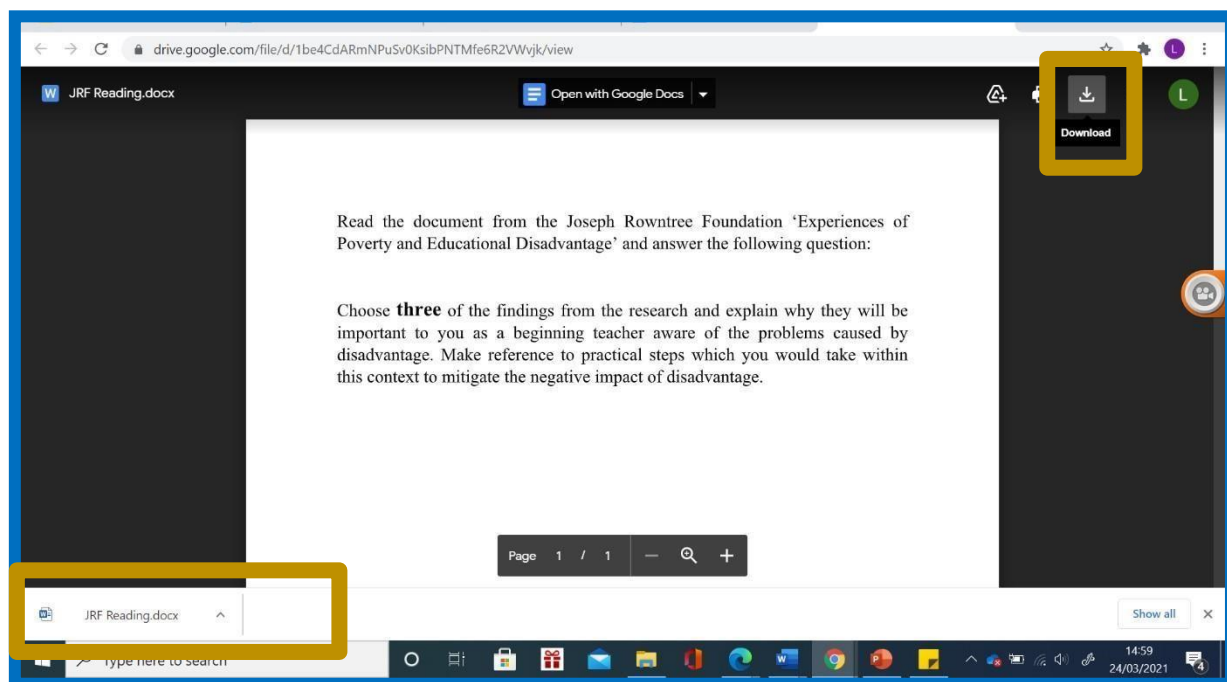
Step 3: Click on the three dots, the option for 'Open in New Window' will then appear.



Step 4: Once you click on 'Open in new window' the below options will appear.

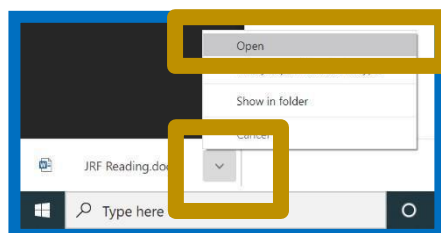


Step 5: Click on the Download button. Along the bottom of your screen you should see the download happening.

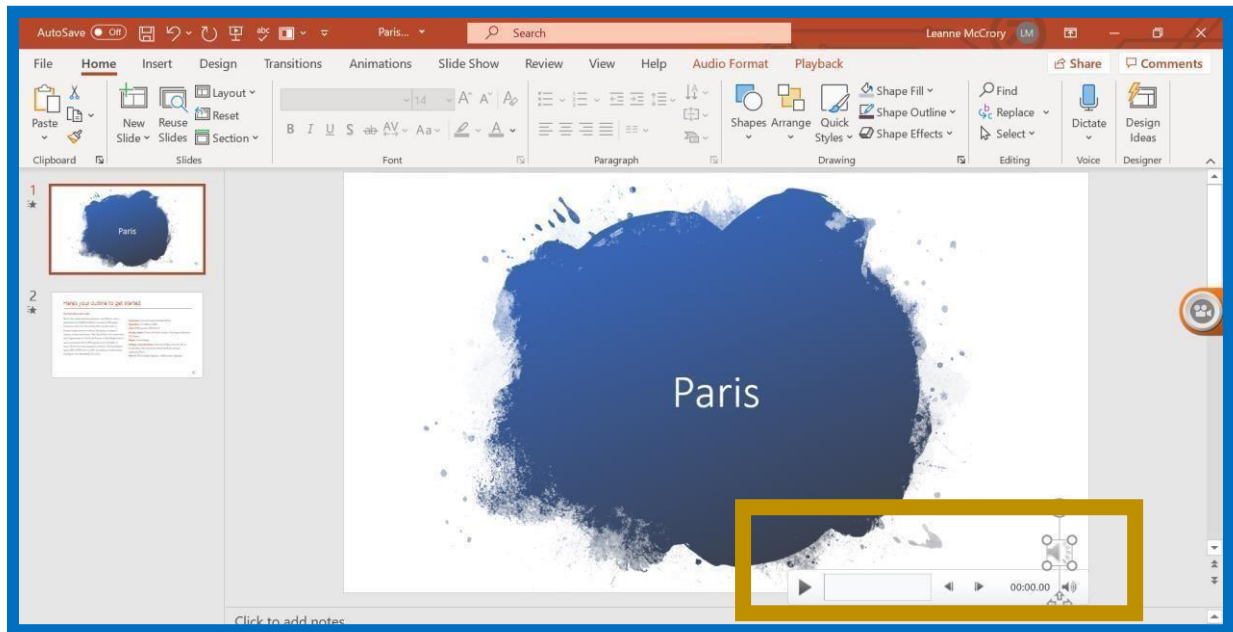


Step 6: To open the document either.

Click on the arrow, then click 'Open' which will be at the bottom of your screen.

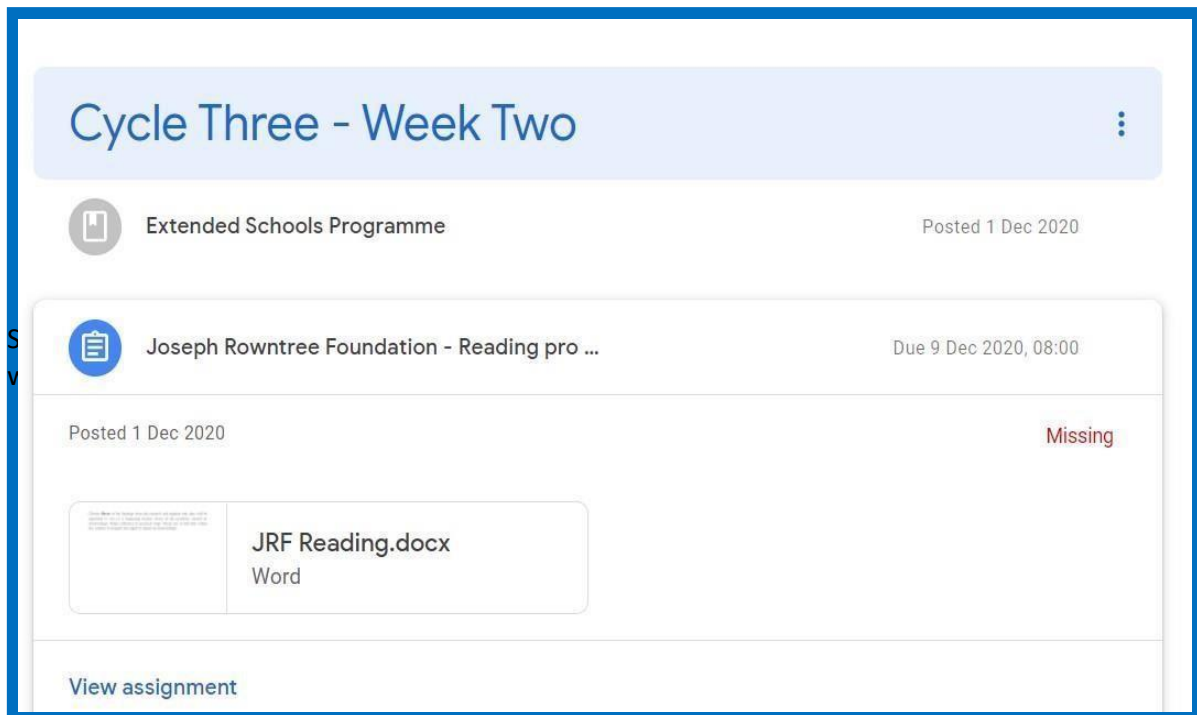


Note: If your teacher has uploaded a PowerPoint with their voice on it, click on the 'Speaker' icon which you will see located on the slide and then press play to hear your teacher speak.



How to upload work

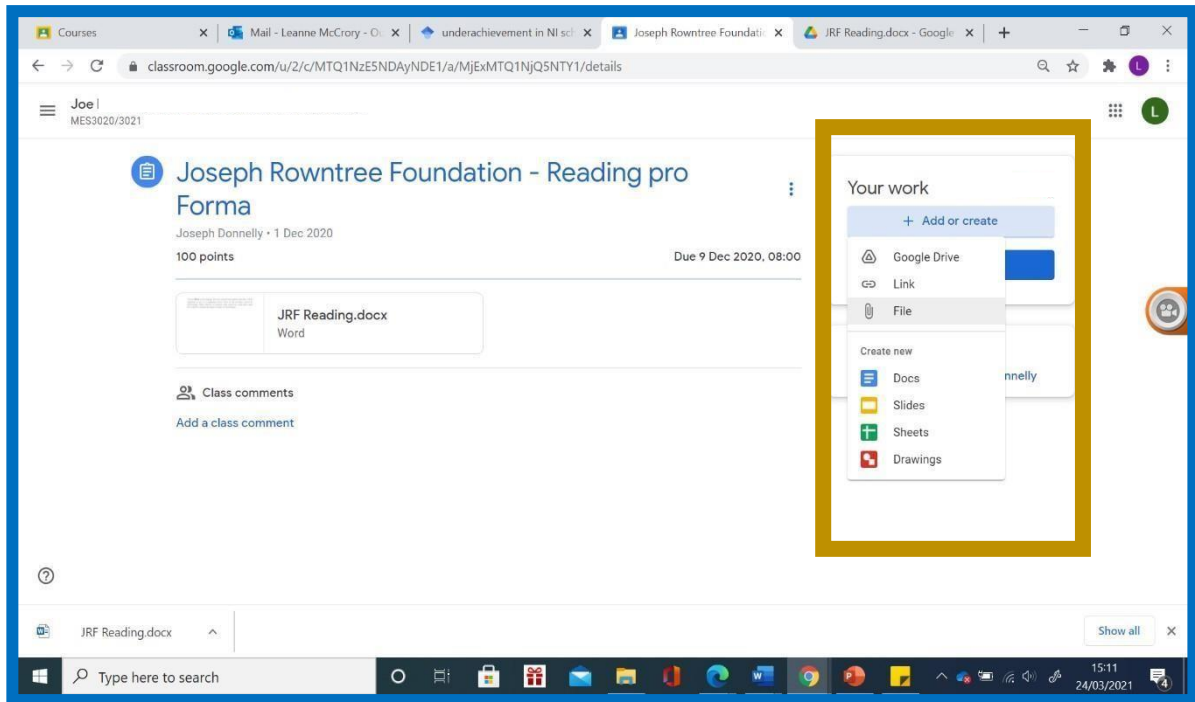
Step 1: Click on the work that your teacher has uploaded.



Step 2: Click on 'Add or Create' and this will allow you to upload your work.

2a) Click on 'File' to upload your work from your documents.

2b) If you are working from your phone or tablet there is an option for 'Use Camera' and this will allow you to take a picture of your work.

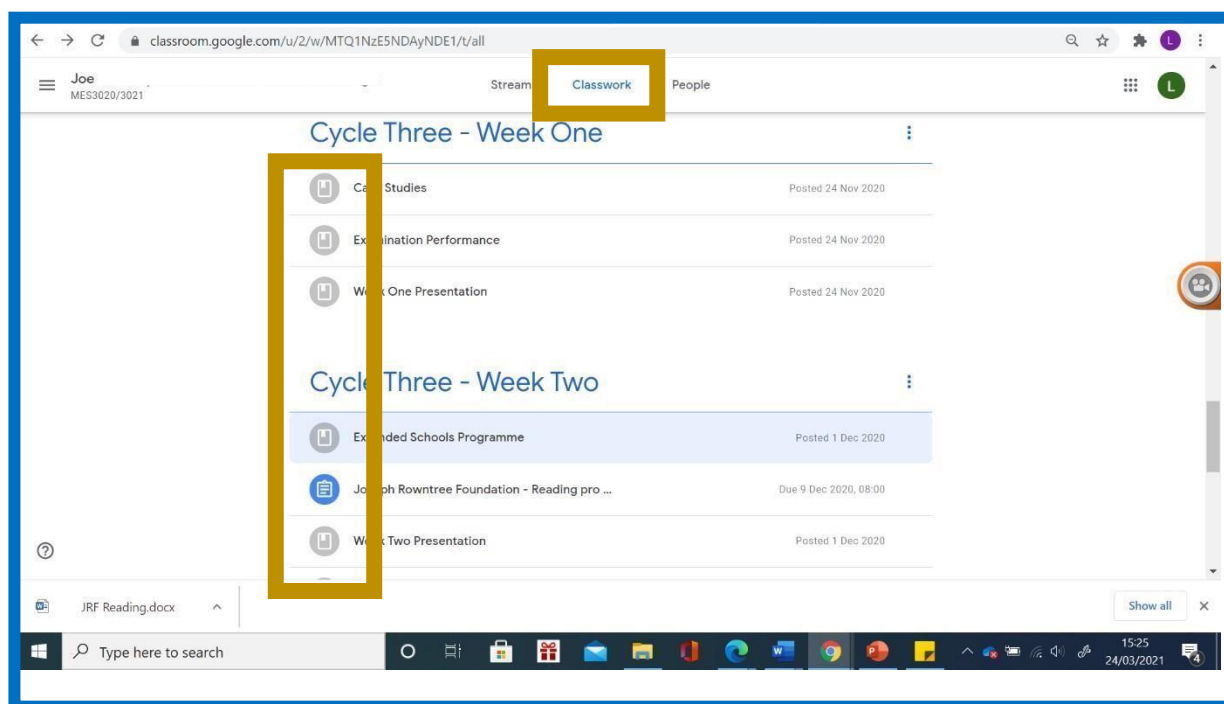


How to identify missing work

Step 1: Click on the 'Classwork' Section.

Step 2: If any of the tabs are colourful and not grey this is a sign that you are missing work.

Illustrated below, the 'Blue' icon has work missing.



Telephone and Web Support for Young People

Who can Help?	What Do They Do?	What Topics Can They Help With?	How Can They be Contacted?
Anna Freud National Centre	Supporting young people's mental health during periods of disruption	Anxiety Mental health	www.annafreud.org
Lifeline	Crisis response line for people in distress or despair	Depression Mental health Suicidal thoughts Textphone users (for deaf and hard of hearing):	0808 808 8000 18001 0808 808 8000
Childline	Childline provides support and guidance on multiple topics including:	Bullying You and your body Home and Family Relationships Sex School	0800 1111 www.childline.org.uk 1-2-1 counsellor chat
The MIX	Crisis messenger text service	Alcohol Homelessness Suicidal thoughts General advice Mental health Sex/ relationships	0808 808 4994
NSPCC	Advice on safeguarding and child protection issues and somewhere to report concerns Web support for teenagers	Safeguarding Child abuse Child protection	0808 800 5000 www.there4me.com
Aware	Aware is a mental health charity working exclusively for those with depression and mental health concerns	Depression Bipolar disorder	02890 357 820
Frank	Confidential advice on drugs	Alcohol Drugs	0300 123 6600
SIMON Community	Support for individuals and families who are at risk of becoming homeless	Homelessness Housing	0800 171 2222
Informing Choices NI	Advice on sexual health	Sexual health Pregnancy Contraception STDs Access to family planning	0345 122 8687 Monday - Friday 9-5

Common Youth Clinics	Clinics, advice & guidance on sexual health	Emergency contraception Pregnancy testing Counselling	02890 328 866
Domestic and Sexual Violence Helpline	Advice for anyone affected by domestic and sexual violence	Domestic violence Sexual violence	0808 802 1414
The Migrant Centre NI	Financial Health and Well being		euss@migrantcentreni.org
Cara-Friend/ LGBT Switchboard NI	Support and counselling for the Gay, Lesbian and Transgender communities	LGBTQ+ advice Sex and relationship advice	0808 8000 390
Women's Aid	Specialist services for women, children and young people who have experienced domestic and sexual violence.	Domestic Violence Sexual violence Relationships	0808 802 1414
Family Support NI	Website to access support in your area – for a wide range of issues – giving local contact details		www.familysupportni.gov.uk
Regional Emergency Social services	5pm-9am Mon-Thursday/ -5pm Friday 24hr Public Holidays	Emergency Social Services	Telephone: 028 9504 9999

Some useful websites to help with online learning



BBC Bitesize is a dedicated website full of learning content, podcast and educational videos. It can also be accessed through BBC iplayer.

<https://www.bbc.co.uk/bitesize/articles/ZN9447H>

TED Ed A range of useful online talks and videos

<https://ed.ted.com/> - click on students and then browse. You can find talks including those listed below –



Design, Engineering & Technology
Business & Economics

Epic Engineering: Building the Brooklyn Bridge
What causes an economic recession?

CCEA – past papers for GCSE, AS and A2 pupils

<https://ccea.org.uk/>



THE CRASH COURSE - A series of short courses on a range of subjects e.g. In the History section there is material on events including The Cold War, World War 1, The Industrial Revolution and Imperialism.

<https://thecrashcourse.com/>

Careers Support

If any pupil has any questions regarding Careers, please contact Ms McNamee through the Careers Team

Remember to keep checking your Careers Team for Careers updates. *Year 14 should also check their own personal emails for updates from UCAS or individual universities.*

Careers Service NI Websites/Help

Ask Careers (email)/ Webchat – <https://www.nidirect.gov.uk/contacts/contacts-az/careers-service>

Careers Service Website - <https://www.nidirect.gov.uk/campaigns/careers>

Careers Software - <https://www.nidirect.gov.uk/articles/careers-online-support>

Other useful websites:

- www.ucas.com (The UCAS website)
- www.thecompleteuniversityguide.co.uk (general advice about universities)
- www.qub.ac.uk (The Queen's University, Belfast website)
- www.ulster.ac.uk (The Ulster University website)
- www.swc.ac.uk (The South West College website)
- www.cafre.ac.uk (The CAFRE website)
- www.stran.ac.uk (The Stranmillis website)
- www.stmarys-belfast.ac.uk (St. Marys University College, Belfast website)

The University of Leeds has free online courses for pupils and teachers. They can be completed from any device and cover subjects from STEM to the Arts.

https://www.leeds.ac.uk/info/130503/online_courses/481/online_courses_for_schools

Some suggestions of what you can do at home

PHYSICAL EXERCISE

1. Joe Wicks YouTube Channel PE with Joe

Log on to this every morning (Monday -Friday) at 9.00am for a personal training session with Joe Wicks!



Source: Wikipedia

2. CoreNILiveFamilyWorkoutevery day @ 11.00am (available via Facebook and Instagram).

<https://www.facebook.com/corenicorekids/>

READING



Libraries NI provide free access to ebooks, audiobooks and magazines, free of charge. All you need to have is your library card! If you don't have a card then you can sign up and create an account here:

<https://www.librariesni.org.uk/members/Pages/default.aspx> -choose create an account



Amazon Audible has made hundreds of titles free for as long as school remain closed. You can stream titles across six languages! Check out:

<https://stories.audible.com/start-listen>

Source: Amazon

HOME ECONOMICS WITH JAMIE OLIVER

Recipes to try from Jamie Oliver <https://www.jamieoliver.com/features/category/get-kids-cooking/>

E-Safety Help Sheet for Parents

PARENTS HELPSHEET: SECONDARY



Thinkuknow: keeping your child safe online while they are off school

Thinkuknow is the national online safety education programme from CEOP, the online child protection command of the National Crime Agency.

Thinkuknow helps parents, carers, teachers and others keep children safe from sexual abuse, offering learning activities, advice and support for children and young people aged 4-18 and their families.

While school is closed, here's what you can do to keep your child stay safe while they are learning, staying in touch with family and friends, and having fun online.

8 steps to keep your child safe online this month

1. **Explore together:** Ask your child to show you their favourite websites and apps and what they do on them. Listen, show interest and encourage them to teach you the basics of the site or app.
2. **Chat about online safety little and often:** Young people are likely to want to explore new apps and websites this month, whether that's for learning or for fun. Take this opportunity to talk to them about how to stay safe on these new services, and in general. Ask if anything ever worries them while they're online. Make sure they know that if they ever feel worried, they can get help by talking to you or another adult they trust.
3. **Help your child identify trusted adults who can help them if they are worried:** This includes you and other adults at home, as well as adults from wider family, school or other support services who they are able to contact at this time. Encourage them to draw a picture or write a list of their trusted adults.
4. **Be non-judgemental:** Explain that you would never blame them for anything that might happen online, and you will always give them calm, loving support.
5. **Talk about how their online actions can affect others:** If your child is engaging with others online, remind them to consider how someone else might feel before they post or share something. If they are considering sharing a photo/video of somebody else, they should always ask permission first.
6. **Parental controls:** Make use of the parental controls available on your home broadband and any internet enabled device in your home. You can find out more about how to use parental controls by visiting your broadband provider's website.
7. **Direct your child to age appropriate information about relationships and sex:** It's natural for young people to start exploring their sexual feelings online and adolescents are more inclined to take risks. It's important to understand this and to talk to your child in a positive way. Thinkuknow, Brook, The Mix and Childline all provide age appropriate information about relationships and sex that you can signpost your child to.
8. **Make sure they know about CEOP:** Young people can report a concern about grooming or sexual abuse to CEOP at www.ceop.police.uk/safety-centre/ and get support from a specialist Child Protection Advisor.