



Coleridge Community College

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Part of United Learning

PARENT GUIDE TO REMOTE LEARNING DURING SCHOOL CLOSURE



Led by the United Learning Trust in collaboration with Cambridge Academic Partnership.

Head Teacher: Ele Stoneham

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INFORMATION FOR PARENTS REGARDING SCHOOL CLOSURE

This advice is designed to support families in the continuing education of their children during school closures that have been ordered by the government in response to the growing seriousness of COVID-19 virus infections in the UK.

Coleridge Community College will be closed until further notice, from Monday 23rd March, except for the children of key workers and identified vulnerable students. If you are unsure of whether your child qualifies for continuing in-school education at this time, please contact us as soon as possible. A skeleton staff will be at school within school hours (including answering phone calls) but form tutors and class teachers are contactable via email for parents and via Google Classroom for students. Here is a list of contacts for families:

7CN	Ms Sparrow	lsparrow@cap.education	Teacher of English
7CS	Ms Webber	lwebber@cap.education	Teacher of Science
7CE	Ms Menzies	emenzies@cap.education	Head of Science
7CW	Dr Jiggins	mjiggins@cap.education	Teacher of Science
7CC	Ms Griffin	lgriffin@cap.education	Teacher of Design Technology
8CN	Mr Burgess	rburgess@cap.education	Head of CREATE (Drama)
8CS	Mr Duraliev	pduraliev@cap.education	Teacher of Maths
8CE	Ms Hickey	ehickey@cap.education	Alternative Provision Teacher
8CW	Ms Gray	agray@cap.education	Teacher of French and Spanish
9CN	Mr Deegan	rdeegan@cap.education	Teacher of History
9CS	Mr Palmer	apalmer@cap.education	Teacher of PE and Sport
9CE	Ms Smith	asmith@cap.education	Teacher of French and Spanish
9CW	Ms Cole	mcole@cap.education	Teacher of History
10CN	Mr Sturlong	vsturlong@cap.education	Teacher of Science
10CS	Mr Kelly	nkelly@cap.education	Teacher of Maths
10CE	Mr Wyatt-Moon	jwyatt-moon@cap.education	Teacher of Science (Head of Year 10)
10CW	Ms Varney	gvarney@cap.education	Teacher of English
11	Ms Lewis	rlewis@cap.education	Teacher of Music
11	Ms Jones	sjones@cap.education	Head of English
11	Mr Chamberlain	echamberlain@cap.education	Head of Maths
11	Ms Amner	namner@cap.education	Head of Humanities (Geography)
	Ms Flack	aflack@cap.education	Teacher of PE and Sport
	Ms Patterson	kpatterson@cap.education	Head of Languages (Assistant Head)
	Mr Craig	icraig@cap.education	Teacher of Science (Assistant Head)
	Mr Williams	swilliams@cap.education	Teacher of Maths (Head of Year 9)
	Ms Worth	jworth@cap.education	Teacher of PE and Sport (Head of Year 11)
	Mr Pearce	tpearce@cap.education	Teacher of Geography (Assistant Head/Yr8)
	Ms McKeen	amckeen@cap.education	Teacher of Dance (S. Assistant Head/Yr7)
	Mr Brown	lbrown@cap.education	Teacher of History (Deputy Head).
	Ms Heath	dheath@cap.education	Teacher of Maths (SENDCo)
	Mrs Bright	sbright@cap.education	Teacher of Geography
	Ms Gibson	lgibson@cap.education	PA to the Headteacher
	Mrs Stoneham	estoneham@cap.education	Headteacher

General Contact with the School

If families have general enquiries which they feel can neither be answered by the form tutor or subject teacher, the PA to the Head, Lesley Gibson, will be able to direct your enquiry to the best person. We will answer any question you have as soon as we can.

Form tutors will make weekly contact with families to check on how students are in general and with their learning. There will be daily parentmail updates for families so that all of our community can remain well-connected. Please follow us Facebook and Twitter on @Coleridge_Edu

The school website will also be updated on a regular basis and any news can be easily viewed in this way.

Support for Families

If, at any stage, families require our support or a conversation during this time, please contact Lesley Gibson to arrange an appointment. We have installed a food bank in the school reception for anyone in our community who feels that they can spare some cupboard essentials or toiletries for other members of our community who may be in need. Thank you to all those who have already contributed to this so generously.

Support for Students

Although we are working in a different way, your children remain part of our school. If they need to speak to a member of staff or one of our safeguarding team they can contact the school via Ms Gibson to arrange this.



Remote Learning

Students should access learning while the school is closed via Google Classroom, our online learning platform. We have checked that this is accessible to all students, but should your child encounter problems of any kind, you should contact Lesley Gibson, who will be able to help. Work will be set for students each day by subject teachers, in advance and lesson by lesson. In this way, staff and students will be still working as normally as possible, but 'remotely'.

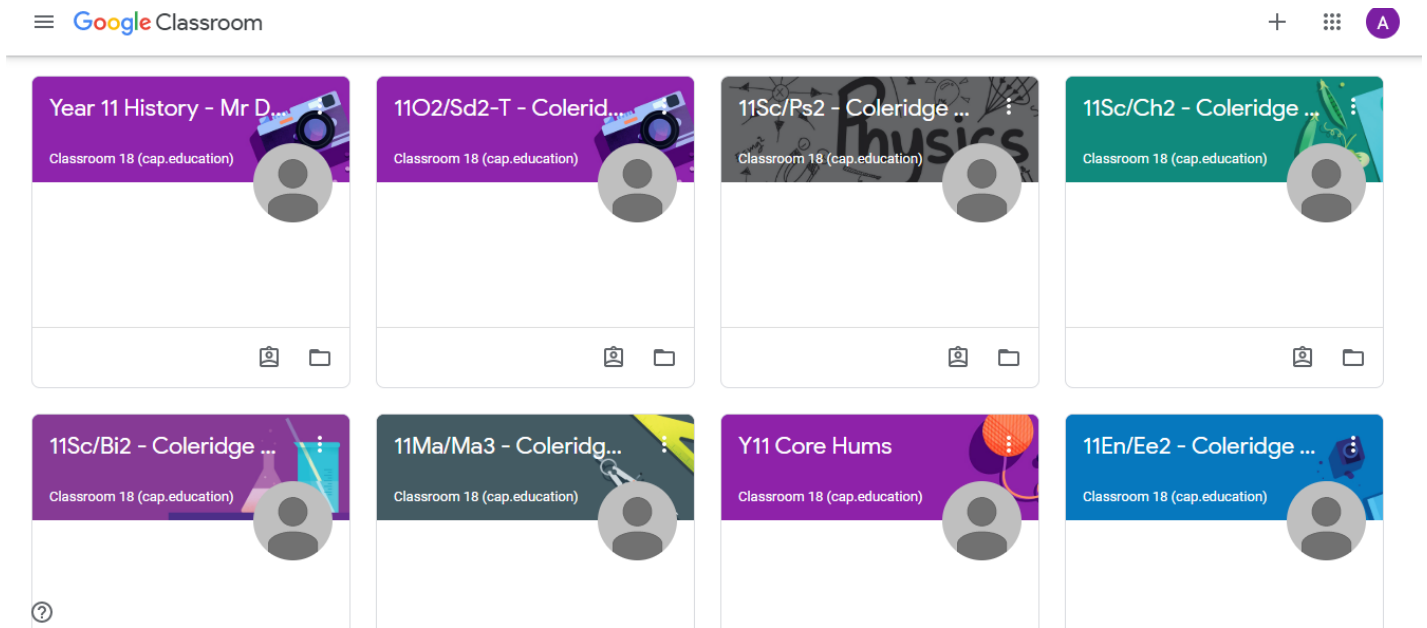
In some cases, students will have been provided with books or booklets to work with. Year 11, for example, may have revision guides to complete and will be directed to do so by their class teacher, with deadlines indicated. Students may complete work directly in books and booklets provided, in their blue 'homework' exercise books or directly via Google Classroom, where appropriate. Students have been issued with extra blue exercise books to complete work in, but should they need additional books, some will be available for collection from the school reception.

How to Access Work on Google Classroom

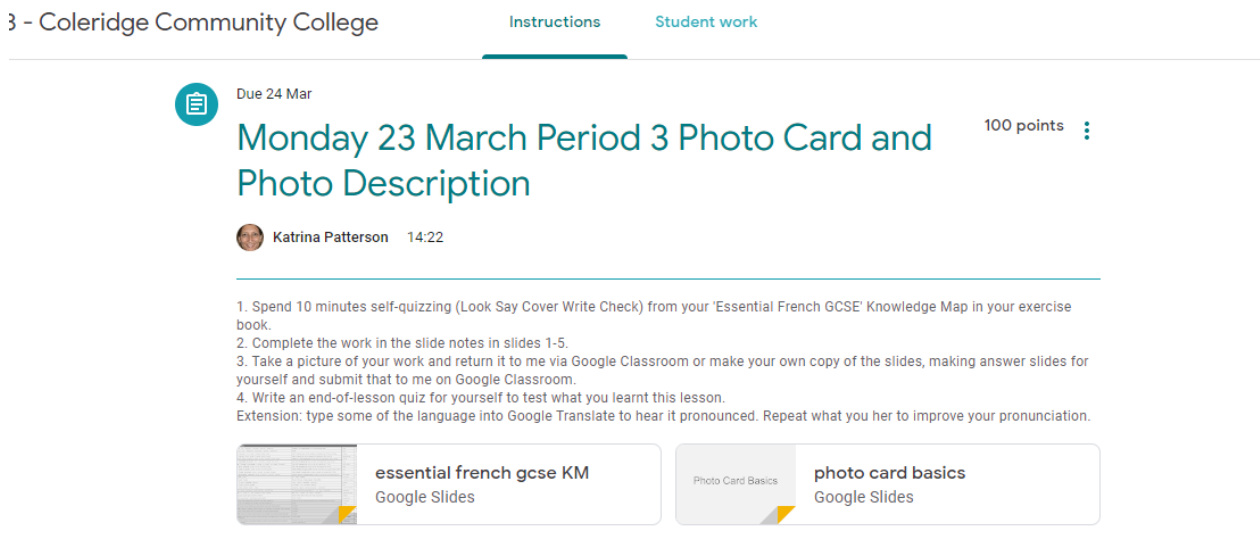
Once your child logs on to their school account, they can open their Google Classroom page. Some students access Google Classroom via an app.



1. A student chooses a class.

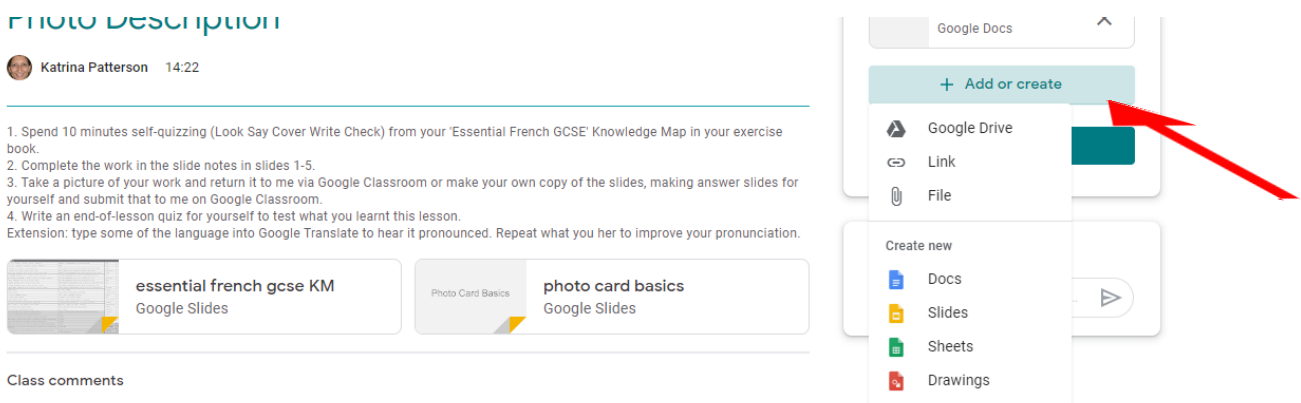


2. The student selects a 'post' for the lesson they need to work on.



Students are also sent an email notifying them of tasks set so they can just click on these to access work.

3. Students submit work via the 'Add' button and drop-down menu on the right hand side of the post.



Work can be submitted by creating a document, for example, or students could take a picture of their work and add that as a link or file.

Subject teachers will monitor work done in this way. Teachers will be able to see if students are logging on and completing the work set. Students can communicate with teachers, and teachers with students, using this platform. It is important that students are sensible at all times with their communications and that they adhere to the school behaviour expectations by addressing their teacher as 'Sir or Miss', for example, and generally maintaining a formal tone, as they would in class.

Supervising Remote Work

You may want to do some of your child's work with them in order to provide them with support and company. An excellent way of becoming involved as a parent is to ask your child to explain their learning to you or to test your child on their learning. This offers great opportunities to build on your family bonds at this important time and a little praise is always a welcome motivator!

Google Classroom offers a service called Google Guardian which allows you to receive regular updates to your own email address with a summary of work set by teachers and completed by your child. Guardian email summaries include:

- Missing work - work that's late at the time the email was sent
- Upcoming work - work that's due today and tomorrow (for daily emails) or work that's due in the upcoming week (for weekly emails)
- Class activity - announcements, assignments and questions recently posted by teachers.

Families should have received invitations offering the opportunity to sign up to Google Guardian. We would recommend all families take the opportunity to receive these email summaries. Please contact us if you would like help in signing up.

Information, frequently asked questions and how to manage settings can be found here:

https://support.google.com/edu/classroom/answer/6388136?hl=en&ref_topic=7175351

Finally, please encourage your child to keep taking pride in their work in the same way that their class teacher would normally, organising it well and completing it to a standard they can be proud of.

Managing Remote Work

We have asked students to maintain, as much as possible, a 'normal' school day while working remotely. We have advised students to get up at the time they would normally get up, to make sure that they have a healthy breakfast and then begin work. We advise students to follow their 'normal' timetable, spending 50 minutes on each 'lesson'. If students wish to do their remote lessons in a different order to that shown on their timetable, there is no reason why they should not, but they should submit work by the deadline set by the teacher; normally the following 'lesson'.

Maintaining these routines will be very important in keeping a good, overall work-life balance - just as we would recommend as part of usual school life. Taking breaks between lessons, even just to step into the garden for a few minutes, will replicate the small breaks students get while walking between lessons. Taking longer breaks of 20 minutes or an hour, just as at break and lunch at school, is also a good idea. We, obviously, want students to feel able to maintain a manageable study routine during this period and starting as you mean to go on is key to achieving this.

We recognise that we must ensure that students have a good balance of other activities for their general wellbeing. Screen time, family time, being outside, communicating with friends, exercise and physical activity are all important parts of young people's lives and we should encourage doing a bit of something every day in order to achieve the right balance. We are mindful of the fact that a good deal of time may be spent on line under the current remote working arrangements. Families will have to manage total screen time for their children carefully, of course, over this period to make sure that overall screen-time activity does not dominate a child's day. We would recommend reading of books as part of that variety of activities we are seeking to plan for. For this reason, if your child needs books from our library, please contact Lesley Gibson who will be able to make arrangements for your child to pop in and use this facility.

Usual homework will be suspended during this remote learning period as students will have to be exercising a great deal of independence and self-regulation or 'grit' as an integral part of this new way of working. We hope that students will still read on a daily basis, engage in daily maths work using Hegarty online maths and that they will continue to use their Knowledge Maps to go over key learning. Teachers will, indeed, be incorporating some of these kinds of activities into their planned independent learning activities for students

If it helps, this is how the day will be being structured for those children still attending school, so you may wish to follow a similar day at home:

8:30-9:00 – Breakfast

9:00-9:45 – Google Classroom 1

9:45 – 9:50 – Break

9:50 – 10:35 – Google Classroom 2

10:35 – 10:45 – Break

10:45 – 11:30 – Google Classroom 3

11:30 – 11:35 – Break

11:35 – 12:25 – Google Classroom 4

12:25 – 1:00 – Lunch

1:0 – 1:45 – Google Classroom 5 / PE

1:45 – 1:50 – Break

1:50 – 2:30 – Google Classroom 6 / PE

2:30 – 3:00 – Games, Library and Free time

Wellbeing and Mental Health

It is important during this time that students are encouraged to look after their mental health. This is an uncertain period and students are likely to have many concerns and questions over the coming weeks. To support you in having these difficult conversations with your children, the YoungMinds website has some advice and support for parents: <https://youngminds.org.uk/blog/talking-to-your-child-about-coronavirus/>.

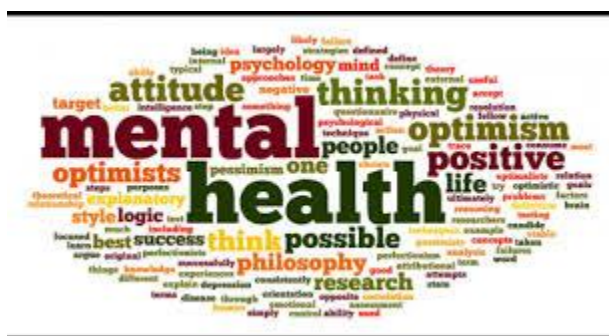
Spending too much time on social media may add to the anxieties and worries students have during this time, so please encourage them to have regular breaks and to be cautious of believing everything that they read on social media. This is included, along with a number of other tips on the following BBC news article: <https://www.bbc.co.uk/news/health-51873799>. Please support your children in seeking information from reliable sources, the BBC Newsround website <https://www.bbc.co.uk/newsround> has a number of videos and articles that are clear and comprehensive, containing reliable sources of information for your family during this time. The World Health Organisation has also offered this advice on how to support children to cope with the stress of the outbreak: https://www.who.int/docs/default-source/coronaviruse/helping-children-cope-with-stress-print.pdf?sfvrsn=f3a063ff_2.

The Headspace app and website are offering free meditations and videos to support people throughout this time. These activities are easy to access for all and can be found here: <https://www.headspace.com/covid-19>.

It is important for students to have regular breaks, just as they would in a normal school day, to have opportunities to go outside for some fresh air and continue with their usual hobbies and activities at home. They should be encouraged to stay in regular communication with their friends and they can communicate with their teachers on Google Classroom.

We would also encourage students to continue with the Random acts of Kindness they have been demonstrating in school by supporting their local community in whatever way they can.

If you have any queries or concerns about your child's mental health and wellbeing during this time, please do not hesitate to get in touch with your child's form tutor.



Exercise

Please encourage your child to keep active while working remotely. NHS advice is to aim to keep active by raising your heartbeat on a daily basis for at least 20 minutes a day. The recommendation is to aim for an average of at least 60 minutes of moderate intensity physical activity a day across the week. Moderate intensity activities are ones that raise your heart rate, and make you breathe faster and feel warmer. “A healthy body equals a healthy mind”!

Below are some suggestions of exercises that you can complete at home:

Pathway 1 PHYSICAL WORKOUT	Pathway 2 RUNNING	Pathway 3 MENTAL WELLBEING	Pathway 4 PHYSICAL TASKS	Pathway 5 NUTRITION
<p>Home workouts (Darebee). There are over 1300 workouts, with a wide variety from running to HITT session. Easy to follow. Select an area, then level and complete. https://darebee.com/workouts.html</p> <p>Select a Joe Wicks HITT session. https://www.youtube.com/results?search_query=Joe+Wicks https://www.youtube.com/watch?v=d3LPrhI0v-w</p> <p>For young people with disabilities: http://www.activityalliance.org.uk/get-active/how-to-start</p> <p>NHS https://www.nhs.uk/live-well/exercise/get-active-your-way/ (scroll down to the ‘young people’ section)</p>	<p>Basic Running to Running challenges Easy to follow. Select an area, then level and complete. https://darebee.com/workouts.html</p> <p>Couch to 5K https://www.nhs.uk/live-well/exercise/exercise-health-benefits/?tabname=couch-to-5k</p>	<p>Yoga with Adriene https://www.youtube.com/watch?v=-jhKVdZOJM</p> <p>Meditation/Breathing/Relaxation https://www.youtube.com/watch?v=DWOHcGF1Tmc</p> <p>‘HeadSpace’ Download Head Space.com App, for 10 minutes free meditation each day, for 10 days. https://www.headspace.com/</p> <p>Sport reading books https://www.waterstones.com/category/childrens-teenage/hobbies-interests/sports-and-outdoor-recreation</p>	<p>Wash your PE Kit and hang out to dry.</p> <p>Upkeep and maintain your bicycle</p> <p>Do some Physical housework within your household e.g. Hoovering, window cleaning, dusting, tidying your room etc You should raise your heartrate when completing these.</p> <p>Walking the dog.</p>	<p>Learn how to make a healthy smoothie https://www.youtube.com/watch?v=ZZxUxVZ1DwQ</p> <p>Eat a healthy breakfast</p> <p>Find a healthy balanced meal in a book or online, write out the recipe and which food groups are included , if possible make the meal .</p>

In Summary

- We will keep in regular contact with you
- We will set work for every lesson for your child
- Students will complete work on Google Classroom and in exercise books (and then upload)
- Teachers will monitor students' work
- Families can help to maintain students' motivation and learning
- Students must adopt and maintain routines
- They must balance work, leisure and exercise to keep healthy and happy.

We have been deeply touched by the messages of support for the school and for the work that we have been doing to try to care for your child and manage their continued learning in these challenging circumstances. We will continue with our efforts in this regard and we wish you and your families all the very best.

Please keep in touch and keep yourself and your children well and safe.

A handwritten signature in black ink, appearing to read 'Ele Stoneham', is written on a light-colored, slightly tilted rectangular background.

Ele Stoneham

Headteacher