



ST BRENDAN'S
SIXTH FORM COLLEGE

Faith in Learning

St Brendan's Remote Education Offer Student Information Booklet

**Please read all pages
carefully**

CONTENTS

Introduction and General Info 3

Teaching and Learning at Home 4-5

Introduction to Microsoft Teams 6-7

Academic Mentors, Learning Development and Safeguarding 8-9

Mental Health Support and Careers Info 10

Checklist 11

Hello,

These are challenging times for all of us. This booklet is designed to give you some key information to help you manage your learning away from College and tell you how you can get help if you need it.

We know you have already been learning remotely every other week but doing it full time will be a new experience. Your mindset from Day 1 needs to be that working at home is the new normal. You need to treat each day as a College day with a timetable, routine and plan. This may seem odd at first but will become easier with each day – the key will be starting this straight away.

You will find information and resources on academic as well as wellbeing support in this booklet and there will be a weekly update for students and parents on our website, which we would ask you all to check regularly.

We understand the uncertainty of the current situation will be worrying for a whole range of reasons but we want to reassure you that we have a plan for your learning and support is available. It may not be in the 'usual' way and it might be different to what other schools and Colleges are doing but it is the plan we feel is best for our students.

A couple of key points:

- We do not yet know when the shutdown will be over. The government and Public Health England will advise us on this. For now, it will be until half term at least. We will be reviewing the situation regularly and will update you via the website every week.
- Check your student email every day and follow your timetable as you would normally. All lessons are running.
- With the above in mind, prepare as if all coursework and other deadlines are going ahead on their planned dates. Do not stop preparing or work less.
- If you do not have wifi or access to a computer or laptop at home, or your device stops working, we are open for you to attend College. Please email your Mentor or lh@stbrn.ac.uk and we will arrange for you to come in and access your lessons. This is really important as you will not be able to work properly on your phone for a whole half term.
- Your health and your family's health is paramount. If you become unwell during the shutdown or need to self-isolate, please contact us and let us know by filling out the online form on the website [here](#) or by emailing attendance@stbrn.ac.uk. In other words, follow the same process you would as if College was open. This means we can provide support and any advice you may need.
- Do not come to College site or call us. Email the relevant person or, if you are not sure who to email, contact info@stbrn.ac.uk and we will forward your enquiry to the relevant person.

- Some teachers are not currently at work as they may be unwell. Please keep this in mind when trying to contact them/expecting responses from them.
- Please follow all government guidance on procedures to follow outside of College in terms of social distancing, self-isolation or any other measures that are introduced. Be sensible, be safe and look after yourself and those around you.

There is a checklist at the back of this booklet that will help you keep on top of key tasks during the shutdown.

Teaching, Learning and Assessment

How will my lessons be delivered?

During the shutdown teachers will provide Remote Learning. Your class-based learning will move online with teachers delivering your timetabled lessons online via Microsoft Teams. The only exception to this is if you have told us you do not have access to the internet. In this case arrangements have been made for you to work in College.

All classes already have a Microsoft Teams page in place and this will continue to be the central point of communication for your class and teacher.

Teachers may also, course dependent, make use of additional learning platforms such as Moodle, VLE-online books, Edmodo, Dr Frost and other such teaching, learning and assessment tools.

All classes already have a Microsoft Teams page in place and this will continue to be the central point of communication for your class and teacher.

When will my lessons take place?

Your planned lessons will continue to run as a 2x live / 1x remote approach. You should join each lesson for registration and to establish the lesson activities and expectations of you. This model of delivery follows research based approaches to providing a mixture of synchronous (where you follow at the pace of the teacher) and asynchronous (where you manage your time more independently) delivery. This type of learning happens all the time in lessons, to support you with consolidating learning, preparing the foundations of learning and of course preparing for life after College, and is something we will replicate during remote learning to continue to deliver our Curriculum Intent to you.

Lessons will be booked into your Teams Calendar in advance and students can join the meeting either from the calendar (click 'Join') or in the Teams Posts page. You must attend all sessions, even the 'asynchronous' or 'remote' sessions to be registered and ensure you understand the learning set.

How will I know what I need for lessons or to complete in my study time?

Teachers will post instructions for what needs to be completed and any work that needs to be evidenced/submitted prior to the lesson.

Similarly, they will provide a weekly (as a minimum expectation) summary of what has been covered, what should be completed and what will be needed/is coming up for the following week.

In addition to your timetabled lessons, you will continue to be set 4.5 hours or independent / home learning each week which you are expected to engage with. The work set will be a variety of activities that are directly related to your planned learning.

How will my progress be monitored during remote learning?

Our highly skilled teachers will continue to adapt a range of assessment strategies within every lesson such as question and answer, quizzes, polls, completion and submission of written tasks and group work to name a few.

Teachers will, as ever, use their findings from this assessment to plan future learning.

There will also be a need for us to carry out larger key assessments, as planned in the curriculum plans, and these will take place in a variety of ways. Subjects may carry out end of topic tests, you may be involved in larger key assessments online; you may be required to write up essays or responses to exam type questions and submit to the teacher or you may, in more practical subjects be asked to send video/pictorial evidence of your performance.

Where appropriate, for key assessments in particular, marks will continue to be added to the mark book (which you and your parent/carer can access online via Pro-Portal). Your teachers may well send out praise cards or add badges on Teams to celebrate your success. In the case that you may find yourself falling behind your targets, we will be sure to communicate with you and home as usual to ensure we understand any barriers and put in place necessary support such as Wave 2 Subject Support or coaching with our Academic Coaches, to name two options open to us.

Will my engagement in the lesson be monitored?

Absolutely!

Your teachers will regularly complete 'engagement checks' with you. This will be in a variety of forms such as quizzes, posting work in assignments, using online software or even simple question and answer via the lesson chat page.

Students for whom we have concerns that they are not engaging, evidenced through non-completion of the engagement checks, will be reported by the teacher and at least weekly monitoring checks will occur. Students who are not engaging, for any reason, can expect rapid identification and intervention via our support teams and it is expected effort is made by the student to improve once solutions to any issues have been found.

Continued non-engagement without reasonable excuse will move into the behaviour and attendance policies.

Expectations for students

- Establish daily routines for engaging in learning experiences
 - Make use of the 'Super Awesome Study Guide found in your Futures page to support with ideas of organising and using your study time).
- Identify a comfortable, quiet space in your home where you can work effectively and successfully
- Contribute to each lesson, ensuring you are responding to teacher questions and completing the tasks set.
- Complete assignments/work with integrity and academic honesty, doing your best work
- Communicate proactively with your teachers if you cannot meet deadlines or if you require additional support
- Collaborate and support your peers in their learning

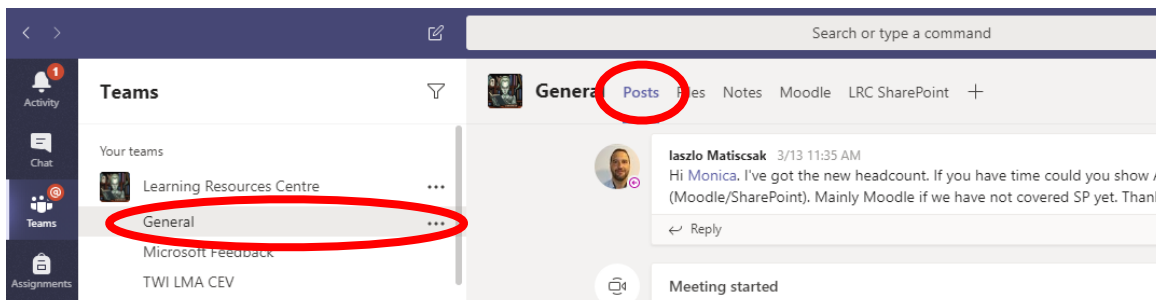
- Comply with our online safety policy ('ICT Acceptable Use Policy') including expectations for online etiquette, academic honesty and safety online.

Microsoft Teams

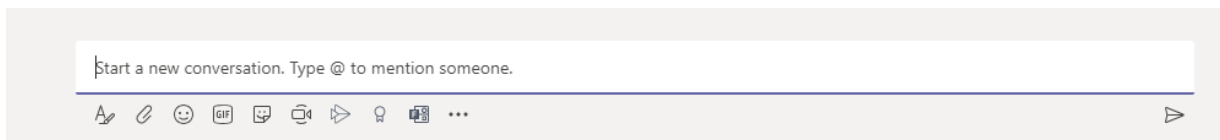
The sections below provide key reminders for engaging with your team's pages.

Communicating through Teams

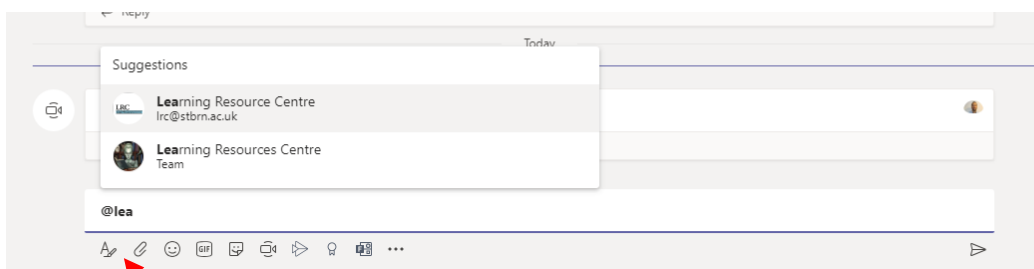
1. Watch this short video which explains how to communicate through the 'post' page. <https://education.microsoft.com/en-us/course/9c9f5c11/5>
2. This video calls it 'chat' page, on your teams it will be called 'post' page
3. Make sure you are on the post page- see screen shot below



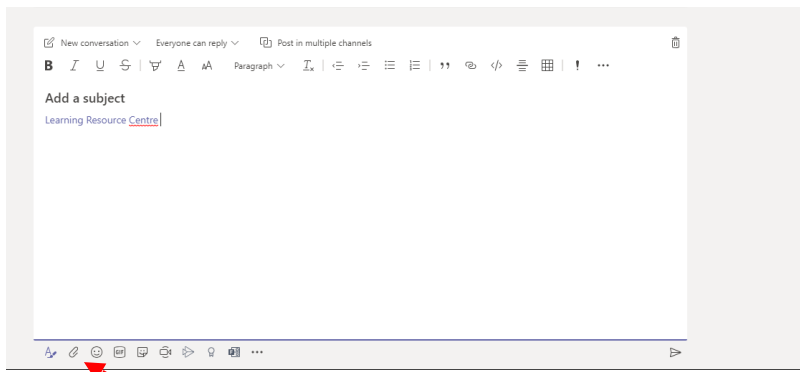
4. This page works like a social media platform where anyone within the 'Team' will be able to post a message
5. At the bottom of the page you will see a conversation bar



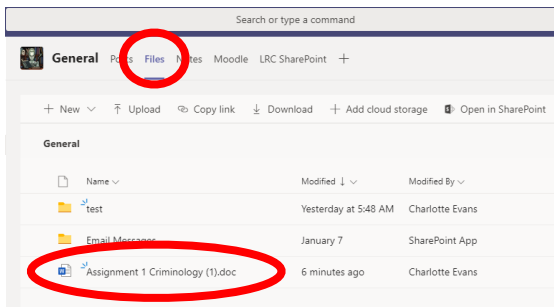
6. If you want to direct the message to the whole team or a specific person then use the @ symbol and start to type the person's name/the team name. This will then send a notification to their email or if they have the App they will get a notification on their phone



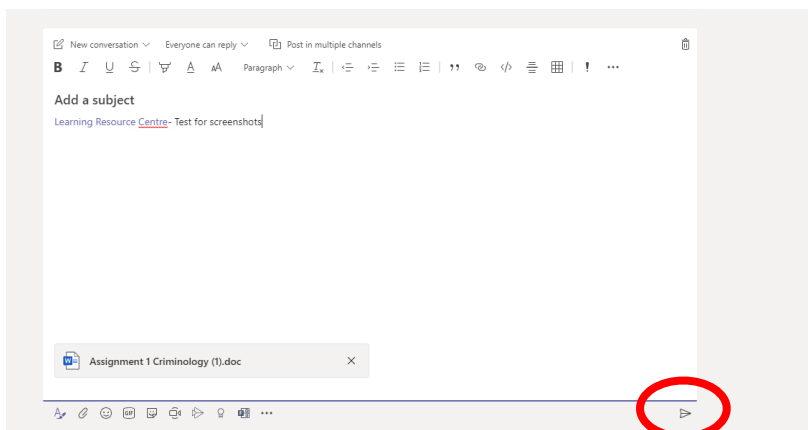
7. If you need the conversation box to be bigger select the A icon and it will extend the box



8. You can attach a document to the message- a powerpoint/word document etc just like in an email. The benefit of using Teams is that any resource you post will automatically be saved in the file tab.



9. When you are ready to post your message use the little paper aeroplane icon to post



If you have any problems with Teams or accessing it, please email:
eLearning_Systems_Support@stbrn.ac.uk

You can also access the help guides for accessing and using various IT platforms, such as Microsoft 365, Moodle, VLE-Online and accessing documents from your College H Drive via the drop downs in Moodle (simply log in to Moodle from the jump page to get there).

Attendance and Punctuality
Career Zone
Chaplaincy
Exams
IT Guides for Students
Health and Wellbeing
Learning Development
Learning Resources Centre
Moodle Help for Students
Student Union

Academic Mentors and Pastoral Support

Your Mentor will contact you through your Tutor Group's Teams page and will be holding 1:1s with you as planned this term. These will happen over Teams and are compulsory. They are to discuss how you are progressing at College, discuss how we can support you and your plans for after College.

Your Mentor 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 you, please contact them either using Teams or their College email. They are here to support you throughout the shutdown.

Again, if your Mentor is unwell, another member of the Team or Laura will pick up your enquiry.

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
- Laura Howe- Haysom (Deputy Safeguarding Lead) llh@stbrn.ac.uk
- Keran Brady (Safeguarding Officer) keb@stbrn.ac.uk
- Michelle Densley (Safeguarding Officer) mde@stbrn.ac.uk
- Jon Davy (Safeguarding Officer) jdv@stbrn.ac.uk
- Svetlana Bajic-Raymond (Safeguarding Officer) sbr@stbrn.ac.uk
- Marian Curran (Safeguarding Officer) mcn@stbrn.ac.uk
- Clare McLaughlin (Safeguarding Officer) cml@stbrn.ac.uk
- Alex Moate (Safeguarding Officer) amo@stbrn.ac.uk
- Ria Thordarson (LD/Safeguarding Administrator) rth@stbrn.ac.uk

For urgent safeguarding concerns then please call Kerry Mullinder (Head of Learning Development and Safeguarding) on **07471823522** between the hours of 8:30am-6:00pm (Monday to Friday)

Learning Development

For students with Education Health Care Plans they have been contacted separately with regards to the support plan in place.

Students with EHCPs- the main contact will be Jennifer Phillips

Students classed as Children in Care or Looked After Children- the main contact will be Jon Davy

Academic Support

For students who require academic support please email the learning Development team with enquiry about support to learning.development@stbrn.ac.uk or speak to your academic mentor who can put in a referral for you.

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.

Pastoral Support

For students on Health and Wellbeing Plans your main contact will still be either Jennifer Phillips or Jon Davy (whoever is named on the plan).

BKSB

Kathy Anderson and Jean Lee Wright will be available remotely to set work and communicate with students via email. Work will be set on the BKSB platform.

Mental Health Support

Alex Moate and Clare McLaughlin will message students with new appointments and conduct telephone counselling. These appointments will not be as long in duration as a face to face session.

To ask for a phone call please email learning.development@stbrn.ac.uk with the following statement:

"I would like to access some welfare/counselling support" Please add your student name and student ID number. Alex/ Clare will try and contact you 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 to you they will leave a voicemail (if possible) with a date/time of when they plan to call you again.

If Alex/Clare appointments are cancelled someone will try and let you 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
KOOOTH 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

Useful articles:

BBC News: <https://www.bbc.co.uk/news/health-51873799>

The Guardian article about learning something new: <https://www.theguardian.com/world/2020/mar/13/splendid-isolation-what-will-you-learn-coronavirus>

Careers Support

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

If you need specific advice about work experience, email Leanne.England@stbrn.ac.uk, especially if you are an Access to Level 3 student.

The careerzone section of Moodle contains lots of information about university, apprenticeships, work experience, job applications and interviews.

Checklist

Task	Complete?
------	-----------

Check my student email daily and make sure my timetabled lessons are in my Teams calendar	
Check your IT at home is working fully and you can access all you need. If you can't, contact your Mentor or lh@stbrn.ac.uk to arrange to attend College	
Make a list of when my teachers and Academic Mentor is available. If you see Learning Development or Alex or Clare, do the same for them.	
Plan a weekly study timetable. Make sure you include breaks, lunch and some wellbeing time/time to move around, speak to other people and do activities you enjoy.	
If I need help, I should use my Teams or my student email to contact: My teacher (if it is work-related) My Mentor (if it is about pastoral support or me) Learning Development (if I need some academic support or welfare)	
If I'm unwell or need to self-isolate, email attendance@stbrn.ac.uk	
Check the St. Brendan's website in the Key Updates section for important info and developments	
Look after my health and my family's health by following guidelines from government and Public Health England	