

Parent Information Booklet

Important information on remote learning and support for students

**Hello,**

This booklet is designed to give you some key information about how we are delivering remote learning for all students; what we are expecting students to do and how, as well as what support is available to help them.

We understand that working at home can be a challenge for a whole variety of reasons, not just for our students but our parents and carers as well. You have probably now taken on a raft of new jobs that you never expected to, including being a teacher! We hope this booklet helps you to understand how College is running remotely and gives you the confidence to help support your student if they need it.

As well as information and resources on learning, you’ll also find key information on wellbeing support, as we understand that the current situation can affect all aspects of life, including emotional wellbeing and mental health.

A couple of key points to keep in mind:

* We do not yet know when the shutdown will be over. The government and Public Health England will advise us on this. We will be reviewing the situation regularly and will update you via the website every Friday in the ‘3Y1 Key Updates’ section.
* Until we have any updates, all learning will be carried out remotely.
* The health of our students and their families is paramount. If your son/daughter becomes unwell during the shutdown or needs to self-isolate, please contact us and let us know by emailing [attendance@stbrn.ac.uk](mailto:attendance@stbrn.ac.uk). In other words, follow the same process you would as if College was open. This means we can provide any advice/support they may need.
* Please do not call us during the shutdown as no-one will be there to answer. Email the relevant person or, if you are not sure who to email, contact [info@stbrn.ac.uk](mailto:info@stbrn.ac.uk) and we will forward your enquiry to the relevant person.
* Some staff are not currently at work as they may be unwell. Please keep this in mind when trying to contact them/expecting responses from them. We will do our best to get back to you as soon as possible.
* Our main point of contact with parents/carers will be via the website, so please do check this regularly. We’ll provide general College updates but also will be posting enrichment activities and other opportunities to help students and parents/carers look after themselves and their wellbeing. Please keep checking it!

**Teaching, Learning and Assessment**

Teachers send work out on the Microsoft Teams platform every Friday by 2.30pm. The post will contain an overview of the learning that has been set for the forthcoming week and will cover the following areas:

• The work to be completed over the next week

• Clear instructions of where work can be found and any expectations for logging /engaging with certain activities at certain times within the week.

• Details on what work (if any) is to be submitted, how it should be submitted and in what format

• Details on the feedback that will be received and how

• Links to any additional resources

• Details of when the teacher can be contacted/will be online for help and support

We are mindful that there will often be many barriers to students when learning at home and as such teachers have an expectation to set 3 hours of compulsory or essential work. Many of our students want more than this to deepen their learning and so additional activities are included.

It is expected that all students set aside time to complete the essential work set.

In many cases, teachers will also ‘check in’ with the class, via the Teams group, during the week to provide support, motivation or interesting activities the students could take part in in addition to the planned learning.

As of 4th May, teachers are also able to run ‘live’ sessions with students and thus there may well be a need for your child to be online at a set time in order to engage with the session being run by the teacher. We would ask for your support in facilitating this and ensuring your child joins the sessions as they provide students with valuable input from the teacher who will be discussing complex topics or demonstrating key aspects of a topic that, whilst it can be learnt online, are difficult to communicate on an online platform only.

Feedback from students so far is that these sessions are hugely beneficial and welcome.

**BTEC/OCR Courses**

These courses are usually assessed throughout the year through regular coursework assignments. The current guidance is for us to continue to set work that will support students in both current and future units but there will be **no formal assessments** at this time. However, it is important for students to stay in touch with teachers and complete the work set so that we can prepare them for all future assessments.

There is a guide on Microsoft Teams at the end of the booklet.

**What if my son/daughter needs academic support or doesn’t understand their work?**

In the first instance, we’d encourage students to ask their subject teacher for help. They can do this privately via their student email.

If further help is needed (with an individual subject, task or just general help with managing workloads and organisation) please email the Learning Development team with an enquiry about support to[**learning.development@stbrn.ac.uk**](mailto:learning.development@stbrn.ac.uk)

A member of staff will get back to you as soon as possible via email. All correspondence from LD staff will be either via email or Microsoft Teams.

**What if we don’t have a computer or wifi at home?**

Please email Laura, at lhh@Stbrn.ac.uk , and we will contact you to see how we may be able to support you.

**Academic Mentors and Pastoral Support**

The Academic Mentor Team are working remotely to provide pastoral support to students and to also help students experiencing challenges to engage with remote learning.

They will use Teams to have 1:1s with students and will be in regular contact to help students stay on track. If a teacher flags that they have not heard from your son/daughter or they seem to be struggling to complete work, their Mentor will call you to discuss how they can help support your son/daughter get back on track. They will hold an ‘Engagement Support Meeting’ with them and agree an action plan to support them. They will keep in regular contact until progress is sustained and students are confident engaging with learning.

We do understand that students may be experiencing challenges unique to home learning (like sharing computers, not always having a space to work, struggling to get into routines) and we want to reassure you that our approach is to help students engage, not punish them for having difficulties.

Mentors should also be contacted for pastoral support. If you have any worries, questions or think there is something they need to know in order to be able to help your son/daughter, please contact them using their College email. They are here to support students throughout the shutdown.

**Safeguarding Support**

For students who need any safeguarding support please contact a member of the safeguarding team on the email addresses below:

Kerry Mullinder (Designated Safeguarding Lead): [Kmu@stbrn.ac.uk](mailto:Kmu@stbrn.ac.uk)

Laura Howe-Haysom (Deputy DSL): [lhh@stbrn.ac.uk](mailto:lhh@stbrn.ac.uk)

For urgent safeguarding concerns, please call Kerry Mullinder on **07471823522**between the hours of 8:30am-6:00pm (Monday to Friday).

**Mental Health Support**

Alex Moate and Clare McLaughlin will message students with new appointments and conduct telephone counselling.

For students who are on a waiting list or require a quick chat with the Mental Health team there will be a two hour “drop in” clinic in which either Alex or Clare can ring students. To ask for a phone call, students should please email [**learning.development@stbrn.ac.uk**](mailto:learning.development@stbrn.ac.uk) with the following statement:

*“I would like to access some welfare/counselling support”* adding their student name and student ID number. Alex/ Clare will try and contact students as soon as possible within the drop in clinic times.

The phone calls will be from a withheld number. If Alex/Clare are not able to get through, they will leave a voicemail (if possible) with a date/time of when they plan to call again.

**The ‘drop in’ clinic times are as follows:**

Monday 9:00am-11:00am (Clare)

Tuesday 9:00am-11:00am (Clare)

Wednesday 9:00am-11:00am (Clare and Alex)

Thursday 9:00am-11:00am (Alex)

Friday 9:00am-11:00am (Alex)

If Alex/Clare appointments are cancelled someone will try and let students know this as soon as possible.

**External Agencies**

For safeguarding concerns during the isolation period, please contact the following agencies:

Urgent emergency: 999

Police non-emergency: 101

Bristol Local Authority- please see information on our webpage: <https://www.stbrn.ac.uk/info/safeguarding-2/about-safeguarding/bristol-authority-key-informatio/>

South Gloucestershire Authority: please see information on our webpage: <https://www.stbrn.ac.uk/info/safeguarding-2/about-safeguarding/south-gloucestershire-key-inform/>

Bath and North East Somerset: please see information on our webpage: <https://www.stbrn.ac.uk/info/safeguarding-2/about-safeguarding/bath-and-north-east-somerset/>

**For mental health support:**

Crisis Support Text: 741741

Samaritans: 116 123 (24 hours a day)

Self-Harm: 116 123 (24-hour)

NHS: 111

HOPELINEUK: 0800 068 41 41

KOOTH online TEXT service (until 10pm)

**Useful websites:**

<https://www.kooth.com/>

<https://www.headspace.com/covid-19>

<http://www.mensadviceline.org.uk/>

<https://www.thecalmzone.net/>

<https://www.anxietyuk.org.uk/>

<https://www.bigwhitewall.com/v2/LandingV2.aspx?ReturnUrl=%2f>

For extra mental health information please see our knowledge organiser: <https://www.stbrn.ac.uk/upload/Knowledge_organiser-mental_health.pdf>

**Careers Support**

If you need individual careers advice and guidance, please email [ceiag@stbrn.ac.uk](mailto:ceiag@stbrn.ac.uk) and a member of the team will respond to you.

The Careers News publication and section of Moodle contain lots of important information about apprenticeships, university applications, work experience, job interviews etc.

**Remote learning with Office 365: Guidance for parents and carers**

St Brendan’s had been trialling Microsoft Teams as a new communication platform for staff and students since 2018, resulting in very positive feedback from all parties.

Since the college closure Microsoft Teams has been rolled out to all teaching staff and students. This guide will give you an insight into how communication about learning is happening.

What does my student need to sign into their Office 365 account?

Students sign into Office 365 through their email on the college jump page using their college login. From this platform they will have access to Microsoft Teams, Word, PowerPoint, Excel, and so much more.

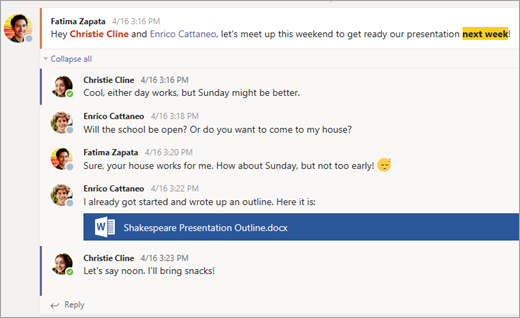
Microsoft Teams can be accessed online or downloaded to a home or mobile device. To download the app to their phone or device go to the app store or google play and search for Microsoft Teams.

Here is a Microsoft video introduction to teams- Please note some teachers are using the assignments tab, some have asked students to submit work in alternative ways. <https://www.microsoft.com/en-gb/videoplayer/embed/RE4rrKE?pid=ocpVideo0-innerdiv-oneplayer&postJsllMsg=true&maskLevel=20&market=en-gb>

How will my student communicate with their teachers and classmates?

Each of your student’s classes gets its own team. Teams is an online classroom hub, where your student can chat with their whole class, in groups with other students, and one-on-one with their teachers. Through Teams, your student can also make video calls.

Example of what a chat post looks like….



How does my student join a team? How do they know if they’re part of their class’ team?

Students will receive an email notification when they've been added to a team. If they have not been added to a team or are in an incorrect team ask them to email [lrc@stbrn.ac.uk](mailto:lrc@stbrn.ac.uk)

Other features in teams that teachers may use with students-

Files- The files tab is a document storage section. Any resource that a teacher attaches to a post will be saved under the files tab. Teachers may also ask students to upload their work in this section.

Assignments- Some teachers are using the assignments tab to ask students to submit work. The teacher sets the assignments with submission information (instructions, deadlines etc) and the student uploads their work to the assignments

Live Meetings (Live Lessons)- Teachers are scheduling live meetings to deliver live lessons. The college have adjusted the students controls so they cannot turn on their camera. All live lessons are being recorded for students to access at a later date, and to meet safeguarding guidelines.

If you have any questions over any of the systems and platforms the college is using please contact us at [lrc@stbrn.ac.uk](mailto:lrc@stbrn.ac.uk)