

The Home Learning Handbook for Students and Families



Home Learning may take different formats going forward, it's important that all students continue their education and ensure learning is a priority. There are a range of scenarios that may need to be employed to keep our community healthy and safe. This document gives advice about what to do if you are required to learn at home for a short period of time.

My year group or class bubble is required to learn at home – What next?

All lessons will be online in the Microsoft team for your Year Group. You will use Microsoft Teams to attend every lesson on your normal timetable. Your timetable is on Go4Schools. If you need help with Go4Schools, please email data@thehazeleyacademy.com

Your teacher will lead the lesson for at least 30 minutes. Form time and lead lesson are at the normal times below and will be focused on reviewing your day's learning. Students are expected to attend all lessons online, if they choose not to, work will need to be completed when school return. Attendance to form time is mandatory and counts towards each students attendance percentage.

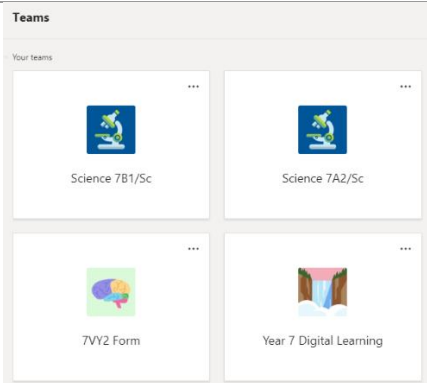
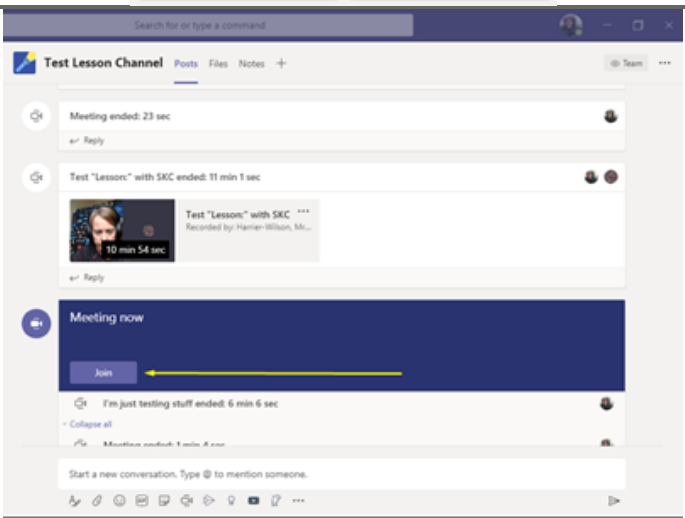
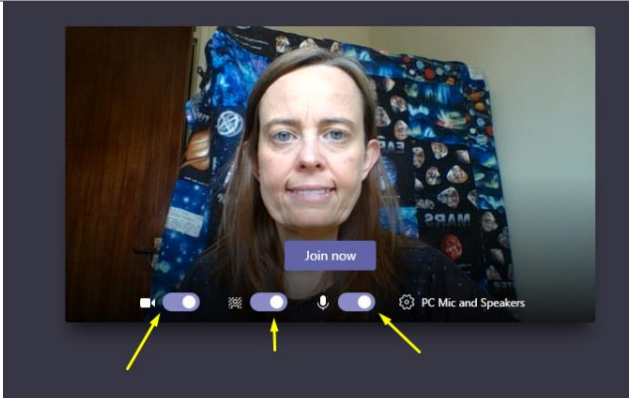
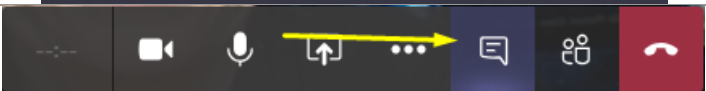
Timings of the Home Learning Day

	Year 7	Year 8	Year 9	Year 10	Year 11	Year 12	Year 13
8.45-9.00	Form Time or Lead Lesson	Form Time or Lead Lesson	Form Time or Lead Lesson	Form Time or Lead Lesson	Form Time or Lead Lesson	Form Time or Lead Lesson	Form Time or Lead Lesson
9.05-10.10	Lesson 1	Lesson 1	Lesson 1	Lesson 1	Lesson 1	Lesson 1	Lesson 1
10. 10-11.30	Lesson 2 with Morning Break at 10.15-10.30	Lesson 2 with Morning Break at 10.45 - 11.00	Lesson 2 with Morning Break at 10.30 - 10.45	Lesson 2 with Morning Break at 11.00- 11.15	Lesson 2 with Morning Break at 11.15- 11.30	Lesson 2 with Morning Break at 11.15 -11.30	Lesson 2 with Morning Break at 11.15 - 11.30
11.30-12.35	Lesson 3 with Lunch Break at 12.00-12.35	Lesson 3	Lesson 3	Lesson 3	Lesson 3	Lesson 3	Lesson 3
12.35-14.15	Private reading from 12.35 – 13.05 Lesson 4 from 13.05- 14.15	Lesson 4 with Lunch Break at 12.55-13.25	Lesson 4 with Lunch Break at 12.25- 12.55	Lesson 4 with Lunch Break at 13.25 - 13.55	Lesson 4 with Lunch Break at 12.55- 14.25	Lesson 4 with Lunch Break at 12.35-13.05	Lesson 4 with Lunch Break at 13.40 - 14.10
14.15- 15.15	Lesson 5	Lesson 5	Lesson 5	Lesson 5	Lesson 5	Lesson 5	Lesson 5
15.15 -16.00	Break	Break	Break	Break	Break	Lesson 6	Lesson 6
16.00→	ED Talks on Microsoft Teams at 4.30pm every Wednesday Homework and revision 1-2 hours per evening, including Ed Talk.	ED Talks on Microsoft Teams at 4.30pm every Wednesday Homework and revision 1-2 hours per evening, including Ed Talk.	ED Talks on Microsoft Teams at 4.30pm every Wednesday Homework and revision 1-2 hours per evening, including Ed Talk.	Homework and private revision = 2/3 hours per evening.	Homework and private revision - 2/3 hours per evening.	Homework and private revision - 2/3 hours per evening.	Homework and private revision - 2/3 hours per evening.

Preparing for Live Lessons

- Lessons will take place at the normal time according to your timetable.
- Find a quiet space where you are less likely to be interrupted.
- Check what's behind you. Try to find something that is plain, or at least not too distracting.
- It is best to use headphones or earphones during the lesson and connect to the device you will be using.
- Get your equipment out and ready – just like a lesson in school. Have a notebook and pen ready.
- Dress appropriately – What you would wear for a non-uniform day is fine.
- You can choose whether to have your camera on or off. However, if the teacher asks you a question you must put your microphone on and answer.

Logging in on Microsoft Teams

1	<p>Open Teams on the device you are using. A computer or laptop works best, but a phone or tablet is fine too. You can download the free app.</p> <p>Just before the scheduled lesson time, click on the Class Team for the lesson you will be participating in.</p>	
2	<p>On the posts page, join the live lesson using the Join button when you see Meeting Now.</p>	
3	<p>Adjust your settings before joining. You can turn your camera on or off, you can set a background or blur your background if you're using a computer (on most computers), and you can turn your mic on or off. When your settings are ready, click Join Now to enter the lesson.</p>	
4	<p>Once you're in the lesson, you can type in the chat box to communicate with your teachers and classmates.</p>	

Student Behaviour and Conduct

- Students should conduct themselves as they would in a normal lesson. School rules still apply.
- Hazeley values of respect, integrity and honesty will be promoted at all times.
- If students speak, we expect the use of Standard English (no slang) to create a formal approach to the lesson.
- If students contribute in written format in the chat box, good grammar, punctuation and manners are expected
- Students are not allowed to record or screen shot the lessons under any circumstances. The Hazeley Academy will record lessons for safeguarding purposes.
- If students behave inappropriately they should expect to be removed from the lesson and parents will be notified.

Homework

Like normal school, homework will be set, taken in and given feedback. Students are expected to complete this after the school day, as normal.

How Parents Can Support the Lesson

- Avoid being in the back of the room during the lesson – this can put undue pressure on the student and the teacher.
- Support your child to find a quiet work space without interruptions
- Ensure your child has paper and pens to make notes with.
- Reinforce that normal school hours apply, just at a distance.

Praise and Rewards

Students that engage excellently in live lessons will be awarded Superb Distance Learning points.

Attendance

Attendance to online school will be recorded on Go4Schools, the same as when we are in school. To report such an absence, parent should contact the Academy, before 9.00 a.m. where possible, via the 24 hour absence reporting line on 01908 555633 or email attendance@thehazeleyacademy.com and leave a message stating reason for absence. All lessons will be recorded and posted on Microsoft Teams for students to watch at a later date.

Support

Academic Support

Students can seek support directly from their teachers in live lessons and via email. Teachers can be emailed using the following email: initial+surname@thehazeleyacademy.com. For example Mrs Williamson's email address is GWilliamson@thehazeleyacademy.com Teacher's names and initials can be found on Go4Schools.



Pastoral Support

Form tutors are the first port of call for any support or questions that not directly related to your subjects. It is important that students reach out if they are having any difficulties with home learning. The pastoral team are also available to support (R2L and the Sixth Form Team). Alternatively any parent and student can email worried@thehazeleyacademy.com

Systems Support

Go4Schools: data@thehazeleyacademy.com

Microsoft Teams and Anything Computer Related, including students sharing devices ITS@thehazeleyacademy.com

Exams exams@thehazeleyacademy.com

How to Be An Amazing Home Learner

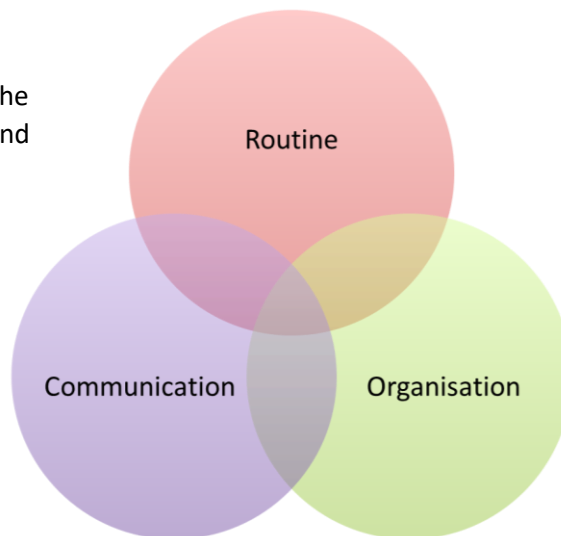
To continue learning to best of your ability, it's important to get three things right:

Routines

Check your emails and assignments at the same time every day. Try to go to bed and get up at the same time.

Communication

Proactively communicate with teachers, form tutors and pastoral staff. Explain what is going well and what you are finding tricky. We are here to help!



Organisation

Review your timetable and know when your live lessons are happening.

Organise your resources by subject.

Have paper and pen to write notes.

Wellbeing

Motivation

Motivation can be challenging at the best of times, more so now that their normal routine is disrupted. Consider the following:



Learning flourishes in a positive environment. As humans, we all need positive feedback. Support your other family member and be kind.

Take it step by step. Break tasks down into small steps. These steps can be as small as gathering the correct equipment. This will give you the motivation to tackle larger tasks, making them aware that not everything needs to be completed all at once.

Review Progress. Look at what you have achieved so far! This will encourage you to continue to produce quality work and talk about future success.

See the bigger picture. Remember your 'why'! Why are you doing this work? Why is important? Why will this work help you in the next phase of your life?

Screen Time

We appreciate that home learning relies on significant screen time, therefore it's important that all students and staff make a concerted effort to take part in activities that avoid the use of devices once schoolwork is complete.

Here are some ideas:

35 Screen-Free Activities 						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Build with blocks.	Make a marble run.	Do a science experiment.	 Bake a treat.	Learn about a country.	Make and sail boats.	Plant a garden. 
Have a picnic.	 Blow bubbles.	Make a meal.	Play a board game.	Ride a bike. 	Make up a song.	Make play dough or slime.
Complete a craft. 	Do a puzzle.	 Camp in the yard.	Go on a scavenger hunt.	Read a book. 	Write in a journal.	Visit the library.
Visit the park.	Go bird watching.	 Color.	Play a sport with a ball.	Write a story.	Start a club.	Study the night sky. 
Plant a tree. 	Make paper airplanes.	Come up with a new invention.	Perform a play.	Try a new hobby.	Paint a picture. 	Build a fort.