

LEARNING

Handbook for Digital Learning

Lent Term 2021

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SIXTH FORM



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Academic support & guidance
for remote learning

Claires Court Sixth Form

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Taking our curriculum home

- Students have been using chromebooks and the Google Suite of tools and apps throughout their time in the Sixth Form
- Students are familiar with working alongside teachers on these apps
- Students are also adept at using them during independent study
- Flipped learning and the six strategies devised by the learning scientists are fundamental to student learning (more details on slides 6 to 8)

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Flipped learning

THE INVERSION



WHAT A FLIPPED CLASSROOM MODEL DOES



- Students watch lectures at home at their own pace, communicating with peers and teachers via online discussions.
- Concept engagement takes place in the classroom with the help of the instructor.

The Definition Of Flipped Learning

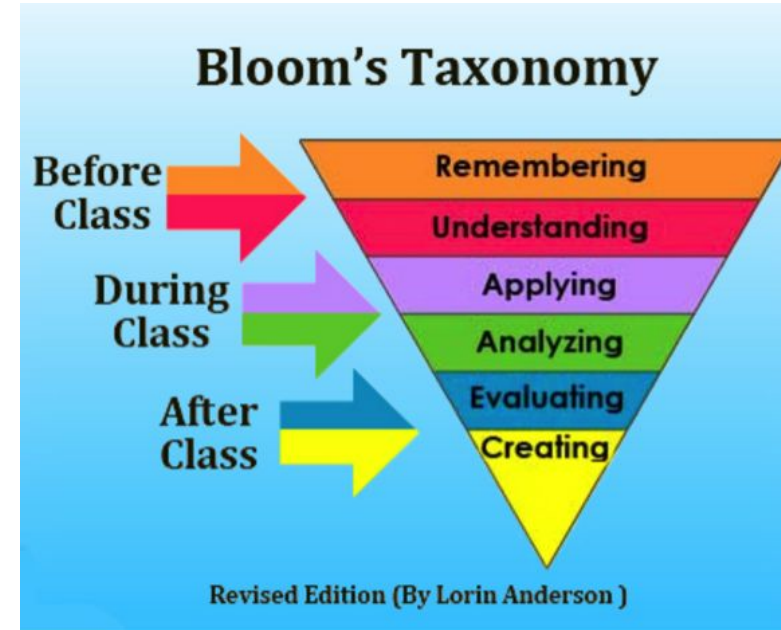
In a common Flipped Classroom scenario, students might make notes or watch pre-recorded videos at home, then come to school to do the homework armed with questions and at least some background knowledge.

What students do at home in a flipped classroom

- Watch an online lecture
- Review online course material
- Read physical or digital texts
- Identify questions and discuss content with peers
- Perform research

What students do at school in a flipped classroom

- Skill practice - guided by teacher
- Face-to-face - discussion with peers
- Debate
- Presentations
- Station learning
- Lab experiments
- Peer assessment & review



The Learning Scientists: six strategies for learning

1. SPACED PRACTICE

Space out your studying over time

2. RETRIEVAL PRACTICE

Practice bringing information to mind without the help of materials

3. ELABORATION

Explain and describe ideas with many details

4. INTERLEAVING

Switch between ideas while you study.

5. CONCRETE EXAMPLES

Use specific examples to understand abstract ideas.

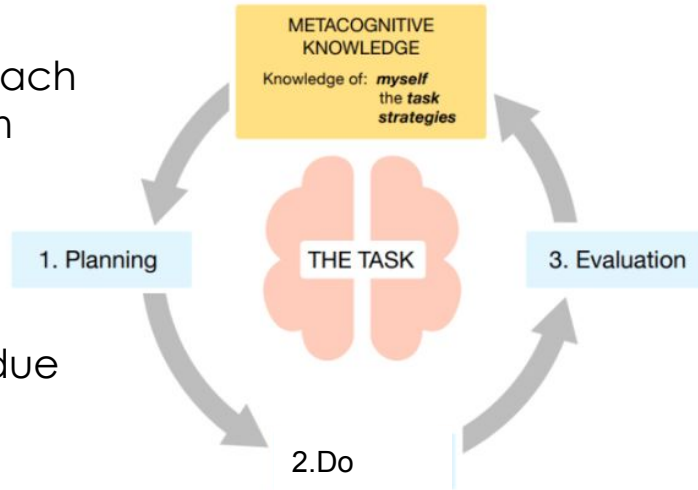
6. DUAL CODING

Combine words and visuals.



How will we learn?

- Access work on each Google classroom
- Read instructions carefully
- Pay attention to success criteria
- Pay attention to due dates



- Google docs
- Google forms
- Google slides
- Online exercise books
- Online learning blogs
- Online learning platforms e.g. Hegarty Maths, Seneca, Quizlet

- Teachers will provide feedback and grades once assignments have been submitted
- Students to then revisit the feedback and make the necessary adjustments-*learning happens here!*
- Attitude to learning grades based on level of engagement, quality of work etc.

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Maintaining each class community

We will continue to use our learning essentials to empower students to show us what they can do instead of can't do:

- Collaborative tasks using Google applications
- Communication using all google apps as well as google hangout and comment feeds
- Creativity allowing students to choose in some instances how to present their work
- Critically evaluating information available to them in order to respond to assignments
- Oracy, literacy and digital literacy remain our focus

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How will I track my son/daughter's progress?

Formative and summative assessments

- You are invited into their Google classrooms - take a look
- All assignments set will be given a grade with effective feedback for students to respond to
- Google forms and online platforms such as Seneca/Integral Maths/Dr Frost etc will allow for summative assessments
- Student responses to this feedback will be monitored
- Departmental tracking sheets will allow for easy monitoring of student progress allowing opportunity to support those not engaging for whatever reason and for praise / reward of those that are taking full advantage of this platform
- A Full Report will be emailed home summarising outcomes from the autumn term
- A Results Card will be issued after mock exams which students sit in the w/c 22 February 2021

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Lessons and assignments

- **SCREENTIME:** Students will spend approximately an hour in an online lesson. Some set tasks will involve non-screen time. Breaks are designed for downtime for students and teachers.
- **NATURE OF WORK:** Work is planned to be of the 'to do kind'; it could be a read/watch and make some notes, or a series of questions to answer. Some work may be assigned through another service eg Kerboodle, Integral or Dr Frost
- **INDEPENDENT WORK:** Appropriate assignments will be set to consolidate and develop work completed in Google Classroom.

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SEND support

- Students with additional needs are being supported by a specified member of the SEND team. Contact has been made directly with those students.
- Support may be via Classroom, or individually using Google Meet if the student requires 1:1 support at any point. The support is tailored to the individual
- This is in addition to the support being provided to all students by Heads of Year, Form Tutors and subject staff
- Teachers will provide differentiated work on Classroom
- Students have access to a Wider Reading List which offers extension work
- If you have any concerns please contact site local SENCOs via email:

cao@clairescourt.net

sac@clairescourt.net

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Academic matters

- In the first instance, email the subject teacher
- If a more serious concern is raised, contact the Head of Department by email
- If there is a concern across more than one subject contact the Head of Year

For Year 13 sar@clairescourt.net

Year 12 gth@clairescourt.net

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Routines for remote learning: Nuts and bolts



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Blending our curriculum between home and school - Lent Term 2021

Claire's Court Learning Hub

- Resources:
- Subject Areas
- Discovery Education
- DAILY NEWS
- More
- Help
- Staff
- Graphics tools
- School Links:
- Curriculum Statements
- Parent Portal
- School News
- CAREERS

Claire's Court Learning Hub

Today

Tuesday, 21 April

- Staff Inset Day
- 10:00 A-Level, BTEC & GCSE Update Discussion
- 10:00 A-Level, BTEC & GCSE Update Discussion forum

Wednesday, 22 April

- School Term Commences
- School Term Commences
- School Term Commences

Thursday, 23 April

- St George's Day

Tuesday, 28 April

- Open Morning All Sites
- 09:00 Open Morning All Sites
- 10:00 A-Level, BTEC & GCSE Update Discussion forum
- 10:00 A-Level, BTEC & GCSE Update Discussion forum

Wednesday, 29 April

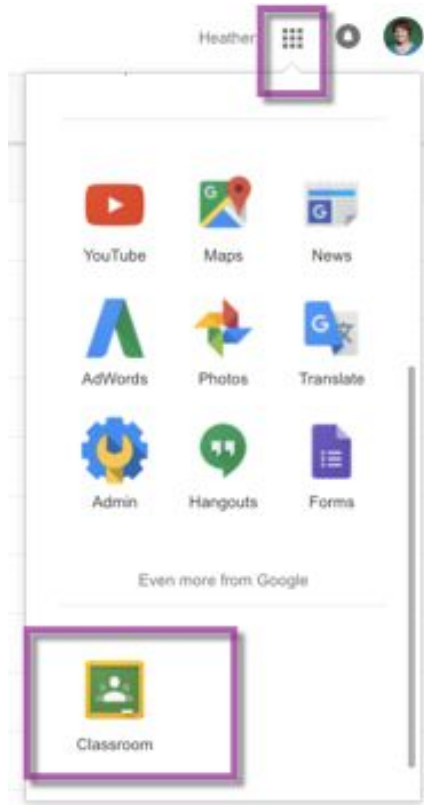
- 08:30 Main Board PTA meeting
- 08:30 Main Board PTA meeting

Friday, 1 May

- 16:00 Alumni Rugby at MRFC, Braywick Park

Monday, 4 May

Day to Day Calendar, G Suite tools & Resource centre Joins the Curriculum to the student



...beyond the 'waffle'

Weekly timetable: what happens when?

Students should follow their normal timetable. Study periods can be used to complete the independent work set by their subject teachers and for wider reading and consolidation of their knowledge and understanding.

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How will we learn? Use your normal TT

- Teachers will be present in all lessons and students can organise their independent work in the way they wish. Parents to support
- All subjects have their normal quota of lessons per week.
- Timetabled PSHEE lessons will continue with the Personal Tutor as usual
- Monday & Wednesday @ 8.45am - LIVE SF Briefing
- Fridays @ 8.45am - LIVE SF Assembly

Please note: 100% attendance at all of the above is expected

How will we learn? Use your normal TT

- Feedback is given individually through comments on the assignment itself
- Additional resources: [Wider Reading List](#)
- PSHEE is compulsory - we are required to ensure that a range of moral, societal and personal matters are covered
- PE/GAMES and other hobby activities can continue to be assigned to Wednesday and Friday afternoons for their physical and mental wellbeing

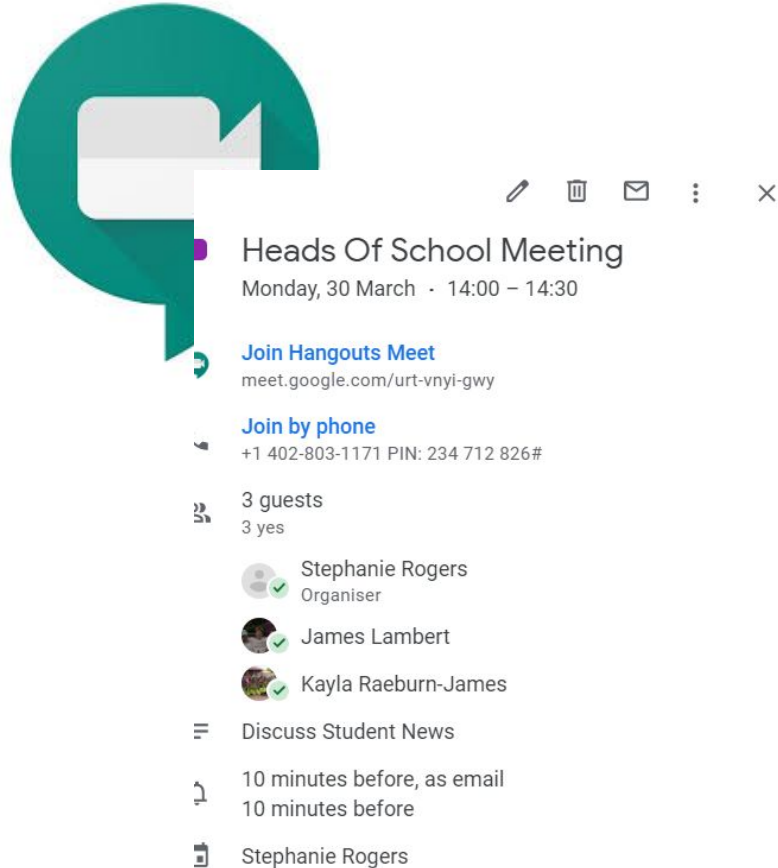
Essential class community activities

Extended Tutorials time may sometimes occur where we have longer celebrations and common themes to pursue.

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Google Meet



- **Google Meet** is a video conferencing app
- It is the business-oriented version of **Google's Hangouts** platform and is suitable for businesses of all sizes
- **Google Meet** integrates with G Suite versions of **Google** Calendar and Gmail and shows the complete list of participants and scheduled meetings
- Invitations are made via Google Calendar
- Meets will be recorded

Rules for using Google MEET, our video-conferencing app



The Google MEET app is available for most devices. This makes connecting between the Teacher and Classroom or individuals very easy.

Your teacher will take you through our House Rules for using MEET. Only teachers can set up MEET appointments with their class, and these usually will be planned in your school Google Calendar or invited through your Google Classroom.

10 TO-DOs when participating in Google MEET livestreaming

- Only use school-registered accounts, never personal ones.
- Are you dressed properly, in a safe and appropriate place with no bedrooms or inappropriate objects/information visible?
- Do you have internet, a device and a quiet place?
- All of our MEETS are secure. Whilst we will record the lesson & the Chat stream for security reasons, the video will never be shared afterwards.
- Only teachers can set up MEETS - once the last specific MEET finishes, it then closes - no one can return.
- You must choose an appropriate photo of yourself, or use your first name for your profile photo.
- When you enter a MEET, please have your camera and microphone switched off. When the teacher takes the register, s/he will ask you to switch your mics on.
- Remember to **mute your mic once you have spoken.**
- You will be able to post questions and comments in the chat stream.
- **Above all remember to behave respectfully to all!**










Online lessons work better 'face to face'. MEETs permit you to choose a different background and assist with privacy.



Enabling software

Subject Based Software

- Arising from the departments
- Commercial providers
- Specific for the Exam/Board
- Generic, such as Khan Academy, Dr Frost

G-Suite	From the 'Waffle'  Alice 
Lesson delivery	Classroom 
'Live Hangouts'	MEET 
1:1 comms	Gmail 

Appendices

Online Home Learning Responsible User Agreement - [link](#)

The overarching school Acceptable Use of ICT (pupils) policy - [link](#)

Summary

- MEETs: between 9am and 5pm, always recorded, professional dress
- 90% attendance, parent request for absence
- Illness notified to office at start of day
- [Online Safeguarding checklist](#) covering Distance Learning

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G Suite for Education and Chromebooks support compliance with rigorous standards

- ✓ FERPA (Family Educational Rights and Privacy Act)
- ✓ COPPA (Children's Online Privacy Protection Act of 1998)
- ✓ ISO/IEC 27018:2014 (Data standards)
- ✓ The Software & Information Industry Association
- ✓ Student Privacy Pledge introduced by the Future of Privacy Forum (FPF)

G Suite compliance statements*

Privacy & Security Center

Google is committed to building products that help protect student and teacher privacy and provide best-in-class security for your institution.

[*Full details](#)

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