



Directed learning in the event of a school closure

Directed Learning Guidance for Pupils

Whilst the school is closed teachers will be setting work for pupils to complete. The information in this document will help ensure pupils remain safe online and maximise their learning.

Contact

Wycliffe Prep School will make provision for directed learning and contact with pupils on a daily basis in one of three ways :

1. Pupils will have access to work that allows them to continue to progress whilst at home (Firefly)
2. Pupils will have the opportunity for face-to-face/pre-recorded interactions with their class or form teachers (Microsoft Teams)
3. Pupils can use their school e mail account to contact teachers.

Pupils are reminded that the ICT acceptable usage policy still applies when using these online facilities.

Pupil responsibilities and tips

1. Set up a quiet place with a desk or table and get your books out before the start of the planned lesson.
2. Complete the work set by your teachers and take ownership of your learning.
3. Stay on top of your workload by completing the daily tasks and stick to a routine where possible.
4. Check the feedback that you receive on Firefly.
5. Keep the door to the room in which you are working open if you are taking part in an online live lesson, an adult should be available during this time.
6. Take a break and get some exercise! Play outside and take part in a sport, just like you would in school.



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Rules

- I will only use my school email address when emailing teachers
- I will always address teachers politely in emails with 'Dear Mr/Mrs/Miss/Ms____'
- I will make sure that all online contact to support my learning with other children and adults is responsible, polite and sensible
- I will not look for, save or send anything that could be unpleasant or nasty.
- I will support the school approach to online safety and not upload or add any images, video, sounds or text that could upset any member of the school community.
- I will not use 'Microsoft Teams' to communicate outside of regular school hours.
- I should not use any social media that might distract other pupils during regular school hours.
- I will remember the age restrictions for social media sites.
- I will keep any of my logins and passwords secret
- As always, if I see something that I do not like or it makes me feel uncomfortable, I will tell a parent or a responsible adult
- I will not open any hyperlinks in emails or any attachments to emails, unless the source is known and trusted and they have said in the email that there is an attachment. (Due to the risk of the attachment containing viruses or other harmful programs)
- I understand that the school may take action if I do not follow the above rules in school and out of school. This may include my parents / carers being contacted

Meetings in Teams

Please ensure that you have an adult present somewhere near if you are to take in team virtual meeting. Please ensure that you are dressed appropriately (school uniform isn't necessary.)

Parental responsibility

- Parental settings on home devices should be set in an appropriate way to filter out any inappropriate content that might otherwise appear, as the school cannot take responsibility for the settings on home devices during the period of directed learning.