

GLENLOLA COLLEGIATE

Excellence through Commitment, Contribution & Caring



Learning from Home 2020 *Pupil Guide*



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Key Contacts

Any queries can be directed to the following key contacts. Please use the key contacts name in the subject section of the email. All queries should be directed to <u>info@glenlolacollegiate.bangor.ni.sch.uk</u>

Head of Year 8

Mrs D Spence

Head of Year 9

Mrs O Glasgow

Head of Year 10 Mrs J Barr

Head of Year 11

Mrs J Lewis

Head of Year 12 Mrs V Donnan

Head of Year 13 Mrs S Flannigan

Head of Year 14

Mrs M Porter

Head of Pastoral Care Mrs H Law

E Coordinator Mrs V Donnan

Vice Principals

Dr C Larmour

Mr B Montgomery

Principal

Mr E Thompson



Forward

Dear Pupil and Parent,

We face an extraordinary and uncertain time in education. This booklet provides information we hope will enable you to continue your education remotely and prepare you for the next steps in your learning.

In life, we never stop learning, as has been shown by your teachers over the last few weeks. They have learned to use online platforms, developed new resources, trialled video-conferencing and much more, just to enable you to learn from home.

For many teachers and pupils these technologies are new and certainly have never been used across the whole school at once. It is entirely possible that, on occasion, the platform may fail or activities may not be accessible in the way they have been intended. Please be patient and be assured we are doing our utmost to make the learning experience positive and rewarding.

In addition, it is important that the School community looks after its own physical and mental health at this time by following the good hygiene practices set out by the Public Health Authority and adopting some of the wellbeing strategies set out in this booklet.

We very much hope the current situation will pass quickly and, by following the work set out by teachers, you will quickly be able to return to normal schooling with limited disruption to your learning.

With every good wish for the coming weeks,

CA Lamar

Dr C Larmour



Principal's Letter

Dear Parent/Guardian,

We are living through extraordinary times and schools are now taking extraordinary measures to ensure that the learning of our children continues during what will be an extended period of school closure.

This will be a time when families will need to support and encourage one another more than ever before and I know that every parent/guardian will play their part in maintaining structure and productive routines at home.

Our teachers have been working intensely over the past few weeks, preparing materials and working guidelines which will be used by pupils as they study and learn remotely using Google Classroom. While pupils will not have access to the direct teaching and support which takes place in the classroom setting, the materials in Google Classroom are of a high quality and teachers will be able to provide guidance remotely. This arrangement will also provide a unique opportunity for your daughters to develop their independence as learners. This will not be easy for many, but I urge you to encourage them to seize this opportunity – in the midst of our current challenging situation we must all look for the positive wherever it can be found.

Accompanying this letter is a support pack which you and your daughters should use for guidance and clarification regarding study from home.

The pack includes a wide range of useful information such as advice and mental health and physical activity, good practice for home study and links to online subject resources. Teachers will monitor the work and resources which they have placed on Google Classroom and update them regularly.

Please be aware that our teaching staff will also be stretched with home and family commitments and it is likely that at any given time and number will be unable to work due to illness. Therefore, they will not be expected to respond to emails or other queries after 3:30pm each day.

Yesterday, pupils in Years 8 to 10 trialled Google Classroom from home and while this highlighted a few teething problems it proved very successful. It is possible that there will be occasional technical difficulties moving forward so I ask that you be patient and realistic in your expectations and we will endeavour to address issues quickly as they arise.

We are about to enter a period that will challenge each and every member of society. The best, indeed the only, response to the challenging situation which lies before us will be to work together as families and as communities, helping and supporting one another. Together we will prevail.

Take care,

Mr W E Thompson Headmaster



E Coordinator Guidance

Remote Learning via Google Classroom

In the case of long-term closure, staff at Glenlola Collegiate School will continue to provide education and support to our pupils using Google Classroom. 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.

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 cause 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 maybe 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 to the best of our ability. 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 Learning

The first two days of any extended closure will be used by teachers to prepare for the coming period and there will be no remote learning scheduled. The programme of remote learning will start from the third day of the period of extended closure.

Teaching staff will;

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

- Continue teaching in line with current, extensive planning that is already in place throughout the school.

- Give credence to the fact that learning remotely will be more difficult, so tasks will be shortened and supported in smaller steps to allow for this.

- Keep in contact with pupils through Google Classroom only.

- Reply to messages, set work and give feedback on activities during normal teaching hours only: 9.10am until 3.30pm.

- Make allowances for asynchronous learning and will set flexible deadlines for completion of activities, understanding that the circumstances leading to our closure will affect families in several ways.



- Take regular breaks away from the computer or iPad to engage in other professional duties as much as circumstances allow.

- If unwell themselves, be covered by another staff member for sharing of activities each day. Marking and follow up of messages on Google Classroom during this time will not be undertaken until the teacher returns to work.

Pupils will;

- Download the Google Classroom app

- Be assured that wellbeing is at the forefront of our thoughts and they should take regular breaks, get fresh air, exercise and maintain a reasonable balance between online engagement and offline activities.

- Potentially work a day behind what has been shared through Google Classroom, if it is only possible to access technology in the evenings. Learning can be downloaded and completed the following day.

- Only send messages and queries that are in relation to tasks set by the teacher or in response to questions the teacher may ask them directly.

- Only access the material shared by their teacher and will ask for parental permission to use technology for anything beyond that.

- Read daily, either independently or with an adult.

- Consider using the school closure time to learn a new skill, follow their own interests to discover more about the world around us or be creative. Older pupils could access Unifrog careers platform to carry out research, complete a MOOC or take the opportunity to read around their courses.

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.

- Not screenshot or copy any information, messages or posts to share on social media or any other platform outside of Google Classroom.

- Check their child's completed work each day and encourage the progress that is being made.

- Where there is more than one pupil in the house, prioritise the learning of pupils facing formal examinations

- 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.

Yours sincerely

Mrs V Donnan E Coordinator



Frequently asked Questions - working from home

QUESTION	ANSWER
I have forgotten my c2k (MySchool) password. What do I do?	Try using this link https://services.c2kni.net/ChangePassword.aspx
I've tried this link and it still doesn't work	Send an email to Mr Wilson (ICT Technician) <u>mwilson515@c2kni.net</u> using an alternative address. He will change your password and reply back to that address.
I forget how to log into MySchool	Your login is your <u>name123@c2ken.net</u>
I forget how to access Google Classroom	Follow instructions emailed out by Mrs Donnan
Will my teachers know my c2k email address?	Yes
Am I allowed to correspond with my teachers using an email address other than my c2k	Νο
If I email my teachers will they always reply right away?	Don't always expect an immediate answer. They will respond when they can. Please avoid contacting them outside working hours. Please remember to be appropriate in your email content.
How will I know when a teacher has set me some work?	Download the google classroom app onto your mobile device, sign in and you will also get notifications. Check in each day.
My teacher has asked me to edit a google doc/sheet/slide but it wont	You will have to download google docs/sheets/slides
What happens if I have no Internet connection?	You could set up a hotspot using your phone.
If school is closed, will the caretakers be there and can I pop into school to print out some material or collect some books?	No, sorry - school is closed

I am doing A levels/GCSEs/AS levels. What is happening? Will my mock results be used? Will teachers be asked to predict grades?	At this point in time (18/03/2020) we have been told to prepare pupils as usual for external exams. There has been no suggestion of using mock grades or predicted grades. Pupils need to spend their time well in preparing to sit exams. Check for updates on the CCEA and JCQ websites. We will also share information with you.
How should I structure my day to work effectively from home?	You must try to keep to a routine. Get up as normal and try to follow your timetable for that school day. See other school guidance as it is issued.
How should I behave in an online forum?	Follow the Google Classroom Code of Conduct
	Pupils must only use the classroom stream to communicate formally with their teacher regarding specific tasks or questions that they may have.
	Please read all instructions carefully and thoroughly before asking questions.
	Please do not use the classroom stream to have online conversations about unrelated topics.
	All pupils must adhere to the Rules for Responsible use of the Internet/Digital Devices/Email Facility Policy that they signed in page 22 of the Homework Diary.
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.
I haven't finished my Controlled Assessment. Will I lose marks?	Clear guidance on that has not yet been issued. You should make every effort to have your CA at the point where your teachers expect it to be.

When we get more clarity from CCEA, Education Authority, Dept Education we will update this document.

NON-EXAMINATION CLASSES – YEARS 8-10

	TEACHERS WILL:	PUPILS WILL:	PARENTS WILL:
Accessing work set,	Give instructions for completion of work via	Check at the start of each day what work has	Ensure pupils check at the start of each day
instructions and materials	appropriate online platform, as and when appropriate	been set by teachers of each subjects	what work has been set by teachers of each subjects
	 Instructions will include: Work to be completed, some of which should be offline work Resources to be used and their location Time that should be spent on the work Deadline for completion If work is to be uploaded onto platform 	 Check they have access to relevant materials and can complete all tasks, including: Resources to be used and their location Deadline for completion Uploading of work onto platform if required Pupils who have difficulty accessing material should check the instructions sent by School 	Assist pupils if they have difficulty accessing materials or instructions. Pupils who have difficulty accessing material should check the instructions sent by School
	Teachers should check regularly for updates from HoDs. Teachers may add posts with further instructions or resources if necessary throughout the week	Check the "Classroom" for each subject during their timetabled period for additional instructions, materials or feedback that may have been posted by their teacher *SERC pupils should check their SERC email frequently for information	
Completing work	Check the progress of pupils by communicating through the online platform	Try to complete the work set during timetabled periods for each subject, this will avoid prioritizing one subject over another	Encourage pupils, as far as is practical, to complete work set according to their timetabled day Ensure pupils take regular breaks
	Respond to any pupil questions via the online platform within a reasonable timeframe, during normal school hours	Post questions or problems to teachers via the online platform as they arise *Remember – do not expect an immediate response from teachers who may be working on other things	
		Pupils will upload work to platform if required by teacher Pupils who have problems uploading material should check the instructions sent by School	Assist pupils with uploading of work if required

EXAMINATION CLASSES – YEARS 11-14

	TEACHERS WILL:	PUPILS WILL:	PARENTS WILL:
Accessing work set, instructions	Give instructions for completion of work via appropriate online platform, as and when appropriate	Check at the start of each day what work has been set by teachers of each subjects	Ensure pupils check at the start of each day what work has been set by teachers of each subjects
and materials	 Instructions will include: Work to be completed, some of which should be offline work Resources to be used and their location Time that should be spent on the work Deadline for completion If work is to be uploaded onto platform Times of "online" classes 	 Check they have access to relevant materials and can complete all tasks, including: Resources to be used and their location Deadline for completion Uploading of work onto platform if required Times of "online" classes Pupils who have difficulty accessing material or joining an "online" class should check the instructions sent by School 	Assist pupils if they have difficulty accessing materials or instructions. Pupils who have difficulty accessing material should check the instructions sent by School
	Set specific times for "online" lessons or contact as required These will be during normal timetabled periods Teachers may add posts with further instructions or resources if necessary throughout the week	Attend "online" classes as directed by their subject teacher Check the "Classroom" for each subject during their timetabled period for additional instructions, materials or feedback that may have been posted by their teacher	Assist pupils if they have difficulty attending an "online" class
Completing work	Check the progress of pupils by communicating through the online platform	Try to complete the work set during timetabled periods for each subject, this will avoid prioritizing one subject over another	Encourage pupils, as far as is practical, to complete work set according to their timetabled day Ensure pupils take regular breaks
	Respond to any pupil questions via the online platform within a reasonable timeframe, during normal school hours	Post questions or problems to teachers via the online platform as they arise. *Remember – do not expect an immediate response from teachers who may be working on other things	
	Mark or give feedback on set work that has been uploaded within a reasonable timeframe	Pupils will upload work to platform if required by teacher Pupils who have problems uploading material should check the instructions sent by School	Assist pupils with uploading of work if required



Accessing Online Learning through MY SCHOOL

Logging into MY SCHOOL from home

- 1. Open your web browser (e.g. Google Chrome, Internet Explorer)
- 2. In search bar, type *my school c2k*

MY-SCHOOL - Login

MY-SCHOOL. Username: Password: Accessibility Guidelines · Forgotten Password. © 2019 Capita Managed IT Solutions Limited.

MY-SCHOOL - Login MY-SCHOOL. Username: Password: Accessibility ... My School MY-SCHOOL. Username: Password: Accessibility ...

MY-SCHOOL

MY-SCHOOL. Username: Password: Accessibility ...

More results from c2kschools.net »

3. Log in to MY-SCHOOL using your C2k Username and Password.

Click Login

MY-SCH	OOL
Username:	
Vdonnan123	
Password:	
Accessibility Guidelines	LOGIN
Accessibility Guidelines	LOGIN



Accessing Shared Resources from MY SCHOOL at home

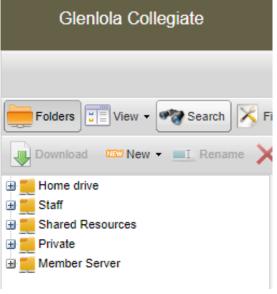
- 1. Once you have logged into MY SCHOOL
- 2. Click View All
- 3. Select Files and Apps from Menu, Click on MY files

Mrs DONNAN Teaching Staff	Launch Communication	MyFiles
Launch	Curriculum Links	
Image: Connecting SchoolsImage: Connecting SchoolsMyAppsOffice 365Image: Connecting SchoolsImage: Connecting Schools <th>Custom Education Authority Files and Apps G Suite for Education Online Learning</th> <th>Launch App</th>	Custom Education Authority Files and Apps G Suite for Education Online Learning	Launch App
Admin Utilities Collaborate C2k NewsDesk		
My Favourites	G	lenlola Collegiate

4. Select Shared Resources on the left hand side

5. All shared resources will be as they were in school in the Shared Resources folder.

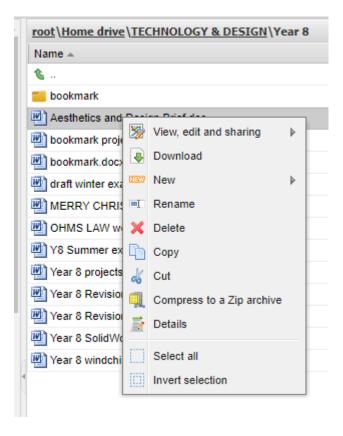
6. Pupils can also access their own files in the Home Drive folder





Downloading a Document from Shared Resources

- 1. Follow steps on page 13.
- 2. Right click on document to download. Select download



3. Click download Click Save and Save to computer or phone



Accessing Email from home

Log into MY SCHOOL from home to access email

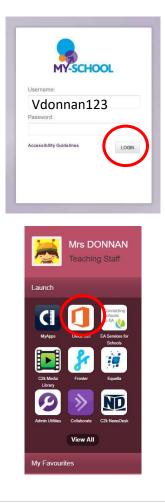
- 1. Open your web browser (e.g. Google Chrome, Internet Explorer)
- 2. In search bar, type my school c2k

MY-SCHOOL - Login MY-SCHOOL. Username: Password: Accessibility Guidelines · Forgotten Password. © 2019 Capita Managed IT Solutions Limited.

MY-SCHOOL - Login MY-SCHOOL. Username: Password: Accessibility ... My School MY-SCHOOL. Username: Password: Accessibility ...

MY-SCHOOL MY-SCHOOL. Username: Password: Accessibility ... More results from c2kschools.net »

3. Log in to MY-SCHOOL using your C2k Username and Password.



Click Login

4. Click on the Office 365 Icon



5. Click on Continue to Sign In



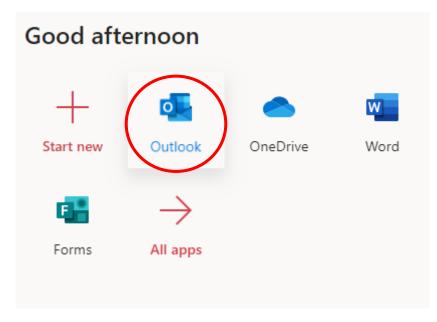
adfs.c2kschools.net

The site that you are accessing requires you to sign in. Select your organization from the following list.

 adfs.c2kschools.net

 Continue to Sign In

6. Click on Outlook





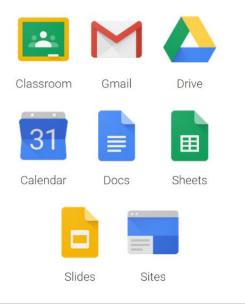
Microsoft Office

Microsoft Office is available to download for free. Each pupil can install Microsoft Office on up to 5 devices.



G Suite

The following apps can all be downloaded to portable devices and desktop machines. Google classroom is essential.





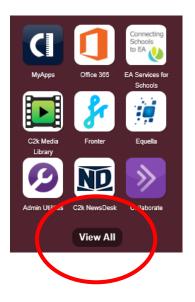
GOOGLE CLASSROOM – HOW TO JOIN A CLASS YOU MUST ONLY USE YOUR @C2KEN.NET SCHOOL EMAIL ADDRESS

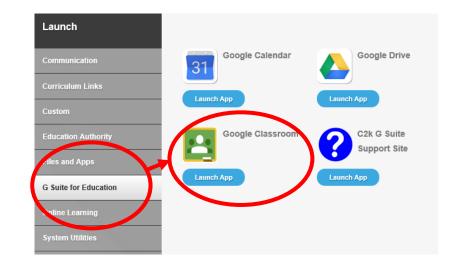
Step 1

Open MySchool & click View All

Step 2

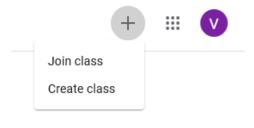
Launch G Suite for Education and click Google Classroom





Step 3

Click the + then select Join class



Step 4

Enter the code you have been provided with and click join

Join class

Ask your teacher for the class code, then enter it here.

Class code

Cancel Join

18 | Page



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.



PARENTS HELPSHEET: SECONDARY

Support your child with Thinkuknow websites

The age-appropriate Thinkuknow websites are a great way to start and continue chats about online safety.

- 11-13s Thinkuknow website https://www.thinkuknow.co.uk/11_13/
- 14+ Thinkuknow website https://www.thinkuknow.co.uk/14_plus/

Our websites provide open and honest guidance for young people on friends, relationships and the internet, covering topics like dealing with pressure; consent; and getting support when you're worried.

You'll find lots more advice on keeping your child safe online at www.thinkuknow.co.uk/parents.

If you're worried that a child or young person is at risk of harm online, you should call the police. Young people can make a report to CEOP at https://www.ceop.police.uk/safety-centre/.

Other recommended resources

Parent Info – Expert information for parents about building their child's resilience both online and off. Produced by NCA-CEOP and Parent Zone. This free service can be embedded on to your child's school website. www.parentinfo.org

Brook – Information and advice for young people on sexual health and wellbeing, including staying safe online. https://www.brook.org.uk

The Mix – Support service for young people with information and advice on sex and relationships. https://www.themix.org.uk

Internet Matters – A useful tool showing how to set parental controls across a range of devices and websites. http://www.internetmatters.org/parental-controls/interactive-guide/

NSPCC Net Aware – Provides reviews and guidance on the most popular social networks, apps and games that children use. https://www.net-aware.org.uk/

Childnet – Information and advice for parents and carers on supporting people online. https://www.childnet.com/resources/supporting-young-people-online

CEOP social media:

For up to date information and advice:

- @CEOPUK on Twitter
- ClickCEOP on Facebook



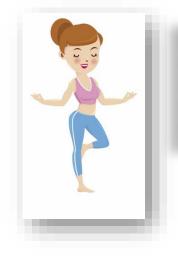
LOOKING AFTER YOUR HEALTH AND WELLBEING DURING HOME STUDY



Routine – maintain a normal routine as far as possible. Use your timetable to help you keep to a daily schedule.

Sleep – make sure to get enough sleep. Try to go to bed and get up at normal times.





Exercise – go for a walk or do a workout. Exercise is one of the best things to do for your physical and mental health.

> **Relax** – take a break from the news and school work. Read a good book, have a bath, watch a movie, do something creative.





Keep in touch– especially if you are housebound. Make use of phone calls, FaceTime etc. to keep in touch.





Telephone Support Lines for Young People

Who can Help?	What Do They Do?	What Topics Can They Help With?	How Can They be Contacted?
INSPIRE Students	INSPIRE provides advice on how to help and support pupils/ students.	Mental Health Alcohol and Drugs Money Exams Relationships Identity	02890328474
Lifeline	Crisis response line for people in distress or despair	Depression Mental health Suicidal thoughts Textphone users (for deaf and hard of hearing):	08088008000 18001 0808808800
Childline	Childline provides support and guidance on multiple topics including:	Bullying You and your body Home and Family Relationships Sex School	0800 1111 <u>www.childline.org.uk</u> 1-2-1 counsellor chat
The MIX	Crisis messenger text service	Alcohol Homelessness Suicidal thoughts General advice Mental health Sex/ relationships	08088084994
NSPCC	Advice on safeguarding and child protection issues and somewhere to report concerns Web support for teenagers	Safeguarding Child abuse Child protection	08088005000 www.there4me.com
Aware	Aware is a mental health charity working exclusively for those with depression and mental health concerns	Depression Bipolar disorder	08451202961
Frank	Confidential advice on drugs	Alcohol Drugs	03001236600
SIMON Community	Support for individuals and families who are at risk of becoming homeless	Homelessness Housing	08001712222
Family Planning Association	Advice on sexual health	Sexual health Pregnancy	03451228687



		Contraception STDs	
Domestic and Sexual Violence Helpline	Advice for anyone affected by domestic and sexual violence	Domestic violence Sexual violence	0808021414
The Migrant Centre NI	Financial Health and Well being		07769903471
Cara-Friend/ LGBT Switchboard NI	Support and counselling for the Gay, Lesbian and Transgender communities	LGBTQ+ advice Sex and relationship advice	08088000390
Women's Aid	Specialist services for women, children and young people who have experienced domestic and sexual violence.	Domestic Violence Sexual violence Relationships	08088021414
Family Support NI	Website to access support in your area – for a wide range of issues – giving local contact details		www.familysupportni.gov.uk



"I am not afraid of storms. For I am learning how to sail my ship."

Louisa May Alcott

