

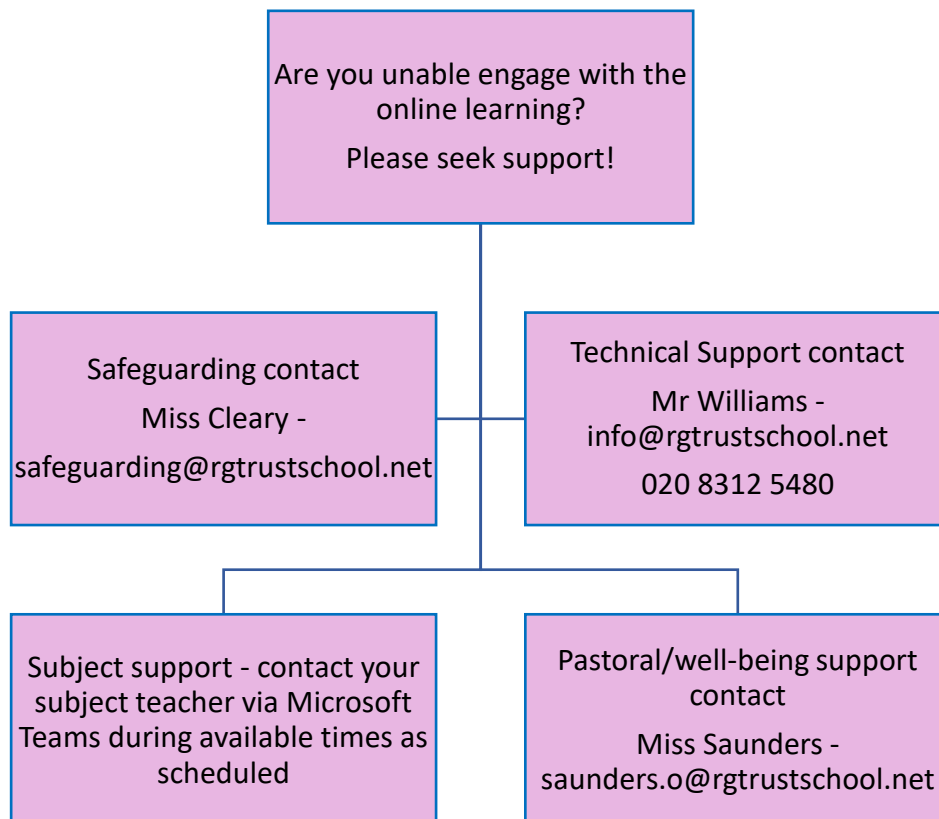


RGTS Student Home Learning Guidance

All of you have the right to a sterling education, irrespective of boundaries, and at RGTS we have both a professional and a moral responsibility to ensure that you not only meet but also exceed expectations. The unprecedented situation we find ourselves in as a consequence of COVID-19 generates increasing difficulties in the effective teaching of our students, which could impede progress and development. Whilst we at RGTS understand the challenges of the current situation, it is also our expectation that you continue to strive for excellence, accessing your online learning in preparation for when normality resumes. We have put together a robust online educational programme in line with the school curriculum affording you the opportunity to interact with teachers, and gain guidance and feedback to assist and strengthen your educational development during this difficult period. As such it is crucial that you engage in their online learning, taking responsibility for your own development and therefore demonstrating a level of independence.

Where there are issues affecting your capacity to engage with online learning, the school will provide support to ensure that progress and development continues.

Support Structure





What to expect from your teachers

Our teachers remain committed to making sure that you get access to learning and support despite being away from school.

We have set up online classrooms on Microsoft Teams so that you have a central place to complete work set by your teachers and receive feedback from them. Your teachers will provide an explanation of what you need to do, and if you are unsure of how to complete the work you can use the chat function on your class Team to ask a question.

What we expect from our students

We have the highest expectations of you as students here at RGTS. It is important that you uphold the same expectations in terms of quality of work and conduct as you would do if you were in the school building. This of course extends to your online communication with staff members, and at all times you should uphold the '**RGTS Online Etiquette**' (please see below)

We expect you to put 100% into your work during this time. It is up to you to ensure that this work is completed by the deadlines that teachers set. If work is not being completed, your teachers will contact you. If you are unsure of what you need to do, or need any support, then you must let your form tutor know.

We recommend that you follow the structured timetable below.

Looking after your own wellbeing

This situation is an unsettling time for many and we know that it may cause you some upset or anxiety. It is important that during this time, you look after your own mental health and wellbeing.

- Switch the news and social media off – it is easy to be consumed by Corona virus updates
- Look out for the good stuff, there is plenty going on in the world
- Keep to a routine and tick off as you go, and maintain a healthy sleep routine
- Eating well and staying hydrated will make you feel more alert and able to tackle schoolwork
- Move - anyway you like, it's important to get the blood flowing and encourage endorphins



Support

There is lots of support out there for you during this time and teaching staff are always on hand to help. If you have any questions or issues, then please get in touch with your form tutor in first instance. Other members of staff you can get in touch for support are listed below;

- Your Head of Year
- Ms Cleary – Clearly.H@rgtrustschool.net (*Safeguarding concerns*)

You can also find support online in the following locations:

Young Minds - <https://youngminds.org.uk/blog/talking-to-your-child-about-coronavirus/>

Kooth – <https://www.kooth.com/>

Mind - <https://www.mind.org.uk/information-support/for-children-and-young-people/>

RGTS Online Etiquette

Here at RGTS, we value the importance of building strong professional relationships and networks in order to flourish as a school community.

With that in mind, please use this guidance sheet to inform best practice when communicating via email and Microsoft teams with your teachers.

Email Communication

Your email address is username@rgtrustschool.net and your password is the same one used to login to the computers at school.

Link: <https://outlook.live.com/owa/> **Help sheet on logging in:** <https://bit.ly/3avYTjN>

Using your RGTS email: <https://tinyurl.com/ybltwvxy>

Email Communication

All students must:

- Use their school emails to interact with teachers
- Send emails during the school day only 9.00am – 4.00pm
- Use the RGTS template to send your emails

Dear Ms Saunders,

Hope you are well? (optional)

I was completing Assignment 1 (what you would like to say)

Kind Regards/Warm Regards/Yours Sincerely

Fred

- Ensure that emails have a professional tone and use appropriate language



Microsoft Teams

On the Microsoft Teams platform, you will be able to talk to teachers during their live surgeries. Live surgeries are the times that your teachers are online and are available to answer any questions or provide support with the work. A live surgeries timetable will be sent out to you next week detailing the different times your class teachers are available to answer questions.

When students interact with teachers on Microsoft Teams chat function they must:

- Ensure that they have a professional tone and use appropriate language
- Ensure that they are always polite and respectful

Although challenging at times, elements of home-learning such as managing an email inbox and platforms such as Microsoft Teams is a great insight into the world of work. Therefore, this is great opportunity for you to build your online communication skills and professionalism.

How to Use Teams

The below linked videos explain how to use Teams including how to get started with Teams and how to send work to your teacher using Teams.



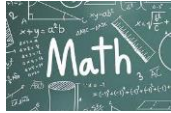
















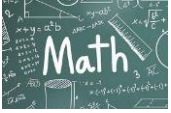
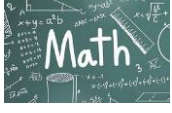




- *Starting with Teams* for students: https://www.youtube.com/watch?v=PasT3Q1ZR_I
- How to upload files: <https://www.youtube.com/watch?v=mRAmivNyj90>
- How to upload an assignment: <https://www.youtube.com/watch?v=NGuv9wHCWYE>

Poor Online Conduct

Any students that fail to adhere to expectations their parent's will be notified and there will be consequences.



Student Timetable

	Monday	Tuesday	Wednesday	Thursday	Friday
8.30am	 Exercise or Yoga				
9.00am	 Breakfast and get ready for school day				
9.30am	 Math	 Science	 Drama/Music	 Humanities	 Science
10.30am	 Self-Care - Take a break (drink, snack or have a stretch)				
11:00am	 English	 Humanities	 Technology	 Spanish	 Art
12.00pm	 Lunchtime				
1.00pm	Creative Time: Baking, Drawing, Design and Technology	 Math	 Computing	 English	<i>Open Space – use this for what you need to catch up on</i>
2.00pm	 Science	 English	 Math	 Math	 English
3.00pm	 Reading				
3.45pm	 End of Day Reflections/Complete daily log which will be emailed to you by your form tutor every Monday				
4.00pm	 Own Time				