

# Instructions for online learning for parents/ carers

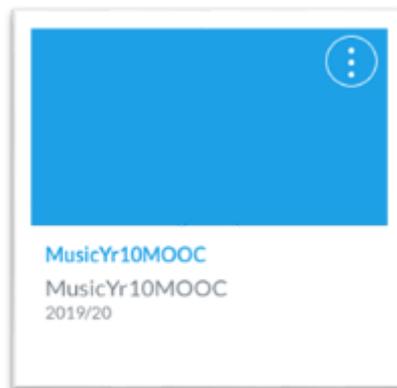
## Mission statement:

Rooks Heath College is dedicated to ensuring our students receive top quality learning materials despite adversity. Below you will find details of how you can help with this process.

## How to access learning materials:

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

- Login to Canvas using your username (e.g. [24ring@rooksheath.harrow.sch.uk](mailto: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

Students will be set 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. We know that you may also need to work from home and understand that this may limit their access to a computer.

## Expectations

### Year 7, 8 and 9

Students will be expected to complete two assignments for each of their courses each week. This content can be found through the 'Modules' area in each of the MOOC courses.

### 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.



# Instructions for online learning for parents/ carers

Account

Dashboard

Courses

Distance Learning 2020

- Home
- Modules
- Conferences
- Grades
- Collaborations

Distance Learning 2020

- Home
- Announcements
- Modules**
- Files
- Conferences
- Grades
- Collaborations
- Quizzes
- Assignments
- Outcomes
- People
- Syllabus
- Discussions
- Pages
- Settings

Week 1

(Name of Assignment 1)  
27 Mar | 10 pts

(Name of Assignment 2)  
27 Mar | 10 pts

Assessment 1

Week 2

(Name of Assignment 3)  
3 Apr | 10 pts

(Name of Assignment 4)  
3 Apr | 10 pts

Assessment 2

Student engagement will be monitored through the system. If students produce excellent work, they will receive reward points and positive contact home via email. If students are not engaging, you will be contacted by their subject teacher and potentially Head of Year.

## Feedback/Assessment

Feedback on student work will be provided through Canvas under the Grades tab of each of their MOOC courses. Any comments on work should also appear on their dashboard. Parents can go through this feedback with their child.





# Instructions for online learning for parents/ carers

2019/20

Home  
Modules  
Grades  
Collaborations

Grades for Test student Print Grades

Arrange by  
Due date  Apply

Assignments Learning Mastery

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

## Important Information

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

Important information for parents will be on the school website [www.rooksheath.harrow.sch.uk](http://www.rooksheath.harrow.sch.uk).

## Canvas Apps

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

## How can parents help?

Parents will have a vital role to play to ensure that students are continuing their studies at home. You can help with the process by:

- Ensuring that students continue with a routine.
- Limit screen time. Tasks can be completed on paper, scanned in or photographed.
- Encourage students to read.
- Make sure the school has an up to date email address to be able to contact you.
- Monitor My Child at School as reward points and negative points will be added to the system in response to the work submitted online.
- Keep up with the deadlines for student work which are available on Canvas.
- Take an interest in the tasks students are completing. You may be able to extend tasks further with real-world examples.
- Contact the school if you have any queries.

## 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.



# Instructions for online learning for parents/ carers

- 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.

Thank you.

## 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.

Please encourage your son/daughter to think carefully whether their email 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.
- Try and keep to a routine.

## Useful Links

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