

Guide to Online Learning



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Overall Principle and Introduction

St Teresa's Prep School will provide all the girls with a Guided Online Learning programme, appropriate to their age and ability. Our aim is to ensure that all our girls continue to receive the high quality of education they are used to. Live lessons will be delivered via Microsoft Teams and recorded copies of these lessons will be available to watch at a different time if that is more convenient for your family situation. Our Virtual Learning Environment (VLE), "Firefly", will be used to access all material in one place.

Parents and guardians will understand that there will be issues that arise, and as always, we welcome your feedback and suggestions to enable the Schools to continue to improve.

Responsible Guided Online Learning

Expectations of Pupils

- Participate as fully as possible and contribute positively to the online classroom environment.
- Behave appropriately, respectfully and responsibly in all communications with teachers, peers and others: understand that this is seen as an extension of the normal classroom.
- Be prepared for live online sessions. Make sure you are in a quiet space, dressed appropriately and have all the resources you need. Pupils need to be on time for lessons.
- Follow the timetabled teaching as much as possible.
- Regularly check Firefly/Teams/Email to see the instructions for each lesson.
- Endeavour to complete all work set to the best of your ability and as independently as possible.
- Make sure all work/assignments set by your teachers are uploaded electronically so that regular feedback can be given to support your progress.
- Contact your teacher in the first instance if you have any queries about the work.
- **Do not** record, post or take photos of your peers or teachers during Online Learning or share recorded lessons and resources publicly. Your teacher will record the lesson so those who are not present can watch later.
- **Do not** deliberately browse, download, upload or forward material that could be considered offensive or illegal.
- Understand that your teachers are available for you if there are any concerns or worries.
- Read your comments and messages carefully before posting them online in Teams Chats
- **Do not** do more than the allocated time for any one subject. Notify your teacher that it was the amount of work completed in the allocated time and let them know if you could not complete the work for any reason.
- Use the suggestions from the PE Departments to keep fit and healthy.

Parent Guidelines

In order to support Guided Online Learning, we request that parents facilitate the following, wherever possible:

- Provide a quiet workspace that is free from distraction.
- Encourage and support your daughter with her work. This includes, but is not limited to, finding an appropriate place to work, checking that set work is completed by the end of each day and ensuring that the timetabled teaching and learning programme for the day is followed.
- Ensure your home network meets technical requirements.
- Ensure that your child accesses Firefly/Teams every school day.
- Minimise parental involvement during Team Meeting sessions. The interactions in these meetings sessions should be limited to the teacher and the girls.
- Encourage your daughter to work independently as much as possible and to complete all tasks to the best of his/her ability.
- Discuss the learning outcomes that have been achieved each day.
- Inform the School if you are concerned about the progress your daughter is making.
- Inform the School if your daughter is unwell and unable to complete set tasks by emailing the school office.
- Encourage a balanced lifestyle that involves daily exercise.
- Prioritise your daughter's wellness and happiness over completion of work. In the Prep schools, teachers will be setting work which is optional as well as the core work that needs to be completed.
- Remain patient and flexible as the girls and the teachers adjust to this new way of working.
- Do not record, post or share resources set for your daughter.
- If you have any concerns, please contact the class teacher for subject-specific queries in the first instance. Senior staff, and Heads of Department in the Senior School, are also available to provide support if the teacher cannot be contacted.

Digital Citizenship Guidelines

As a teacher you can expect me to	Digital Citizenship Guidelines	As a Student you can expect me to
<p>Use Firefly/Teams to post work and resources to support your learning</p> <p>Be available, wherever possible, to be live online during your timetabled lesson/clinics for you to ask questions/answers</p> <p>Provide feedback on the work completed</p> <p>Communicate with you using Email, Teams Chat and Teams Meeting</p> <p>Provide a range of activities and learning opportunities during the period of closure</p>	<p>Act in a respectful manner, as you would do face to face</p> <p>Read your comments and messages carefully before posting them online</p> <p>Ask questions, but check to see if they have already been answered</p> <p>When working collaboratively each person has a role to play to complete the set task</p> <p>Be prepared for any live online lessons you have. Are you in a quiet space, dressed appropriately and have all resources you need?</p>	<p>Check Firefly/Teams to access assigned work and resources</p> <p>Join any live online lesson scheduled at specific times of the day (wherever possible)</p> <p>Attend live clinics if I need further support</p> <p>Ask questions to help me understand the tasks and assignments set for you</p> <p>Use Email, firefly, Teams Chat and Teams Meeting to communicate</p> <p>Complete the work set by the due date</p>

Information for Pupils

What will be happening each day?

- 8:30am: Please log into your virtual Teams classroom to register and say 'Good morning' to your teacher and all your friends and find out what work is available to you. Remember to have your microphone on mute until you want to speak otherwise no one will be able to hear each other!
- 8:40am: Attend the Prep School assembly/Thought for the Day. On Fridays, we will continue to have the Celebration Assembly where we will celebrate birthdays of the week and find out which girls have been nominated for the Golden Book!
- 9.00am: Online Lessons begin
- Please follow your timetable, which has been amended to include breaks so that you have time away from the screen. Sometimes you may be asked to complete tasks offline.
- We understand that every family is different, if you are unable to attend a lesson for any reason, please ask your parents to let your teacher or the School Office know.
- Make sure you take one hour for lunch and have regular breaks throughout the day.
- 1.10pm: Please log into your virtual Teams classroom to register and say 'Good afternoon' to your teacher.
- Additional activities, resources and assignments for each subject will be posted on Firefly.
- Make sure you do one physical activity a day. There are two lessons a week available with Miss Rippington and lots of additional suggested links on Firefly such as work outs with Joe Wicks.

What will I need to do?

- Please check Firefly at the start of each day, and regularly after that, for updates.
- Please upload your work onto Firefly as soon as possible after it is completed.
- There will be no homework as it has been embedded into the lessons set by your teachers.
- As a guide, we would encourage you to allot specific periods for your academic work, interspersed with time away from your screen and physical activity.
- If you are unwell, please make sure that your parents inform the School Office so that we can take this into account when monitoring your completion of work.

What happens after I complete my work each day?

- Your teachers will monitor your work and make sure you are completing the core tasks.
- They will provide feedback and marking in line with the School's Marking Policy, to enable you to make progress. Do read their feedback carefully and act upon targets given to make improvements.
- There is so much more you can be doing to enrich your time and broaden your learning!

Use your time purposefully - the possibilities for what you could achieve are enormous!

Mental Health and Wellbeing

Guidance and Useful Apps

During this time, it is perfectly normal to feel sad, confused, scared or angry. In this section you will find information to help prevent or minimise these feelings and to encourage positive mental health and wellbeing.

Please ensure that you have sufficient **sleep** (eight hours is optimal for most children) and eat a **healthy, balanced diet**. It is extremely useful to have some sort of **routine** for the day. Set the morning alarm, leaving time for a leisurely breakfast before the school day starts. The school timetable will obviously help, but we also suggest a list of other things to do each day:

- **Exercise:** Everyone should have at least one physical activity every day. Your Director of Sport has placed a large number of activities for you to choose from online. Miss Rippington will be placing her PE lessons and other useful links on Firefly; you can find them under Prep PE.
- **Be creative:** whatever interests you. **Try something new** if you like, how about Arts & Crafts, playing different styles of music, learning a language or a new instrument, writing a journal, scrapbooking (there are loads of ideas on Pinterest), colouring, writing, poetry... You will find some exciting suggestions of competitions and awards you can work towards below.
- **Take some fresh air:** Spend time outside if you possibly can, enjoy nature and a little sunshine on your face.
- **Help someone:** when you do something for someone else, you feel good too. How about helping with the housework, making someone a hot drink, writing to a neighbour, brushing the cat...
- **Socialise:** with family at home and with friends online. Please remember not to leave anyone out of your online chats.
- **Relax:** offline as well as online!

Time is precious, you are the master of your own time and can maximise or waste it. Enjoy the slower pace life will take. The biggest challenge to our time is the screen; be its master, not its servant - it has the capacity to eat up every waking hour. We suggest you remove all screens from bedrooms. For an innovative solution to help stay off smart phones and maintain focus, have a look at the Forest App which encourages you to stay focused on your offline activity and grow your own virtual forest which can then be turned into real trees <https://www.forestapp.cc/>. It is important we don't lose sight of the facts and context when we are looking at Covid19 coverage across the news and social media. **Fake news** can cause considerable levels of anxiety and distress. Please only use reputable sources of information such as national news channels and government websites.

Staying safe online must remain a priority. The [Thinkuknow website](#) provides up-to-date information. They have produced useful [Thinkuknow Parents Helpsheets](#) for guidance of how to stay safe online while the children are off school. Please remember the pupils may be using the camera option when taking part in online lessons, they must therefore dress appropriately.

The children all know about the CEOPS button: www.ceop.police.uk/safety-centre/ They (or you) can use this link to make a report to the police if you are concerned about a young person being at risk of harm online and get support from a specialist Child Protection Advisor.

If feelings of **emotional upset become overwhelming**, the following may be useful:

- Breathing exercises – try 7/11 breathing. Breathe in for a count of 7, out for a count of 11. Repeat until you start to feel calmer.
- Go outside for a walk in the fresh air.
- Do some exercise. Try the school PE lessons on the above links, or daily PE with Joe Wicks on YouTube
- Declutter/rearrange your room. It really works!
- Put post-its of positive messages around your room.
- Remember to talk. The pastoral team and school support networks are still here for you and can be accessed via email.
- There are numerous **apps** around to help. The following have been checked out and come highly recommended by St Teresa's Senior Year 9 Mental Health Ambassadors:



Smiling minds: This app has a special feature called Thrive Inside to help you stay calm and healthy in the physical constraints of your home during the Covid19 isolation period, while remaining calm and healthy inside your mind.



Journey: This builds positive thinking through journaling and increases positive thinking. It is free (with a premium upgrade).



Happify: You can post on a story board how you feel, there are engaging activities and games. Proven scientific and effective support is provided and it helps to break old habits and form new habits by providing tools and programs to help you take control of your feelings and thoughts. It is free (with a premium upgrade).



Headspace: This is a mindfulness meditation app recommended by the NHS. It includes special meditations, sleep and movement exercises to provide support during isolation to help you find some space and kindness for yourself and others.

Stem4 charity have produced three fantastic free apps developed by young people for young people and their families who are struggling with mental health concerns, including:



Combinedminds to help families and friends provide mental health support.

The following **online services** are also recommended:



Kooth is a free online counselling service.



NHS website provides advice and support for common problems like stress, anxiety and depression.



Childline provides free and confidential support to under 19 year olds

Advice for setting up a Workplace

Balance your screen brightness with your workplace:

- Do not work in a dimly lit room, with a bright screen
- Try to be in a mid-lit room, with the computer screen away from a window.
- Use a desk lamp to aid lighting within a room.
- Change your display brightness within your computer's system settings.

Posture is key:

- Working at a computer for any period of time should be well planned.
- Sit comfortably.
- Do not strain your neck.
- Ensure that you stare straight at the computer, to make sure the monitor is at eye level.
- Do not sit too close to the computer screen.

Take frequent breaks:

- As an absolute minimum you should stand up and move around.
- Stretch your body.
- Preferably get some fresh air and walk around outside.

Focus on other things within a room every 20 minutes:

- Do not stare at a computer screen for too long.
- Ensure that you regularly focus on something else in the room at a greater distance.

Advice for setting up your device

Adjust your monitor refresh rate:

- Some monitors have a low refresh rate which makes them flicker, although not always noticeably.
- A low refresh rate can cause eye strain.
- Set the refresh rate as high as possible in your Display properties.

Don't read a font that is too small:

- Squinting can cause eye strain and produce headaches.
- Enlarge text using the zoom function to ensure that you can read it easily.

Use a screen filter:

- Either apply a physical screen filter or use the device's settings to reduce the blue light from the screen. On Chromebooks, under 'Settings' (bottom right of the screen by the clock) you can use the 'night light' setting and easily adjust the screen 'warmth'.
- Software called Flux is a free download for Windows: <https://justgetflux.com/>

Keep your screen clean:

- Ensure that you clean your screen and make sure it is not covered in dust.

Useful Contacts

St Teresa's School Contacts

Prep Reception:

Tel: 01372 453456

E-mail: prepinfo@st-teresas.com (this is the best way to contact us as we are not physically in school)

Senior Reception:

Tel: 01372 452037

E-mail: info@st-teresas.com

ICT Support (for technical difficulties of any kind):

E-mail: techsupport@st-teresas.com

Academic Staff

A list of academic staff is available on our website www.st-teresas.com

Effingham Schools Trust Contacts

Accounts (for fee enquiries):

E-mail: accounts@effinghamschools.org

Admissions (for admissions enquiries):

Annabel Charles

E-mail: admissions@effinghamschools.org

Queries with this Guidance:

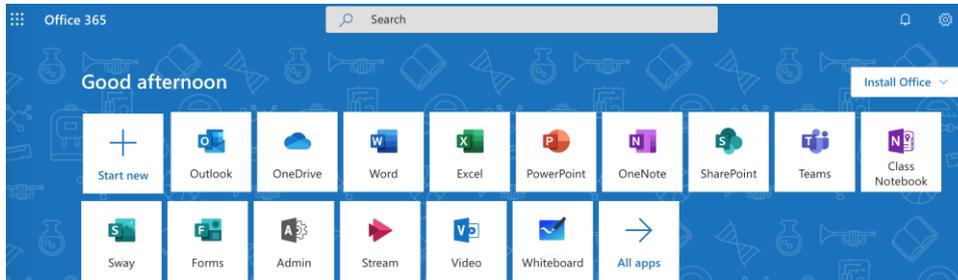
Victoria Low Director of Operations (Deputy)

E-mail: v.low@effinghamschools.org

Technical Help Sheets

How do I Install Microsoft Office?

Every child is entitled to a copy of Microsoft office. To install it, you need to get your child to log into their Office 365 account. On the top right is the button 'Install Office'.



Click this and following the instructions based on the machine you are using.

For Tablets and phones, you can download the apps for free from your App stores.

We strongly recommend you download 'Microsoft Teams' for your device. This is a free application. This allows for better functionality and a smoother service.

All these downloads will require your child to log in with their school username and password.

How do I log into Firefly?

From the school website click the link to firefly at the bottom right-hand side of the page. Please use Google Chrome as your browser.

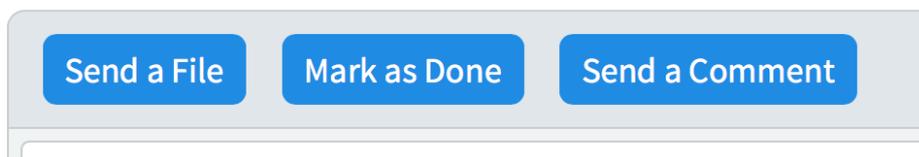
Press the 'Office 365 logon' button on the right hand side. If asked for your Office 365 email address use your school email address and computer password

On the homepage you will find a list of tasks that your child has been set for you.

Additional resources are located at the top of the page. Here you will find each of the subject's pages for further information.

How do I upload work in Firefly?

When your child is set a task, a button appears at the top to send a file.



If you click on this button and then select attach a file, you have two options which will work. It can be any type of file: doc, docx, ppt, pptx, jpeg and many other types are also accepted.

Option One: File from this computer. If you choose this it will open the files on the computer, you are using. Select the file and it will attach.

Option Two: File from One Drive. Each pupil has a Onedrive account where they can store their files. Selecting this option allows students to choose a file they have saved in this location.

If you struggle to upload the file, please send a comment to explain the problem and email the file to the teacher.

How do I upload an image?

If the image is on the computer you follow the normal method of uploading a file. If the image is on your phone, you need an additional step to email it to your child's school account. When the child opens the email they will be able to save the attachment to 'OneDrive'. (Right clicking or at the top of the email.). This then allows the child to upload the file from the OneDrive. All email downloads will be in a folder called Attachments.

How do I log into Teams?

From the Office 365 home page you should see a button called 'Teams'. If this is not visible, please press all apps and you will find the Teams button will appear on this new page.

Click on this link and you will be taken to the Team home page.

If your teacher has scheduled a class via Meetings, when you click on the Team (class) it will show the meeting and you click 'Join Meeting'

If you are joining a drop in session go into the Team and your teacher should be in a meeting. Click 'Join Meeting'

Remember there is no recording, sharing or reposting. **Please have your microphone off unless you would like to ask a question.**

We strongly recommend having Teams installed onto your device for a better experience.

How do I clear the cache?

When Teams or Firefly no longer work in your web browser it is normally your web browser is cached. To clear your browser follow the links depending on the browser you are using:

CHROME:

<https://support.google.com/accounts/answer/32050?co=GENIE.Platform%3DDesktop&hl=en>

INTERNET EXPLORER

<https://neosmart.net/wiki/clear-internet-explorer-cache/>

EDGE

<https://support.microsoft.com/en-gb/help/10607/microsoft-edge-view-delete-browser-history>

SAFARI

<https://www.macworld.co.uk/how-to/mac-software/clear-safari-cache-3496193/>

iPad/iPhone

<https://support.apple.com/en-gb/HT201265>

Firefly Support pages

Help pages and video clips for firefly can be found at this location:

<https://helpcentre.fireflylearning.com/students>

Teams Support Pages

Here is a link for Guidance for Parents using teams. It explains how to install the app, issues and ways to overcome low broadband widths.

<https://support.office.com/en-gb/article/distance-learning-with-office-365-guidance-for-parents-and-guardians-89d514f9-bf5e-4374-a731-a75d38ddd588>

Where are my child's files being saved?

If your child makes a document using the schools word app, the file should save to one drive. On a PC your child will also have an option to save to the computer. However, if your child can save and upload to one drive it will be seamless sharing between Firefly and Teams

This is a quick video showing you where your child's files are stored, and how they can be shared or uploaded.

<https://support.office.com/en-us/article/get-started-with-onedrive-work-or-school-b30da4eb-ddd2-44b6-943b-e6fbfc6b8dde>

What if I can't get into Firefly?

If your child can get into their emails but not Firefly there is no need to change their password. They need to try and log into Firefly again, but use the Office 365 button.

If they cannot access their Office 365 account they need to email:

techsupport@st-teresas.com