

Instructions for online learning for students

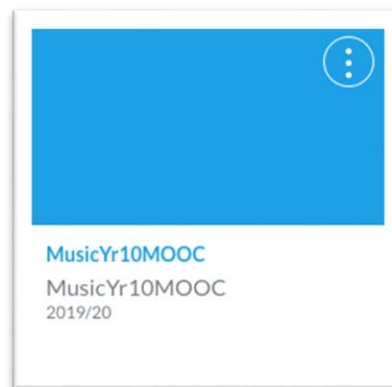
Mission statement:

Rooks Heath College is dedicated to ensuring our students receive top quality learning materials despite adversity. Below you will find instructions on how to engage in online learning.

How to access learning materials:

All staff at Rooks Heath College have been trained to deliver work through one portal. You will find this by doing the following:

- Login to Canvas using your username (e.g. 24ring@rooksheath.harrow.sch.uk) and your password: (the password you use to sign into a school computer)
- Go to the courses that are labelled with 'MOOC' at the end e.g. (ChineseYr9MOOC).
- All information, assignments and feedback will be delivered through these courses.
- If staff wish for you to use alternative sites such as MyMaths, they will provide a link to these sites through the MOOC course.



Tasks

There will be a range of tasks. Some will require a computer to complete. Others will require work away from the computer. We are sensitive to the fact that some students do not have internet at home and will provide hard copies for those students. We also do not wish to impact student wellbeing through extensive time at a computer screen. Uploading pictures of the work you have completed away from the computer will be an acceptable method.

Process for handing in physical copies of work

Expectations

KS3 – Y7, Y8, Y9

Students will be expected to complete two assignments for each of their courses each week. This content can be found in the 'Modules' area in each of the MOOC courses. There will be a Quiz or assessment after two weeks.

Year 10, 11, 12, 13

Students will be continuing work towards their exam subjects. The best way of doing this will be sign posted through their MOOC course for each subject area.

It is important that Y11 and Y13 students continue with their exam preparation and follow their revision timetable/revision activities.



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The screenshot shows the Canvas LMS interface for a course titled "Distance Learning 2020". On the left is a navigation menu with options: Home, Announcements, Modules (selected), Files, Conferences, Grades, Collaborations, Quizzes, Assignments, Outcomes, People, Syllabus, Discussions, Pages, and Settings. The main content area shows a course overview with a top navigation bar (Account, Home, Modules, Conferences, Grades, Collaborations) and a list of items for Week 1 and Week 2. Week 1 includes "(Name of Assignment 1)", "(Name of Assignment 2)", and "Assessment 1". Week 2 includes "(Name of Assignment 3)", "(Name of Assignment 4)", and "Assessment 2".

Student engagement will be monitored through the system. If students produce excellent work, they will receive reward points and positive contact home. If students are not engaging, then parents will be contacted by your Head of Year.

Feedback/Assessment

Feedback on your work will be provided through Canvas under the Grades tab of each of your MOOC courses. Any comments on work should also appear on your dashboard.

The screenshot shows the "Grades for Test student" page in Canvas. It includes a "Print Grades" button, an "Arrange by" dropdown menu set to "Due date", and an "Apply" button. Below the menu are tabs for "Assignments" and "Learning Mastery". A table displays the following data:

Name	Due	Status	Score	Out of
Assignments			N/A	0.00 / 0.00
Total			N/A	0.00 / 0.00



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Important Information

Important information for students will be delivered through Canvas in the form of announcements. These may be in your MOOC courses if just involving the one subject. Or on the Dashboard when you sign into Canvas.

Important information will also be on the school website www.rooksheath.harrow.sch.uk

Canvas Apps

A good way to keep on top of your work is to download the Canvas student app. This will allow easy access to your Canvas courses. You are able to submit assignments, photos and email teachers through the app. Any announcements/feedback can then be delivered through push notifications.

Staff Wellbeing

It is vital that our staff are trusted to deliver work that is best suited for students within their classes. Staff have been working very hard to ensure there are resources for students to help them continue their learning at home. Please follow the guidance below.

- Staff should not be contacted for more work. Every department is setting work in line with school policy.
- Please do not chase staff for feedback on student work. This will be organised in a timely fashion.
- Any harassment of staff will not be tolerated. Please be mindful of how communication can appear to the recipient.
- Please be aware of staff working hours and that they too may be working with family commitments, connectivity issues and illness. Rooks Heath College believes, and I am sure you will agree, that wellbeing of upmost importance.
- Please be aware that this may be a new way of working for some staff and we all need to work together to ensure that we are successful.

Staff Working Hours

Staff will intend to be available for work during the working day. Working hours will therefore start at **9:00am** and run until **3:10pm**. Students **will not** receive replies out of these hours. Students should be patient, as staff may have a series of emails to work through.

Think carefully whether an email to your teacher is necessary, contains all the information needed to provide an answer and is, most of all, **polite** before sending.

Any online harassment of staff will be dealt with very seriously.

Don't Panic

While a lot of this is out of the ordinary, rest assured that everyone is doing everything they can to make sure we are back up and running again as soon as possible. Some advice and helpful websites:

- Avoid being too immersed in media coverage. They tend to tell a dramatic version of the story.
- Fact-check. Don't believe everything that is on social media. Check the evidence. There are lots of rumours out there designed to frighten people.
- Focus on things you enjoy. Read a book, watch a television program, find a new hobby that you can perfect at home.
- It is normal for people to react differently to events. Some people may feel worried, some may feel excited, some may feel nothing at all. All are normal reactions.



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- Try and keep to a routine.

Safeguarding during school closure

If you feel unsafe or feel that you cannot cope, please complete the student wellbeing form. Staff will be checking this between 08:40am and 3:10pm. You can find this in the Student Support Hub course. There is also a link to the form here:

[Student Wellbeing Form](#)

There are also the following external services:

Childline: 0800 1111 <https://www.childline.org.uk/>

NSPCC: 0800 1111 <https://www.nspcc.org.uk/>

Reporting online abuse: <https://www.ceop.police.uk/Safety-Centre/>

Thinkuknow: <https://www.thinkuknow.co.uk/>

Childnet: <https://www.childnet.com/>

Emergencies

If there is a genuine emergency, you should contact either:

999 for the emergency services

020 8901 2690 - Harrow's Golden Number

Useful Links

Government response to COVID-19:	https://www.gov.uk/government/topical-events/coronavirus-covid-19-uk-government-response
NHS advice	https://www.nhs.uk/conditions/coronavirus-covid-19/
Wellbeing advice	https://metro.co.uk/2020/03/16/look-mental-health-whilest-self-isolating-12405201/
NHS stay at home advice	https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-advice/