



Parent Guide

During the period when your child/ren are away from school it is important that learning doesn't stop. This information sheet provides useful tips to help support learning at home and clarifies how work will be set for students.

Over the coming days, and possibly weeks, the following weblinks will help support students' learning:

www.classcharts.com – ClassCharts link for assigned tasks

<http://knowledgeorganisers.wordpress.com/> - copies of all Knowledge Organisers can be found here

Frequently Asked Questions

1. How can I keep as 'normal' a routine as possible?

In the first two weeks of closure, the school will set work for students to complete in line with their normal timetable. All work will be uploaded at the beginning of the week to Classcharts.

All subjects will concentrate on reviewing the curriculum taught so far and setting up opportunities for retrieval practice and consolidation. Many will use on-line quizzing resources like MyMaths, Doodle, Quizizz, Seneca and Educake so that teachers can monitor your child's progress.

2. How should students plan their learning?

To give students some familiarity and routine, at what is an unsettling time for many, they should be encouraged to follow their normal timetable. For example:

Day X

Tutor Time		At the start of the day, check on Classcharts for any assigned work and plan the schedule for the day, checking the timetable.
Lesson 1 – 9:00-10:00	English	Complete any tasks assigned in Classcharts during the time the normal lesson would take place.
Lesson 2 – 10:00-11:00	Science	
Lesson 3 – 11:20-12:20	Maths	
Lesson 4 – 12:20-13:20	Art	
Lesson 5 – 2:00-3:00	French	

3. What will happen if the school closure lasts longer than 2 weeks?

During the initial stage of school closure, we hope that students will become more independent and get into good habits working from home. We will then look to move away from their familiar timetable and build in a routine of regular reading, self-quizzing using the knowledge organisers and current affairs, to accompany a programme of subject-specific work. All students will need to complete three hours study per school day, but extension and enrichment opportunities will be provided for interested students. Further details will be provided if we enter this phase of closure.

3. How will the Knowledge Organisers help?

Time away from school is a great opportunity to review and deepen previous learning. Students have been provided with Knowledge Organisers for each subject this year. These are vital for

building strong subject knowledge to help students make good progress in the short term and at GCSE. Your child has a folder to store paper copies but all Knowledge Organisers are available on our website: <http://knowledgeorganisers.wordpress.com/>

Throughout this year, students have been taught the core strategy of look, cover, write, correct and our school video explaining this method is available on You Tube at <https://www.youtube.com/watch?v=fo7o7-p2j7c>

You might also want to encourage your child to vary the strategy they use to learn this core information by using one of the additional strategies below:

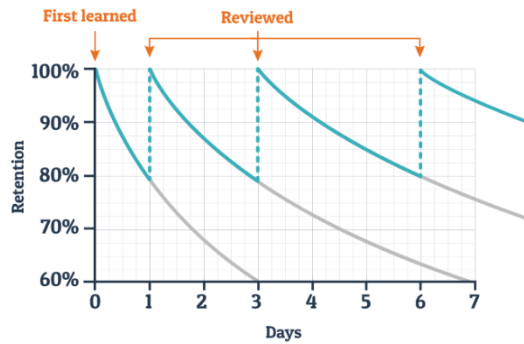


5 ways you can use your Knowledge Organiser (K.O.)

Self Quizzing	<p>When you read a KO, pause periodically to ask yourself questions:</p> <ul style="list-style-type: none"> ▪ What are the key ideas? ▪ What terms or ideas are new to me? ▪ Do I understand them? ▪ How do these ideas relate to what I already know? <p>Use the Look, Cover, Write, Correct method to practice when you are learning the content of your KO. At the "Correct" stage, add in any information you have missed with a green pen. You should only be focusing on one section of the KO at a time for this to be effective.</p>
Redesign the Knowledge Organiser	<p>Take your KO and redesign the layout so that it contains the information you need to address in order to progress with your learning. This will produce a bespoke KO catering for your particular knowledge needs.</p> <p>It is important that the original KO is still accessible/available as this will be a good point of reference when interleaving previous learnt knowledge.</p>
Create a quiz	<p>Use your KO to generate questions, then quiz yourself based on what you have produced checking your answers once you have written them down in your books.</p>
Metacognition	<p>Put your KO away somewhere and write a letter or e-mail explaining to someone what you absolutely must know in relation to the KO you are working with</p> <p>As a helpful aid it can be worth identifying the sub headings within the Knowledge Organiser to help with the structure of the letter or e-mail you are planning to write.</p>
Writing tasks	<p>Use the information from you KO to produce a different document. Examples of this could include:</p> <ul style="list-style-type: none"> ▪ An acrostic poem to explore the skills in the KO. ▪ An email to your teacher explaining what you have learnt from using this KO. Be sure to talk about the difference between what you know now and your prior knowledge. ▪ A diary entry as someone who has just learnt what is on the Knowledge Organiser.

The most effective learning is best done in short chunks and revisited on more than one occasion after the knowledge was first encountered.

Typical Forgetting Curve for Newly Learned Information



4. What should my child do with the work they complete?

They should keep any paper based (non-online) work so that it can be added to school-based notes when they return to school. Teachers will revisit work when the school opens again. Marks from online work such as Educake, Doodle etc. will be monitored by their teachers. When they return to school, students will be rewarded for completing high-quality work.

5. What about DEAR Time and reading?

Reading a book or a magazine or information about a topic of interest online is also good use of time as this will help develop their vocabulary, imagination and (in the case of non-fiction texts) understanding of the wider world.

Hele's School students can make use of our ePlatform to **access both audio books and e-books from home:**

- The link to the web-based site is available in the Library folder on the school Launchpad or from this link: <https://helesplymouth.wheelers.co/>
- Login with their usual school login details, for example a Year 7 student would have a username 19surname and then would enter their password
- They may prefer to access the ePlatform using the app. To do this, search in the relevant app store for the ePlatform app from Wheelers, then search for Hele's School when the app is installed.

Our audio books include popular fiction and GCSE texts.

The e-book collection includes over 2,000 titles with both fiction and non-fiction titles to choose from, offering a good range of choices.

Top tips for creating a productive learning environment in the home

1. **Ensure all distractions are switched off or well out of reach** – mobile phones should be switched off / on silent or placed in another room – the TV also shouldn't be on. The more efficiently students use the time they have, the longer they will have to undertake free time activities and interests.
2. Use **a table or suitable flat surface and a chair** for work to be completed on.
3. Ensure that they **remain hydrated with water and eat** in line with their normal routine.
4. **Conversation** – once learning has taken place, talk about it: talk to your children about what they have learned. You might want to ask them:
 - a. "What do you know now that you didn't when you started this task?"
 - b. "Explain to me"
 - c. "Tell me about"

- d. "I can see that during term 1 in your Knowledge Organiser, you learnt about - what can you remember about it?"
5. **Encourage them not to give up** - learning can be difficult, it shouldn't always be easy, but provided the information or answer can be found (the internet is usually very helpful here), it is possible to complete tasks, check them, learn information. They can then revisit the information later.
 6. **Reward** them with quick break, or perhaps a drink after they have completed their work in each subject. This helps to keep their motivation levels high and ensure time is more focussed.

Contact with teachers

If you need to contact your child's teachers about their work, staff email addresses can be found on the school website.

Teachers will be checking their emails each working day and will try to get back to you within 1 working day. Working hours are Monday-Friday 8.30am-3pm during term-time. Please be aware that if staff are unwell, they may not be able to reply so quickly.

Safeguarding

Student safety continues to be of utmost importance. Students are encouraged to look at the Young Devon Wellbeing toolkit on the school website for useful tips. They will continue to be able to access their tutor, Head of House/Year and Key pastoral staff by email.

If you have any safeguarding concerns for your child or another Hele's School student, please send a message to the safeguarding team via the website link:

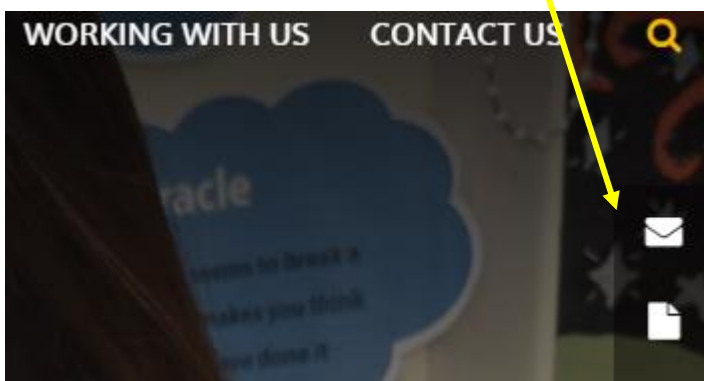
safeguarding@heles.plymouth.sch.uk

If a child is in immediate danger, please dial 999 or contact Plymouth Gateway on 01752 680000.

How do students access school email from home?

Log on to the school website www.heles.plymouth.sch.uk

In the top right-hand corner, click on the envelope icon and now log in with your usual school username and password.



Installation of Microsoft Office 365

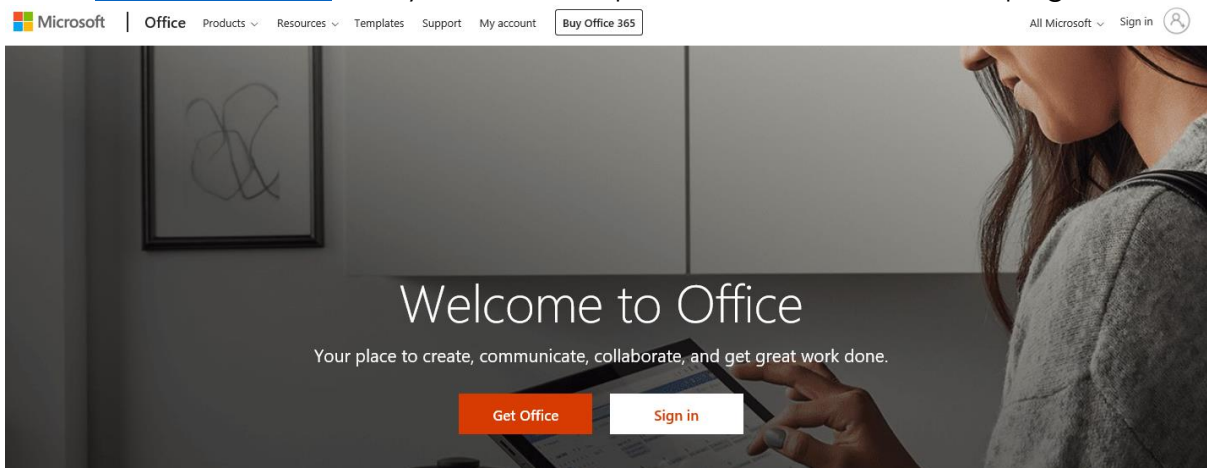
As part of the school's licence, all students can download Microsoft Office 365.

How do I install Microsoft Office 365 onto a PC or MAC?

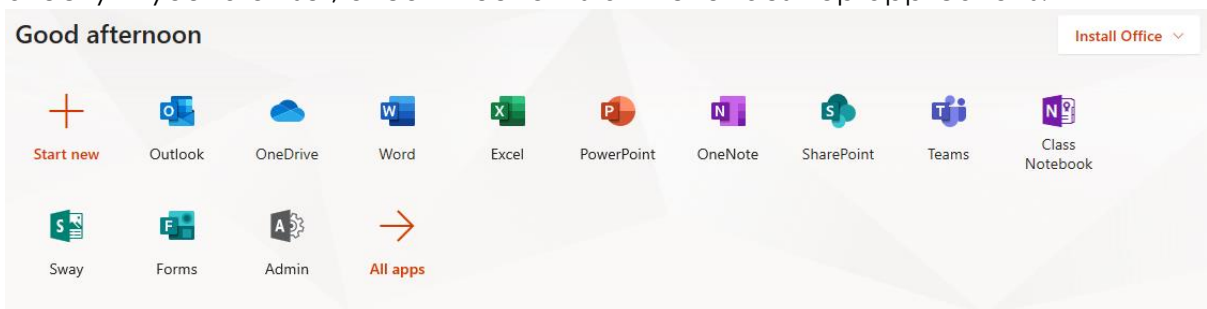
- Load your internet browser:



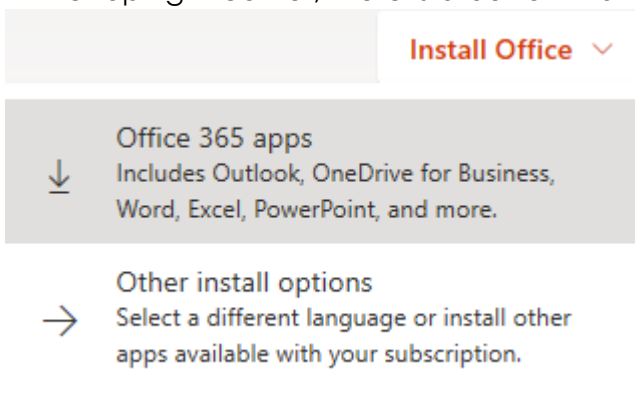
- Go to www.office.com and you should be presented with a welcome page.



- Click "Sign In" and log in with your school email credentials. These will be your normal login followed by @heles.plymouth.sch.uk e.g. user@heles.plymouth.sch.uk
- Once logged in you should be greeted with a number of panes to select from, similar to the following image, if you want you can use the web versions of the various applications directly in your browser, or continue to install the full desktop applications.



- In the top right corner, there is a button that says, "Install Office", select "Office 365 apps"



- Click to run the installer, it is very intuitive and easy to follow. This could take some time depending on the speed of your internet connection and the technology it's being installed on.



Can I download Microsoft Office 365 to a tablet or smartphone?

If you would like to install this on an android phone/tablet or iOS device, navigate to the Play/App Store and download the Office 365 Apps. Once downloaded just log in with your school email address and password, this will license the product.