

# Ridgeway Secondary School Guide to 'Distance Learning'



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## **01 - INTRODUCTION**

The following booklet has been created to support both our students and our parents in remote learning. Over the last 10 months we have trialled several different approaches to remote learning including work set on SharePoint via the Online Curriculum, assignments, recorded lessons and live lessons using Teams. The feedback that we have received from the school community alongside external research that has been completed on children's mental wellbeing means that the main remote provision from Ridgeway Secondary School will be through a blend of pre-recorded and live lessons on Microsoft Teams that will encourage students to follow their normal timetable. This will however be accessible out of normal lesson times as we understand different families have different circumstances and access.

Information provided from the DfE and OfSTED has supported the offer we provide, and we will continue to work with all families alongside the guidance to provide the best possible learning experiences. We have ensured that our provision is responsive to this information.

## **02 - OUR REMOTE LEARNING PROVISION**

Our provision will ensure that all of our students (Years 5-11) receive 5 hours of remote learning per day. This will also include direction and activities from our PE department to ensure that our students remain physically active during the current lockdown. Our PSHE and pastoral provision will also continue. The curriculum has been refined and adjusted to specifically assist pupils during school closure and be responsive to their needs during this time.

## **03 - SUPPORT ALWAYS AVAILABLE**

As a school we will support all our students (and parents) to ensure that they receive the best possible remote learning experience, and we will continue to provide pastoral support. If you require any assistance, please refer to the section in this handbook which has several different points of contact.

## 04 - REMOTE LEARNING TIMETABLE

The timetable below highlights the start times for all of our Zoom lessons. Students should join the Zoom lesson a couple of minutes prior to the start time and they will be placed in a virtual waiting room. This means that the lesson will start promptly without interruption.

Please see below a timetable of the school day. Your child's individual timetable can be found via EPrise.

Period	Monday	Tuesday	Wednesday	Thursday	Friday
Form Time 8:45 – 9:05					
Lesson 1 9:05 – 10:05					
Lesson 2 10:05 – 11:05					
Break 11:05 – 11:25					
Lesson 3 11:25 – 12:25					
Lesson 4 12:25 – 13:20					
Lunch 13:20 – 14:00					
Lesson 5 14:00 – 15:00					

## 05 - PE PROVISION

Activities are being uploaded to the Online Curriculum with practical challenges that are explained by the teacher through teams where needed. These can be completed at a time that is appropriate for the student as they are pre-recorded.

## 06 - SAFEGUARDING PROTOCOLS FOR PUPILS

It is important for students and their carers/parents to discuss this section on safeguarding. The guidance below ensures that our students are kept safe online and that they receive the best possible remote learning experience.

- By accessing a 'Live Video' lesson all parents/carers are agreeing to their child taking part in a live streaming lesson and confirming that they have discussed the protocols with their son/ daughter and that their son/daughter will abide by these protocols. If parents have any safeguarding concerns, they can report this directly to the Designated Safeguarding Lead by phoning the school or via the following e-mail to [slt@ridgewaysecondary.org.uk](mailto:slt@ridgewaysecondary.org.uk)
- The invitation link to the live streaming lesson will be sent out via Teams Calendar for each lesson is to be
- Lessons will be recorded by the school for the safeguarding of all.
- Normal school rules apply but in a virtual setting. Recording of the lesson, other than by the member of staff, is expressly forbidden.
- In order to allow the lesson to progress smoothly students will be muted on entry and raise their hand to speak.

Students should be in a room in the house readily accessible by other adults in the household. The clear advice from safeguarding authorities is that this should not take place in the student's bedroom. Students should be appropriately dressed and there should be no private images on display; it is preferable that the student cameras are off.

- The teacher will then admit the class from the waiting room into the lesson. All pupils will be admitted so that they are muted. More importantly, they will **not** be able to **unmute themselves** throughout the lesson or **change their name**.
- If pupils are late and try to enter the lesson once it has started, then teachers will **not allow** them in. If this happens pupils are to complete the work on Teams. **Turn up on time!**
- **UNDER NO CIRCUMSTANCES ARE STUDENTS TO SHARE THE INVITE WITH ANYONE ELSE**

## **07 - EXPECTATIONS OF OUR STUDENTS**

The expectations of behaviour and engagement during remote learning are identical to the expectations we have when students are present in school. Students should be:

- Working hard and to the best of their ability.
- Using the Video Lesson lesson protocols to ensure that the learning progresses without interruption.
- Engaging with the teachers, responding to questions and contributing to the lesson.
- Seeking clarification from their teachers if there is anything they do not understand. This can be by raising your virtual hand in the lesson or via show my homework after the lesson has finished.
- Making sure that all homework is completed and submitted as the teacher directs.
- That students keep their cameras on. (with a blurred background if required). This supports staff in every aspect of remote teaching. It allows staff to maintain engagement, keep the correct pace for the lesson and support any students that are struggling.

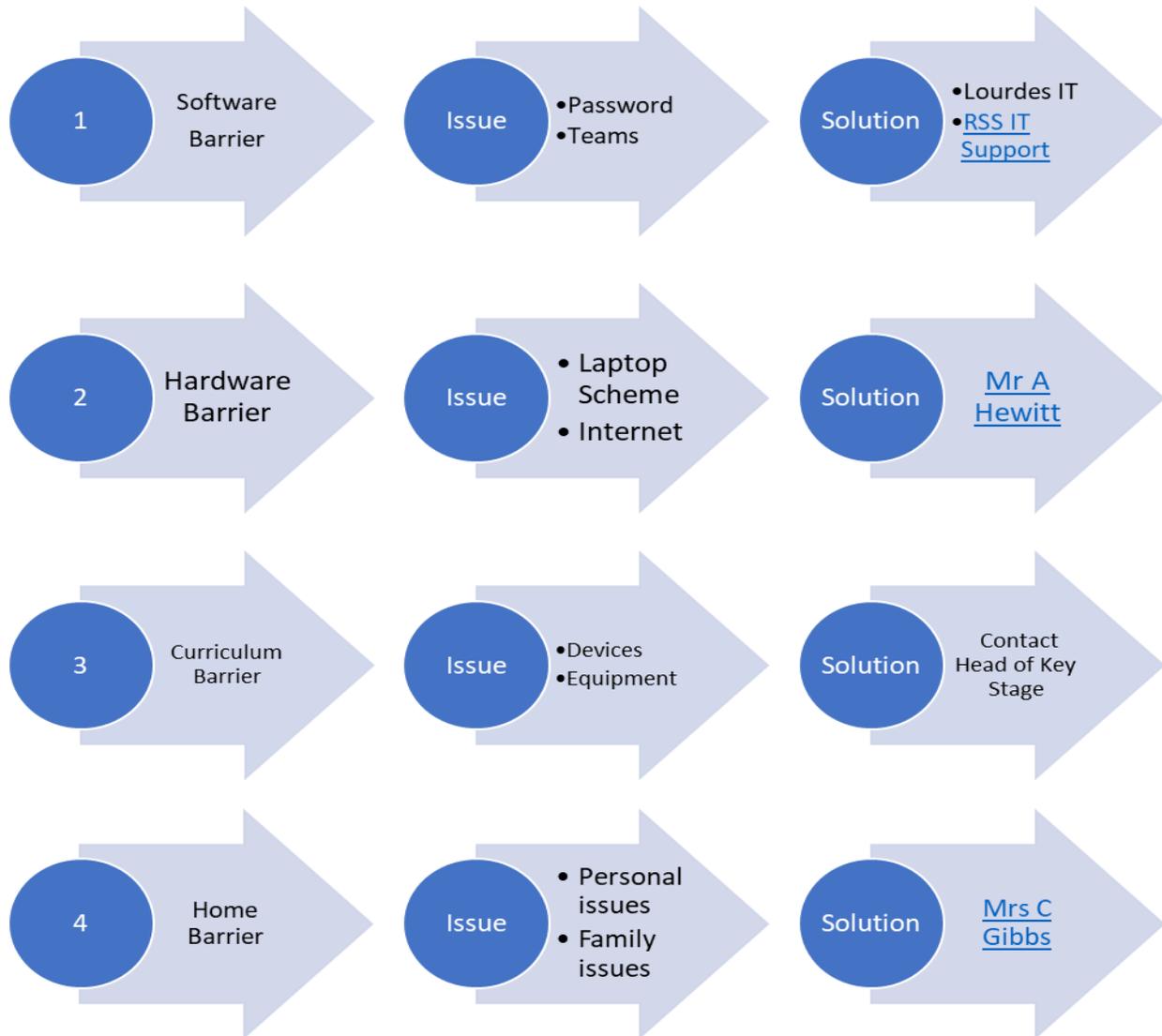
## **08 - FORM TIME PROVISION**

Pupils will have daily contact with form tutors via teams chat and also sometimes assemblies led by Key Stage Leaders. These weekly assemblies will be communicated through teams.

Form tutors will be exceptionally busy preparing lessons during this time, please be mindful of communications from your tutors and respond as directed. Calls will also be made from the pastoral team to check that you are doing ok and where work is not up to date.

## 09 – OVERCOMING BARRIERS ACCESSING OUR REMOTE LEARNING

We have now conducted four whole school audits to identify any pupil with barriers to access at home linked to technology. At this point we have supported a number of families in breaking down barriers to technology. We also recognise and acknowledge that pupils may encounter more technology issues the longer they are at home and away from school. If your child is having problems accessing our remote education, please follow the flow chart which is shared below.



## 10 - ENGAGING EFFECTIVELY IN DISTANCE LEARNING

### **S**TICK TO A ROUTINE



It is important to establish good routines early on. Yes, this includes sticking to your timetabled lesson but also things like setting time aside to do things like exercise and read. Take regular breaks from the screen between lessons to rest your eyes. If you are revising, create a revision schedule and do your best to stick to it.

### **C**HOOOSE A GOOD PLACE TO LEARN



With most people now working from home your usual study space may have been taken. Find a dedicated place to complete your lessons and follow up work. This place should be quiet and free from distractions. Make sure an adult is nearby to monitor your learning, and good internet is also really useful!

### **H**AVE YOUR CAMERA OFF



Live lessons are great for us to be able to support your learning as much as possible just like we would in the classroom. This is really difficult when you appear as a blank box with your name! Make sure your camera is on to get the most out of the lesson and to help your teachers support you as much as they can. Blur/blank your background in video settings if you can.

### **O**WN YOUR LEARNING



You may find it more challenging to stay focused without your teacher there encouraging you to stay on task. Distance learning puts even more responsibility on you for your learning. Rise to this challenge and push yourself to get the most out of lessons by consistently working hard. We understand that some pupils may find it harder to be focused at home but just do your best and let us know if you need more support.

### **O**FFER CONTRIBUTIONS TO DISCUSSIONS



Live lessons are fantastic as your class can continue to have discussions as you would in a classroom. Try to think hard and answer question you are asked. Continue to take ownership of your learning by getting involved in discussion. Treat zoom lessons as if they were real lessons and offer your point of view when questioned by the teacher.

### **L**ISTEN TO EXPLANATIONS AND ASK QUESTIONS



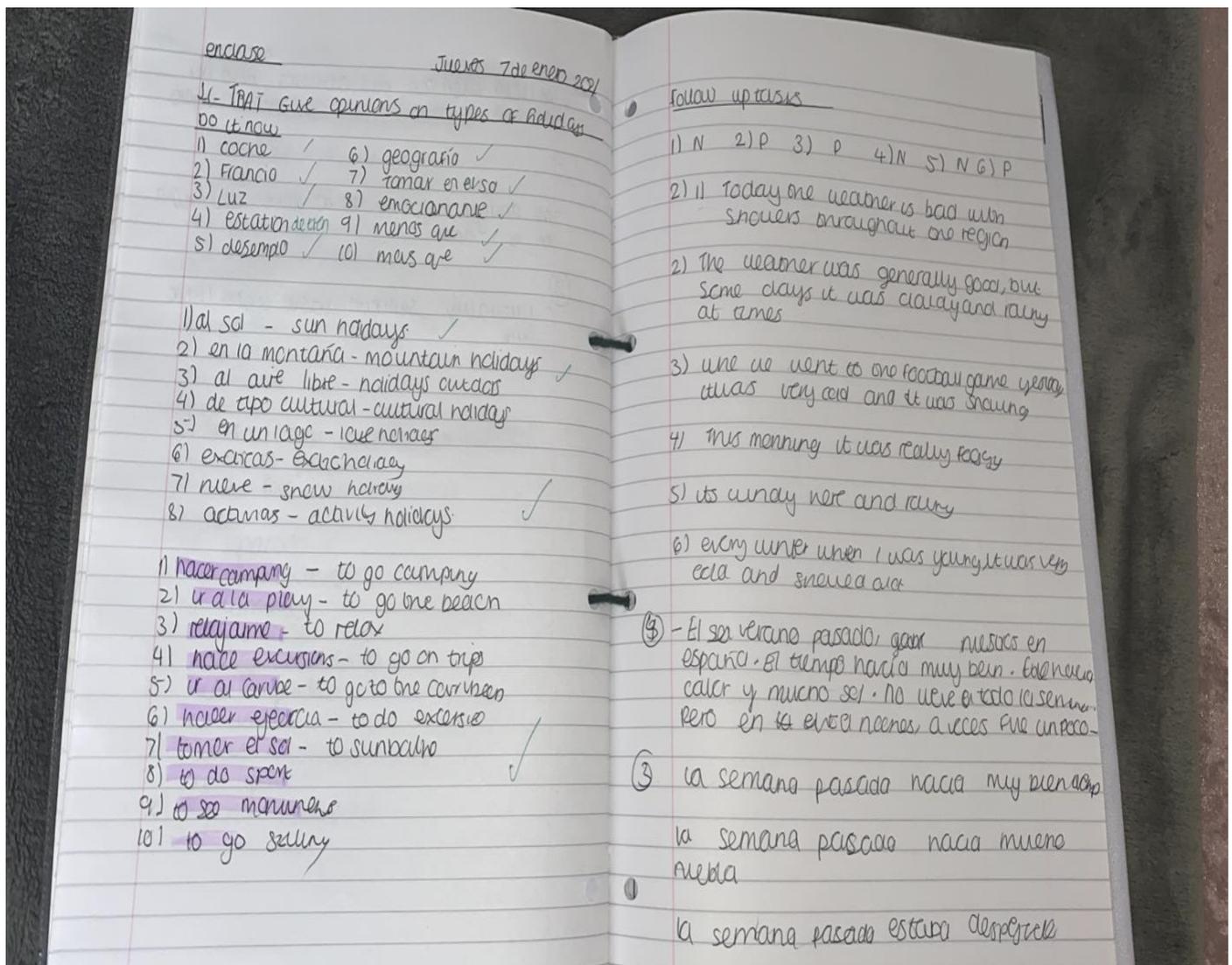
Make sure you can hear your teacher clearly. It's really important that you listen to explanations and instructions so you know you're doing things correctly, ask questions if you need help, we can't peer over your shoulder to check if you need help, so if you need help, ask!

Above all else, do your best. We understand that the circumstances are not ideal, and we are **really proud** of how well you are adapting to distance learning. Keep showing our character virtues and try not to get overwhelmed, be kind to yourself, you're doing the best you can!

## 11 - ORGANISING YOUR WORK

It is more important than ever to keep your work well organised. Take pride in the work you complete in the same way you would if you were in school.

- Write the date, learning intention or big question and classwork in your book at the start of the lesson
- Use your class book if you have it but if you don't, or you fill it up with your work, work on lined paper but remember to keep it organised and in a safe place
- Number your pages and keep them in order
- Keep your notes in folders or plastic wallets if you can
- All notes will be transferred to your class book when you return to school.



## 12 - SUBMISSION OF WORK ELECTRONICALLY – HOW TO DO IT

When submitting work please refer to the following guide from Mr Ventura.

[https://ridgewayacademyredditch-my.sharepoint.com/personal/lventura\\_ridgewaysecondary\\_org\\_uk/Documents/Microsoft%20Teams%20Chat%20Files/Using%20Assignments%20in%20Teams.mp4](https://ridgewayacademyredditch-my.sharepoint.com/personal/lventura_ridgewaysecondary_org_uk/Documents/Microsoft%20Teams%20Chat%20Files/Using%20Assignments%20in%20Teams.mp4)

## 13 - FEEDBACK ON WORK PRODUCED AT HOME

You will still receive feedback whilst you learn from home. Your teacher will send feedback on some of the work you submit through Assignments in Teams and will continue to give verbal feedback in lesson time.

## 14 - EXAMS INFORMATION FOR OUR YEAR 11 AND 13 STUDENTS

### SUMMER EXAMINATIONS

As you know, the Secretary of State for Education, Gavin Williamson, announced last week that no examinations would take place over summer 2021 and that some form of teacher assessment would be used again to determine students' grades.

Our primary concern is that our students do not feel anxious or disheartened by this news. We wish we could provide you with the answers that you/they are looking for but we are still waiting for further clarification as to what this may mean. Our best advice is that students need to continue to be fully engaged in their studies regardless of what happens in the future. This should give them some stability and a sense of purpose.

Presently there is a consultation that is occurring, and schools will hopefully receive information at the start of February. As always, we are here to support our students and their families. If you require any information or clarification, please e-mail [mball@ridgewaysecondary.org.uk](mailto:mball@ridgewaysecondary.org.uk)

The statement below was sent by Ofqual (the body in charge of qualifications and assessment in England) and highlights the importance of continued engagement:

“We know that this is a difficult time for students, their parents and carers, teachers and trainers. Our message to students is this: please continue to engage as fully as you can in your education. That will be online for the majority of students, or face-to-face for those students still going into their school, college or training provider. This will put you in the best position, whatever arrangements are made for your qualifications. It's important that teachers and students can focus on the knowledge and skills needed to equip students to progress to the next stage, whatever form that might take – whether to college, an apprenticeship, university or employment.”

## **15 - STAYING MENTALLY HEALTHY IN LOCKDOWN**

Mental wellbeing doesn't have one set meaning. We might use it to talk about how we feel, how well we're coping with daily life or what feels possible at the moment. Even when we are feeling as though we are coping relatively well with everything that is going on, it is always useful to practise strategies to keep our mind healthy. There are lots of things we can try to take care of our wellbeing. But it's not always easy to start. You might find it helpful to:

### **KEEP TO THE SCHOOL ROUTINE**

- In strange times research shows that sticking to your normal routine can really help with your mental health.
- Set your alarm for the same time each day, get up and showered and breakfasted before the 8.30 start to school.
- Attend assembly and form tutor meetings and participate where appropriate.
- Attend all lessons and complete homework as you would normally.
- This will all help you emotionally and mentally.

### **KEEP TO A HEALTHY SLEEP SCHEDULE**

- Set your alarm for the same time each day and aim to go bed at the same time each night.
- Screen time should be stopped at least one hour before bed to give your brain time to be sleep-ready.

### **SPEND SOME TIME OUTSIDE EVERY DAY**

- You don't have to go far but a walk/run/bike ride outside (keeping to Lockdown rules) will make a massive difference.
- Whilst you are outside, practise your mindfulness by listening to the sounds of life around you, look up and around and appreciate the birds, clouds and sky, breathe in the smells of outside, appreciate the cold on your face. All this will help calm your mind and make you feel better.

### **BE KIND TO EACH OTHER**

- Being at home with the whole family all the time can be stressful. However, making sure that you are not in your room ALL of the time is important.
- Maybe relieve tensions in the house by offering to get everyone a drink or a snack when you are getting your own, you won't believe how much your parents will appreciate the small gestures from you.
- Ask them how their day has gone before they ask you.
- Ask for someone to accompany you on your walk, chatting is easier side by side than face to face.
- Remember to compromise, we can't all have our own way all of the time.

### **KEEP IN CONTACT WITH YOUR FRIENDS**

- Texting through SnapChat or WhatsApp is good, but nothing beats a proper chat whether video or audio call, keep those lines of communication open. Check in on your friends and loved ones.

## DO YOUR BEST

- Nobody can ask any more than that.

## DAY-TO-DAY WELLBEING ACTIVITIES TO KEEP YOUR MIND HEALTHY

PLEASE START BY WATCHING THIS VIDEO: <https://youtu.be/lt9Q7bsgcYA>

Some examples of day-to-day activities included in this video are illustrated below



### Mind and Body

Look after your body as well as your mind. Eat a well balanced diet, keep hydrated and get into a regular sleep pattern



### Exercise

Engage in regular exercise. Find a sport or activity that you enjoy. Exercise is a great tool for improving mood and reducing stress and anxiety



### Organisation

Manage your time effectively. Stay organised and on top of things. This will help to reduce pressure

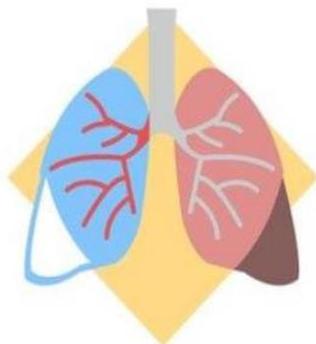


## Self Care

Practice self care. Make sure to look after yourself. Relax, smile, have a bath, go for a walk and do something you enjoy

## Talk to someone

Don't be afraid to talk to someone about how you are feeling. Talk to your friends, family or teachers.



## Breathing

Learn how to breathe effectively. Practice a number of techniques and find what works for you: ratio breathing, deep breathing, progressive muscle relaxation



## Write down

Write down how you feeling or what you are thinking. This can be a really simple way to understand what is going on within your mind and body



## Challenge

Try to challenge your thinking. If you experience an unhelpful thought try and turn it into a helpful thought

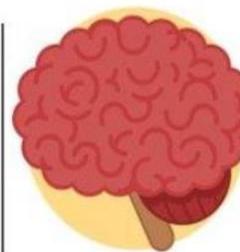


## Check in

Regularly check in with yourself. Monitor your emotions and mood

## Problem solve

Learn how to problem solve effectively. When you experience a problem try and write down a number of solutions.



## ADDITIONAL RESOURCES OFFERING FURTHER HELP, ADVICE AND GUIDANCE

[WWW.THINKUKNOW.CO.UK](http://WWW.THINKUKNOW.CO.UK)

[WWW.INTERNETMATTERS.ORG](http://WWW.INTERNETMATTERS.ORG)

[WWW.NSPCC.ORG.UK](http://WWW.NSPCC.ORG.UK)

[HTTPS://WWW.THECALMZONE.NET/](https://WWW.THECALMZONE.NET/)

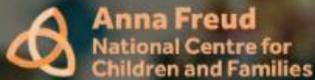


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The video link explains the work of Kooth, <https://vimeo.com/318731977>  
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**In crisis?  
Need support?**



**Text AFC to 85258**

**Text the free, anonymous crisis textline**

All texts are answered by trained volunteers,  
with support from experienced clinical specialists

## **16 - MENTAL HEALTH SUPPORT**

This is a challenging time for you, school is closed, and social distancing can make you feel isolated and alone. All the staff at Ridgeway are here to support you and we have put together a list below of who you can contact in school.

### **IN SCHOOL SUPPORT**

- 1). Your form tutors
- 2). Your teachers
- 3). Heads of Key Stage
  - Key Stage 2 – Mrs Trevethick
  - Key Stage 3 – Mrs K Edwards / Mrs C Gallagher
  - Key Stage 4 – Mrs H Vines
- 5). Student and Family Support Worker (Mrs Gibbs)

## **17 - BEREAVEMENT**

During this current pandemic, many of us will know someone who has been affected by the virus. We may have even had someone close to us die from COVID-19 or have died due to other conditions during this year.

With current restrictions in place, this can lead to a time when we can't grieve properly or have the support we usually would. Funerals play a big part in the grieving process - currently there are limited numbers, we can't see friends or family members and there is not even the opportunity in 'normal' school settings. This can all lead to a feeling of isolation and loneliness. At Ridgeway, there will always be someone to walk with you in your grief – be that virtually, over the phone or in person.

We can still make contact with family member or friends who have had a loved one die and this contact will mean so much. It could be something as simple as a phone call, a card or a FaceTime video call. It is important for them to know they are still in our thoughts, prayers and provides them with much needed comfort. Always remember – there is no time limit or 'right' way to grieve.

### **IN SCHOOL SUPPORT**

It is vital for us as a school that we offer the opportunity for members of our community to express their grief: either with a service or mass in loving memory, a time for them to remember and be still, or the opportunity to talk to someone. We have members of our pastoral team who are always there to listen and walk beside you during this difficult time.

#### **THESE STAFF ARE:**

Mrs C Gibbs

#### **OTHER SERVICES THAT CAN SUPPORT:**

[www.papyrus-uk.org](http://www.papyrus-uk.org) 0800 068 4141

[www.childbereavementuk.org](http://www.childbereavementuk.org) 0800 02 888 40

<https://www.winstonswish.org> 08088 020 021

## 18 - STAYING PHYSICALLY HEALTHY IN LOCKDOWN

A key thing is the importance of ensuring you do some form of exercise whilst in lockdown. Watch out for tasks from the PE department.

This could also be something as simple as going for a walk each day. We are often used to walking around much more in our day-to-day life than what we are currently doing. Using your time to go for a walk is both physically and mentally beneficial.

Other forms of exercise which are great for staying healthy include running, online workout videos (like Joe Wicks HIIT workouts) and more relaxing forms of exercise such as a gentle online pilates class or yoga workout. Get outside in the sun as much as you can as it will help your body to get some vitamin D.

Finally, another important physical aspect is your diet. Keeping a healthy balanced diet is important at the moment, it will help to strengthen your immune system and keep you feeling energised.

## 19 - SEND INFORMATION

We understand that we are not face to face at the moment for all the pupils that we support, but we will be in regular contact with you to check that everything is ok with home learning and to support you any way we can. If you have any concerns you can contact us through the following emails:

**SEND TEAM – Mr Jack Worton and Mrs S Trevethick**

**Years 5/6 and 7 : Mrs S Trevethick**

**Years 8 - 11: Mr J Worton**

Here are some strategies that you can use at home to support your child with their work and with their well-being:

1. You can share use the letter sent out about strategies for those with SEND for key tips.
2. Keep your child to a routine, it is really important to get them up and get them ready each morning as they would for school. Structure and routine are important.
3. Break up the work into smaller chunks. If you can use visual cues or now and then boards to show them what they have to do. ([download a template here](#))
4. If they need it, use a timer to give them a clear start and finish time for each activity or lesson. You can use online timers, such as the one here – <https://www.online-stopwatch.com/>
5. Make sure you get some downtime and time to relax.
6. How to change the tint on your android phone so you can access all lessons.
7. Android Phones – Download the free app **Tint Vision** – Apply the colour you need
8. iPad and iPhones – Settings > Accessibility > Display Text & Size > Colour Filters > Slide to ON  
Then and pick the colour you need by sliding the intensity and hue.

**HOW TO CHANGE THE TINT ON YOUR LAPTOP SO THAT YOU CAN ACCESS ALL LESSONS.**

<https://www.aurelitec.com/colorveil/windows/>

## 20 - EXPECTATIONS AND ATTENDANCE

- We expect every student to strive to be the best you can be, building character. Just like in class, we have the highest expectations of behaviour so everyone can flourish in their lesson.
- Please note that any student who disregards the rules and disrupts on-line learning will, without hesitation, be removed from the virtual lesson. The vast majority of students always get this right, however, there are a tiny minority who do not follow the rules and any incidents will be followed up by the Head of Key Stage.
- To avoid any disruption to learning, it is important to be ready with all your resources and stationery to enable you to access and focus on the lesson fully.
- Be sure to arrive to the live lessons on time.
- It is important if you miss the lesson due to an appointment or are ill that we have been contacted by parents so we can alert your teachers that day.
- If you have missed a lesson or your teacher is ill, work will still be provided through teams and you must catch up. Please note above about organisation of work and no missing learning. Any work missed should be caught up.
- In order to get the best experience from your virtual lesson, please keep your camera on, answer questions and participate as much as you can.

## 21 - CAREERS AND SUPPORT

We are continuing to provide pupils independent and impartial Careers, Advice and Guidance to back up the Careers Education that we deliver through **PSHE and CIAG** If you feel that you would benefit from a Careers interview, you can email to Mr Pearson who is our Careers Leader. Mr Pearson will then make contact with parents and organise a telephone meeting with you. Mr Pearson will offer advice to pupils from Y7-Y11 based on their individual needs. Mr Pearson's email is below.

**Linked email** – [mpearson@ridgewaysecondary.org.uk](mailto:mpearson@ridgewaysecondary.org.uk)

## 22 - KEY CONTACT ADDRESSES AND HOW THEY ACCESS HELP

### WHERE CAN I GO TO GET HELP?

During this lockdown, the staff at Ridgeway are still here to help you.

### WHO SHOULD I CONTACT IF I AM STRUGGLING WITH A TASK, OR ANOTHER ASPECT OF A LESSON?

If you have a worry or concern about a particular lesson or subject you should leave a message for your teacher on Teams, using chat.

### WHAT IF I'M WORRIED ABOUT SOMETHING MORE GENERAL?

If you have a more general concern or worry, or don't know who you should speak to, you should contact your Head of Key Stage in the first instance, using email:

#### Year 05

Mrs S Trevethick [strevethick@ridgewaysecondary.org.uk](mailto:strevethick@ridgewaysecondary.org.uk)

#### Year 06

Mrs S Trevethick [strevethick@ridgewaysecondary.org.uk](mailto:strevethick@ridgewaysecondary.org.uk)

#### Year 07 –

Mrs K Edwards [kedwards@ridgewaysecondary.org.uk](mailto:kedwards@ridgewaysecondary.org.uk)

Mrs C Gallagher [cgallagher@ridgewaysecondary.org.uk](mailto:cgallagher@ridgewaysecondary.org.uk)

#### Year 08 –

Mrs K Edwards [kedwards@ridgewaysecondary.org.uk](mailto:kedwards@ridgewaysecondary.org.uk)

Mrs C Gallagher [cgallagher@ridgewaysecondary.org.uk](mailto:cgallagher@ridgewaysecondary.org.uk)

#### Year 09 –

Mrs K Edwards [kedwards@ridgewaysecondary.org.uk](mailto:kedwards@ridgewaysecondary.org.uk)

Mrs C Gallagher [cgallagher@ridgewaysecondary.org.uk](mailto:cgallagher@ridgewaysecondary.org.uk)

#### Year 10 –

Mrs H Vines [hvines@ridgewaysecondary.org.uk](mailto:hvines@ridgewaysecondary.org.uk)

#### Year 11 –

Mrs H Vines [hvines@ridgewaysecondary.org.uk](mailto:hvines@ridgewaysecondary.org.uk)

You should never be worried and have nobody to talk to. Please remember we are here, and we will be happy to help in any way we can.

We're here  
for you.