



Y9 – 10 Home Guide for Phase 2 (w/b 20th April and 27th April)

During the period when we are all 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 as we move into Phase 2 of our remote learning programme.

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

We are encouraging students to build in a routine of regular reading and self-quizzing using the knowledge organisers and current affairs, to add to this programme of subject-specific work. All students will need to complete approximately three hours study per school day, but extension and enrichment opportunities will be provided for interested students. We recognise that students and parents need time together, and that the pressures on families to run to the normal school day are often unsustainable.

How can I best plan this time, without a timetable to follow?

All work for the week ahead will be uploaded at the beginning of the week(Monday) to Classcharts, and set to be completed (ie will turn grey in the student app) by the end of the week(Friday). You can plan your full week, based on what your family's needs at this time are.

We will provide a model which you can follow if you prefer and this will be uploaded onto Classcharts as an announcement on Monday morning each week.

How will my curriculum time be split across the two week timetable?

Time allocations for each week is as shown here, for all students in Year 9 and Year 10.

Year group	Subject	Week B	Week A
9 & 10	En	2	2
	Ma	2	2
	Sc	2	2.5
	Core Options	1	1.5
	T	1.5	1
	U	1.5	1
	V	1	1.5
	Total		11

This subject specific time allocation will be supplemented with 30 minutes/ day of **personal** DEAR time reading, and 30 mins/day of **academic reading**.

For those if you who wish to complete additional tasks we will also provide a supplementary diet of "dip in activities" to support your mental wellbeing and creativity.

Do I need to hand any work in to my teachers?

At KS4 each subject will set **one piece of work** for submission during this two-week period. This will be submitted back to teachers via Classcharts, and students will receive feedback in line with our [www/ebi](http://www.heleschool.co.uk/ebi) policy.

Many subjects will also continue to use on-line quizzing resources like MyMaths, Doodle, Quizizz, Seneca and Educake so that progress and engagement can be monitored and misunderstandings addressed through future tasks.

How do I submit this selected work via Classcharts?

If there is work to be submitted you will see blue button saying **+upload attachment** on the homework task. You can upload a word document, a pdf file, a PowerPoint slide, a photograph of your work etc. All the formats which are recognised are listed below the button.

My attachments



You can upload a maximum of 5 attachments, each up to 250mb in size.

What do you mean by personal reading?

In this two-week period we are encouraging students to continue their routine of regular personal reading, and would want students to read a book or a magazine or information about a topic of interest online as regular DEAR time for 30 mins a day.

A reminder : 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 9 student would have a username 17surname 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.

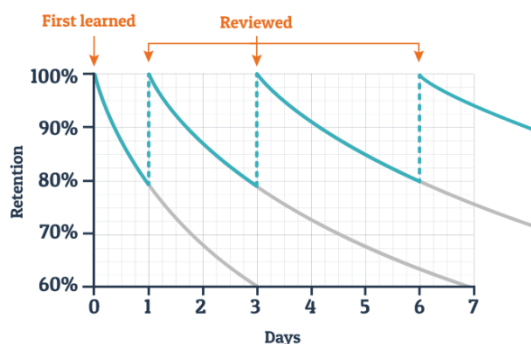
What is academic reading and how do I access The Day articles?

We have collated academic reading lists for each subject and would like students to access these for 30 mins a day, 3 times a week, and will be directing students to articles from The Day for the other two days a week throughout this period. We know that this is a good use of time as this will help develop their subject specific vocabulary, imagination and understanding of the wider world. The tasks which appear at the end of The Day articles are optional and some require discussion or consideration, which you may be able to talk through as a family unit.

If you are asked for a username/ password for The Day it is heleschool/ theday

Should I still be using my Knowledge Organisers?

Typical Forgetting Curve for Newly Learned Information



KOs should be used in exactly the same way as during Phase 1 and can be used to extend learning beyond the work specifically set by teachers

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

What do I do with the optional tasks which are also on Classcharts?

These are just designed to challenge your creativity and maintain well-being; they are completely optional but you might feel on some days that you want to try something a little bit different once you've completed the work you had planned for that day. If you do something you are really proud of you could email this through to your tutor to tell them, maybe even send them a photo of your work for them to see.

How can I contact my teachers ?

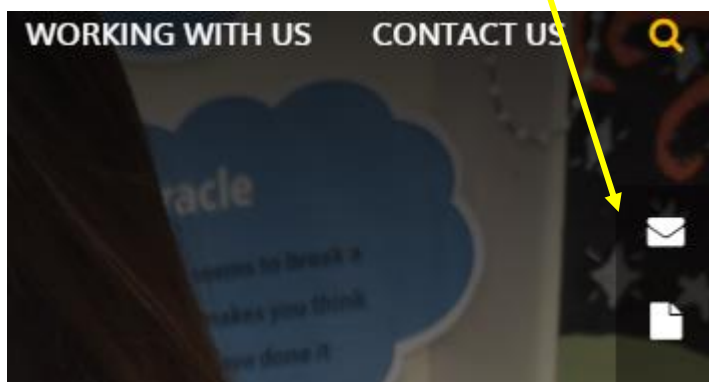
If you need to contact your teachers about your work, staff email addresses can be found on the school website.

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.

How do I access my 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.



What can I do if I don't have PowerPoint/ Word/ Excel etc on my device?

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?

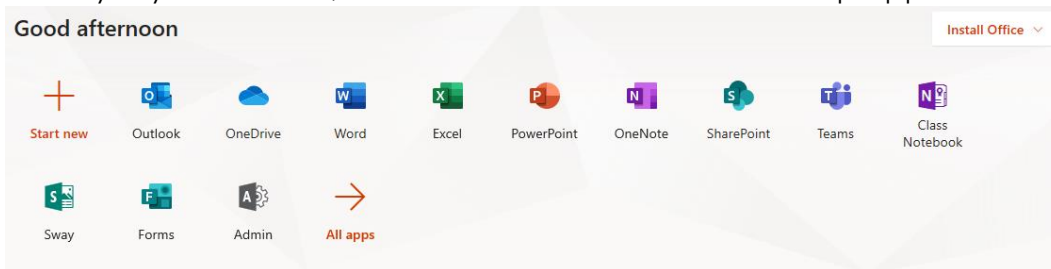
- Load your internet browser:



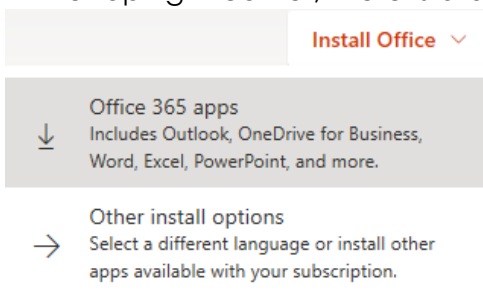
- Go to www.office.com and you should be presented with a welcome page.



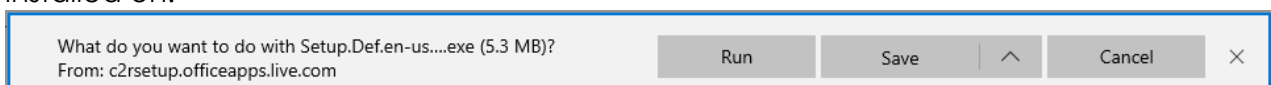
- Click "Sign In" and log in with your school email credentials. These will be your normal login followed by @heles.plymouth.sch.uk e.g. user@heles.plymouth.sch.uk
- Once logged in you should be greeted with a number of panes to select from, similar to the following image, if you want you can use the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

Do you have any 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 you use the time you have, the longer you 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 you remain hydrated with water and eat in line with a normal routine.
4. Conversation – once learning has taken place, talk about it: talk to your parents and siblings about what you have learned. They could ask you:
 - 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. Don't 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. You can then revisit the information later.
6. Reward yourself with quick break, or perhaps a drink after you have completed your work in each subject. This helps to keep your motivation levels high and ensure time is more focused.

And finally...

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. You are able to access their tutor, Head of House/Year and Key pastoral staff by email.

For parents: 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.