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STONYHURST ANYWHERE

Stonyhurst St Mary's Hall

Virtual Learning
Guidelines for Pupils and Parents

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An Introduction

At this time of great uncertainty, we are fully committed to helping our children and families, and ensure a sense of belonging, despite the school being unable to function in a physical sense. We believe that the children and the wider St Mary's Hall community can benefit from the guidance, stability, structure, commonality of purpose and anchorage to a school community from which we all derive strong support. There is an opportunity to recreate, as far as we possibly can, the cohesion provided by a school's shared experience – and for this to become a central focus for children. The reassurance of a shared routine and daily contact with teachers, deeply committed to their needs will become increasingly important. Our hope is this: that the virtual learning experience will continue to support the pastoral wellbeing of the child, as well as the ongoing academic progress and wider personal growth. It is fundamental to the core purpose of education in our Jesuit tradition – the improvement in living and learning.

The virtual learning alternative can never fully replicate the classroom experience; however, the basic infrastructure of delivering education in this way is working, and the period last year was an invaluable learning experience for us all. I would argue strongly that this is the time we should be seeking to be ambitious for the children and for our school and continue to adapt vigorously to our Microsoft Teams platform. There are innovative new ways of learning which our pupils are already stepping up to adopt, leading the charge in embracing the new and alternative ways of learning. New opportunities abound and we will seek to support each other as we master this virtual learning environment, as we seize the very best for the children.

As a nation, and as school, we are continuing to live and work through a period of intense challenge. Our pupils and their families can look to Stonyhurst and to our teachers at St Mary's Hall for the support, strength and resilience to endure these challenges.

Ian Murphy
Headmaster



'Stonyhurst Anywhere'

The purpose of our Virtual Learning Plan is to continue the momentum of individualised academic learning and wider personal growth when our regular face-to-face classes are suspended.

Virtual learning will take many forms, depending upon the age and learning profile of the child. These experiences may look and feel quite different to a child's familiar classroom experience; learning and wider academic development will vary in ways that are developmentally appropriate and instructionally feasible.

A typical school day in term time witnesses pupils meeting and interacting together at a specific time of day, in a routine. However, children experience virtual learning differently and indeed may be doing so across multiple-time zones. In some cases, pupils will learn asynchronously or on their own time. Communication with the teacher and other pupils in the class is not live. This method provides a convenient and flexible approach to pupil engagement throughout the week, enabling pupils to work at their own pace. Examples include: engaging in a taught lesson via a pre-recorded session, watching a PowerPoint presentation or film and completing a set task based upon its contents, completing 'studies' or a piece of project work, feeding back to the teacher or class by email or via Microsoft Teams.

At other times, classes will meet synchronously, or virtually in 'real time', in order to continue the in-class group-learning experience, learning at the same time in a virtual class or group learning session with their teacher and peers. This method engages all at a specific date and time, as organised by the virtual learning schedule and determined by individual teachers. It allows for live interaction, instant feedback and clarification. Examples include: scheduled Microsoft Teams meetings during lessons, live chat as well as live streamed videos.

The pupils' lesson timetables will reflect a combination of both approaches. In all cases, we will clearly communicate expectations to pupils and parents.





The Stonyhurst Virtual Learning Plan 'Stonyhurst Anywhere' will commence in the case of a school building closure for part or whole of the school community.

There is a significant balance to strike across St Mary's Hall when planning and delivering this virtual learning scenario. Some families will find the specific timetable for their child and all the allocated activities and broad range of lessons helpful. Others may find this provision to be too onerous for the child and/or family, and possibly too extensive for their child currently. None of this should become a burden. We are steadfastly committed to the individual child and the team of teaching staff can adapt accordingly to the equilibrium of the child and needs of the family during this virtual learning period. Open channels of communication are more vital than ever in order to ensure the excellent home/school partnership that underpins our care for the child.

For the pupils of St Mary's Hall, 'Stonyhurst Anywhere' will utilise one key platform - Microsoft Teams.

Microsoft Teams will be used for:

1. Live face-to-face virtual classes
2. Pre-recorded teaching sessions
3. Materials needed for learning
4. Assemblies
5. Class Teacher and Tutor meetings
6. Providing resources for prayer and spiritual growth
7. Mass and Collective Worship

During any remote working period, the pupils and their teachers will follow their weekly timetabled schedule for live face-to-face virtual lessons, alongside pre-recorded teaching sessions suited to the demands of the learning objectives in conjunction with the age and needs of the child.

Technology

Microsoft Teams is part of Office 365 (soon to be called 'Microsoft 365') and is the most used collaborative learning tool in the world. Teachers will run and record online lessons, post messages, and upload resources, and may also set and collect in studies within each of the individual subject class teams. These have been setup ready for the 2020-21 academic year.

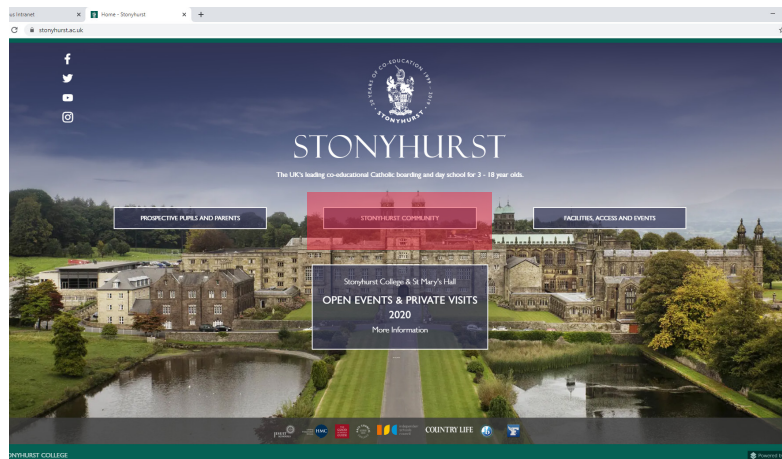
Teams can be accessed from any computer in the world with internet access or, indeed, on your smartphone or tablet if you download the free Microsoft Teams app, as suggested below. Our recommendation would be to use a laptop or desktop computer if available as this option has proven the most reliable and with the most features in our experience.

Use Google Chrome when accessing Office 365 to avoid any login problems. Alternatively, download the Microsoft Teams App to your computer, smartphone or tablet for ease of use and improved performance.



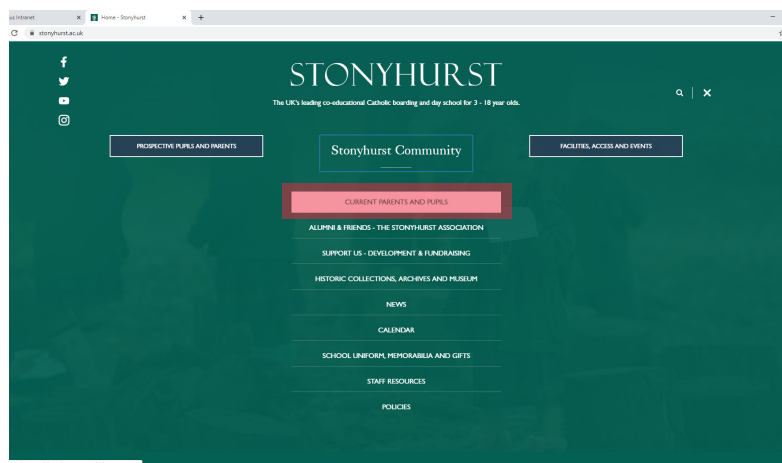
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To get started, visit www.stonyhurst.ac.uk and follow the steps indicated below.



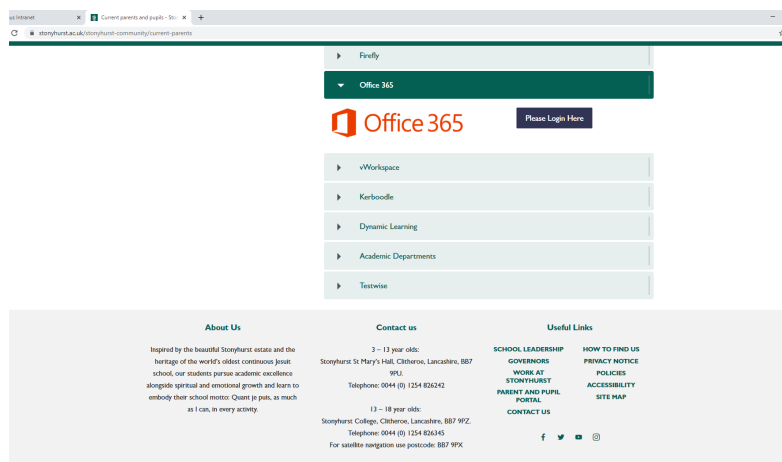
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Navigate to the 'School Community' tab and click 'Current Parents and Pupils'.



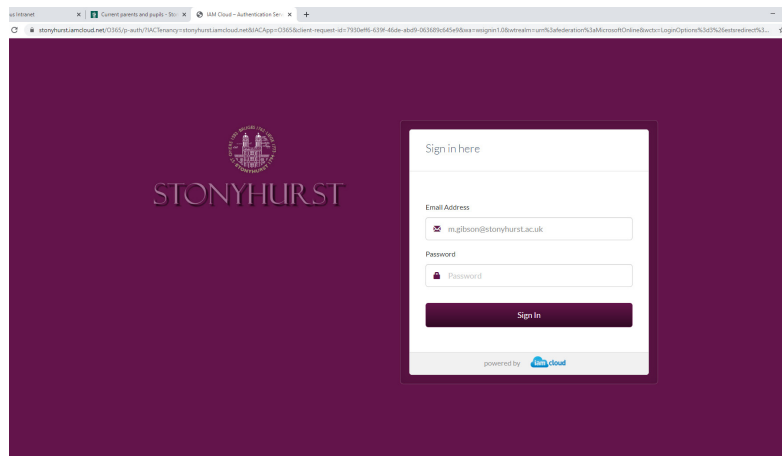
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Scroll down and select Office 365.



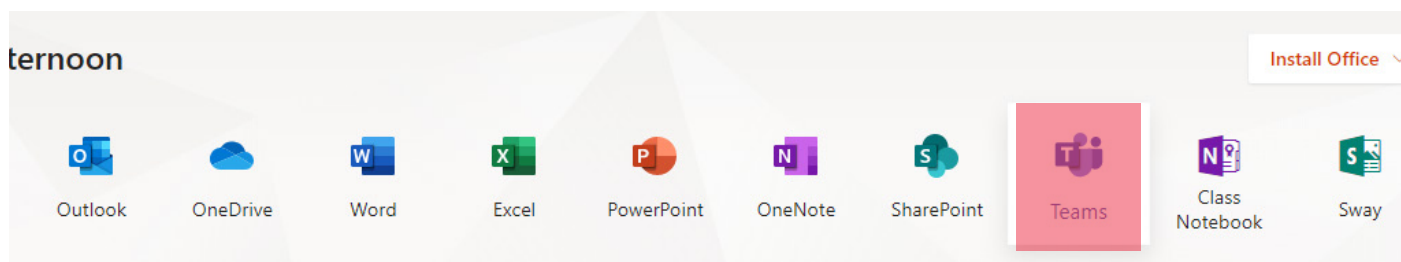
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Log in to Office 365 using your normal Stonyhurst network login name and password e.g. 1234@stonyhurst.ac.uk (pupils)

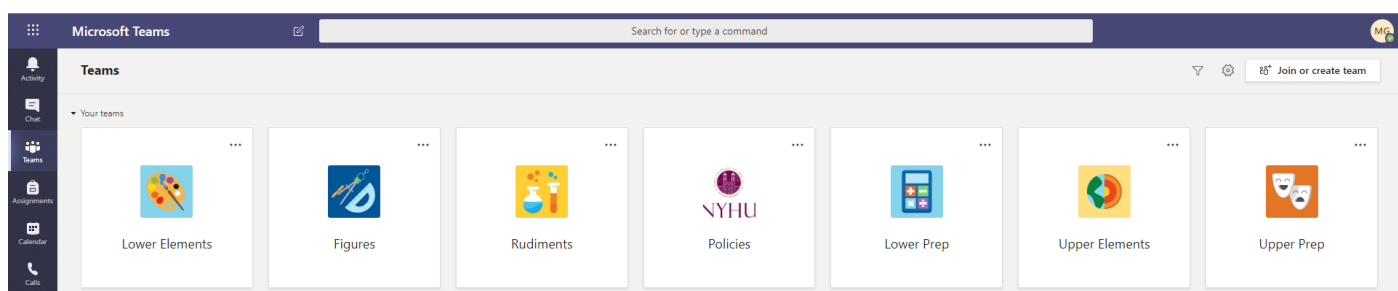


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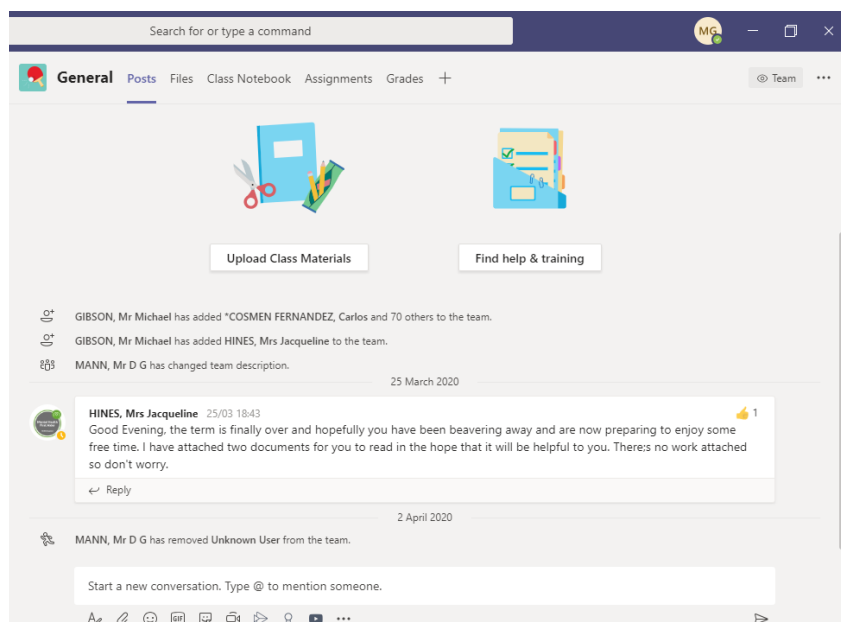
Once you have logged in,
click on the 'Teams' tab



Once pupils have accessed the software, they will see the Teams they have been made a member of. At SMH we have created individual class and playroom teams. Each class team will contain the relevant pupils and teacher, allowing work and lessons to be set accordingly.

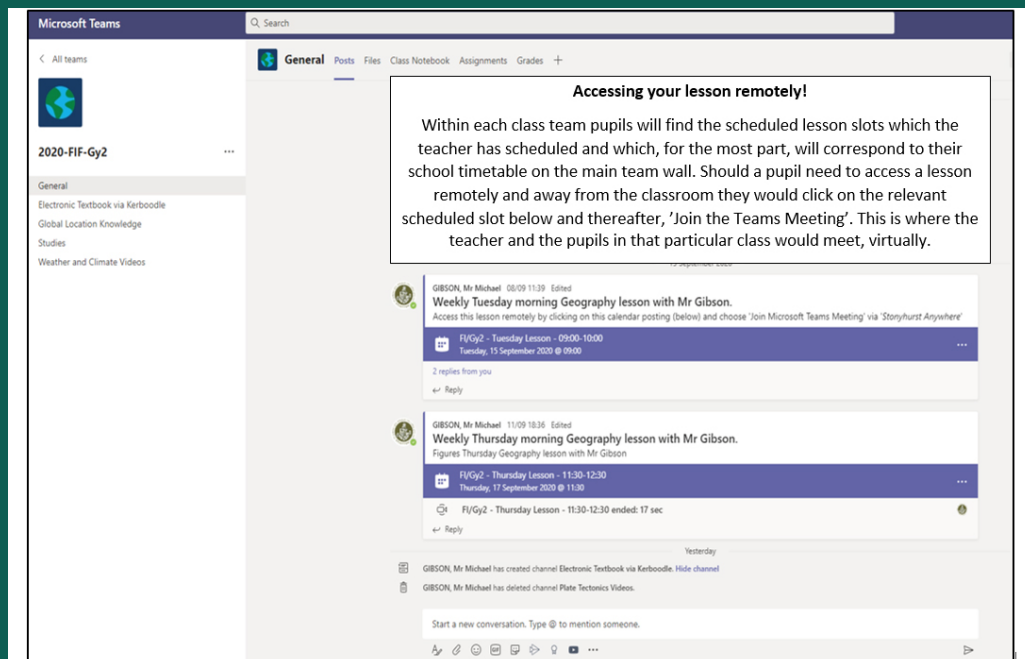


Teachers will post messages to pupils who can join live lessons or view recorded lessons on the 'Posts' page. They can download the materials which teachers have uploaded in the 'Files' section. In addition, pupils will access and submit their 'studies' via the 'Class Notebook' and 'Assignments' tabs above.



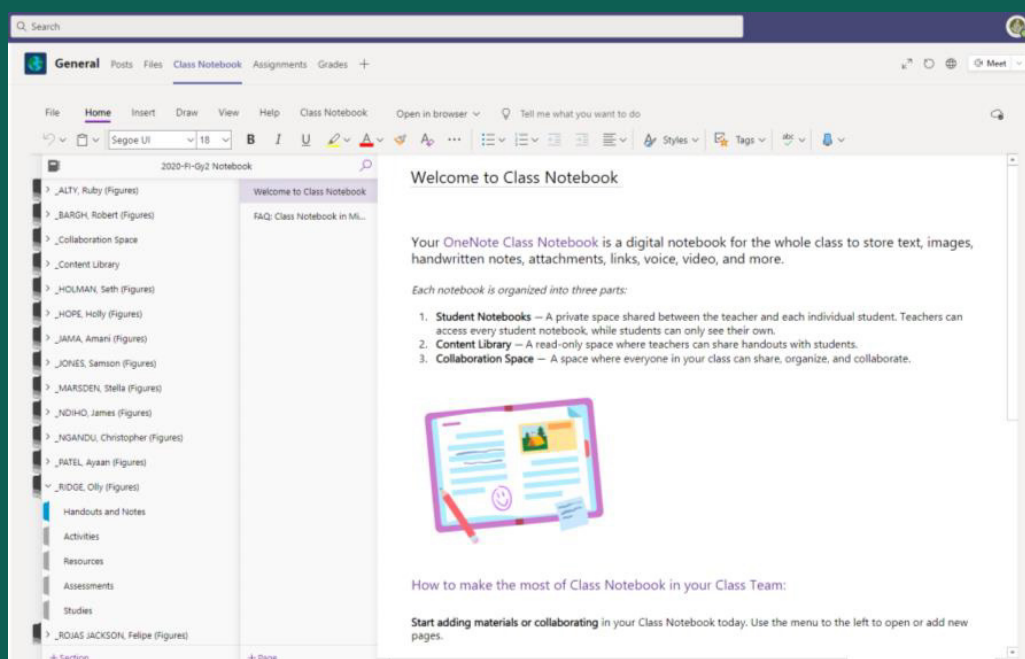
Joining a Live Lesson or Academic Clinic

The teacher of each class or subject will be a member of the team along with the pupils they teach. They will post messages onto the main page. This time matches the normal school timetable the pupils have been using in school, unless otherwise stated. To join the lesson click on the entry at the appointed time.

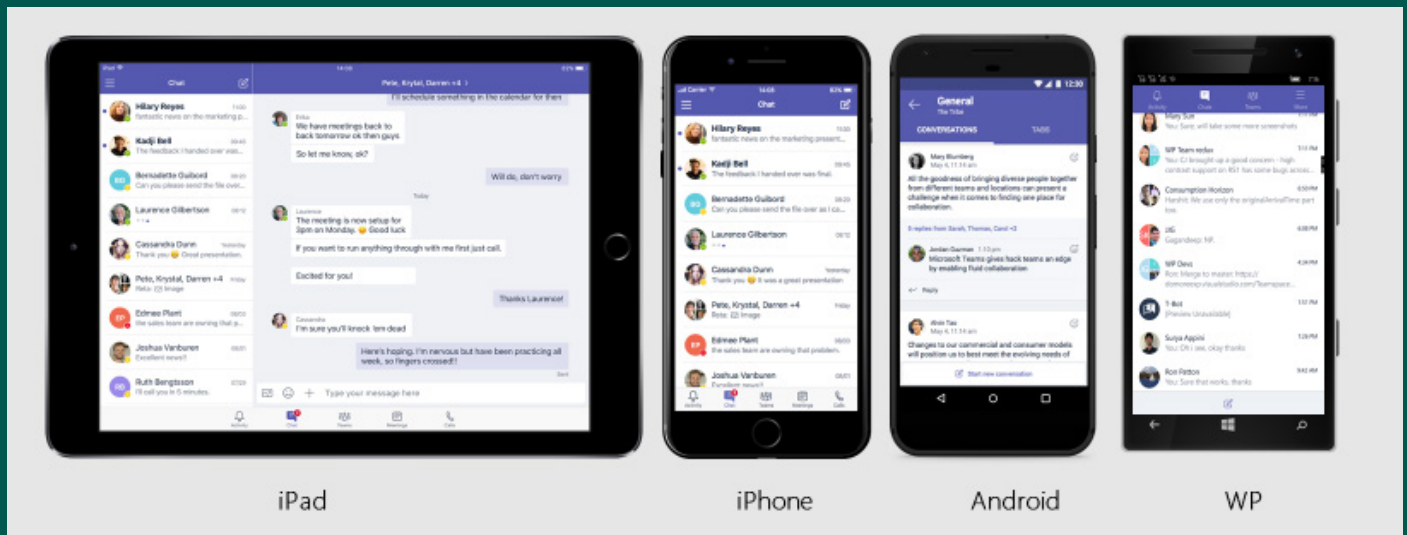


Class Notebook

Within each class team will be the class notebook facility. This is where the children will access materials and post their studies and work. Each folder is protected and private so that only the pupil and their teacher can access that folder. Pupils cannot access, nor change or copy therefore any of their peers folders.



WANT IT ON YOUR MOBILE DEVICE? DOWNLOAD THE MICROSOFT TEAMS APP



FOR ANY TECHNICAL ISSUES
OR LOGIN/PASSWORD QUERIES
PLEASE EMAIL STONYHURST
TECHNICAL SERVICES
(NOT THE TEACHING STAFF) VIA:
techsupport@stonyhurst.ac.uk

Online Learning Guidelines for Parents

The aim is not to recreate the traditional 8:20am – 5:00pm school day experience. Pupils will adopt more independent learning and will, on average, have reduced direct instructional time with their teachers. We will prioritise the delivery of relevant, high-quality and meaningful learning experiences for your son/daughter rather than simply trying to replicate the timetable and weekly programme of direct learning within the school's physical environment.

'Cura Personalis' (Care for the individual person) is the premise from which we have discerned the virtual learning programme for your child and his/her associated educational experience through this online medium.

Attendance routines, assessment norms and activities set as 'studies' will sometimes differ from the pupil's normal experience but will be communicated to you.

The learning activities and resources, including live and recorded lessons, posted on 'Microsoft Teams' will require Wi-Fi connectivity but can be accessed on a range of devices: computers, tablets or mobile phones. Laptops and desktop computers work best in our experience.

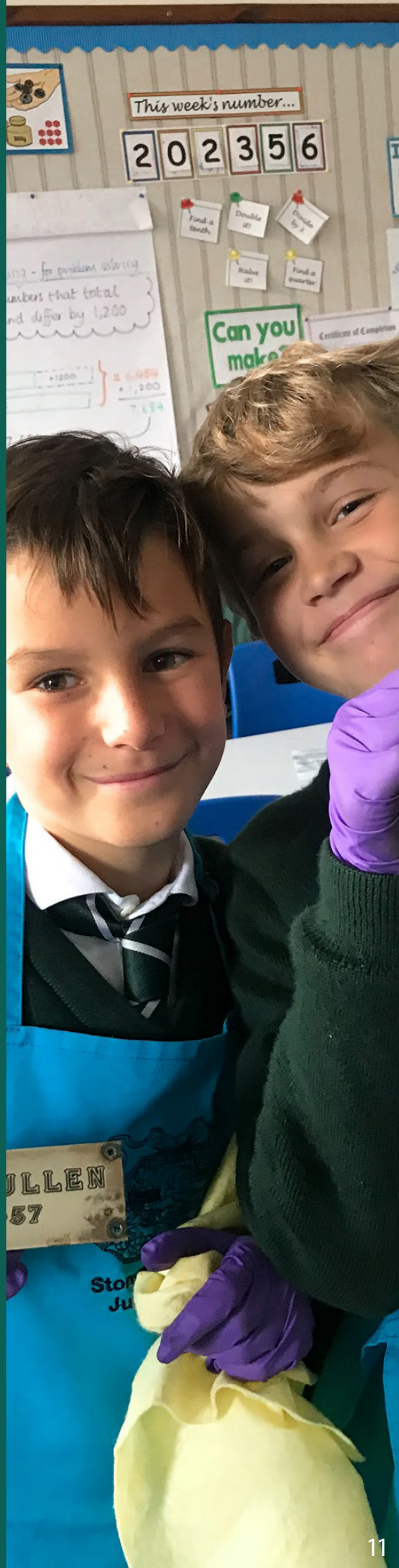
Any technical difficulties linked to accessing 'Microsoft Teams' or requests for advice and support with Wi-Fi connectivity issues should be directed to techsupport@stonyhurst.ac.uk.

If your child is ill, or just unable to engage in digital learning at any stage, please contact their Class Teacher or Form Tutor in the first instance.

Teachers will make every effort to respond to a parent email within 24 hours. Communication on academic matters should ideally begin between the pupil and his/her subject teacher. Open and regular communication with your child's tutor is important and mutually beneficial.

The curriculum on offer through the virtual learning environment is deliberately comprehensive and suitably broad, in order to reflect the richness of your child's traditional experience as far as possible.

The spiritual life of the school will remain an integral part of your child's experience.





Information for Pupils

Treat your learning online the same as your classroom learning at SMH. The same expectations stand, and our rules apply in respect of behaviour and conduct.

Always use classroom language whenever speaking or writing. Always remember to be respectful and polite.

Take regular screen breaks in your free time, make sure you get fresh air and enjoy other activities away from electronic devices. This is very important.

Always conduct your online learning in an open space at home e.g. in the living room area or kitchen and create the right learning environment around you. Avoid using your bedroom, if at all possible, to limit distractions.

Only communicate through approved platforms such as 'Microsoft Teams' and school email, as this will help keep your personal information safe and secure.

Please follow the guidelines provided by the school and your individual teachers around online learning. Always maintain disciplined and respectful classroom conduct and try to remember that you are in a learning environment and not a social setting.

Always be on time for lessons and other learning sessions as indicated on your personal timetable and be sure you have all the materials (pens/pencils etc.) you require.

Turn on your camera and mute the microphone on your device as soon as you log onto the platform. This will avoid excess background noise. Release the mute button when invited to speak in the virtual class. Remember not to interrupt while someone else is speaking.

Dress appropriately for lessons. It is a school day.

Never share passwords or other sensitive information.

Never take screenshots, pictures, snapchat etc. of your teacher or fellow pupils.

Information for Pupils Continued

Never use the school learning platforms to discuss personal matters. Keep your school communication separate to any social interaction in free time.

Do not engage in casual discussions or post any images, videos or links via official school apps or platforms unless these are directly relevant and strictly associated with your learning.

Look after yourself and be aware of how you may be feeling. Your mental health and wellbeing are vital. Virtual learning ultimately means working alone - missing out on the daily social interaction with your friends that you are so very used to.

If you feel frustrated, become low or sad it is important to discuss how you feel with your parents or any of your teachers. Keeping in touch with your friends over the phone or on social media can also help you to be connected and involved socially.





Information for Parents

The restrictions upon families may fluctuate during this period, depending upon periods of self-isolation, illness and/or government enforced restrictions upon movement and wider interaction. We are very mindful that this may be difficult and impact the family and the household during this period.

Assuming the home situation is stable and family life manageable during this period, please take an active interest in your child's learning.

Whilst some children are quite happy under normal circumstances to spend long periods of time using computers or on screens, it's usually for reasons different to that of virtual learning in an academic sense. We are very confident that our pupils will be able to access online learning via Microsoft Teams, but patience and mutual understanding will be important. There are bound to be some challenges in the first instance, particularly in view of the new technology and your son/daughter may require a helping hand to begin with alongside ongoing encouragement in order to help him/her proceed with confidence.

As far as possible, please ensure that academic work is considered and completed during normal school hours.

Please monitor your child's communication and online activity.

It is very important to establish a daily schedule and clear routine. If your child follows their individualised timetable, there is plenty of downtime with the emphasis on learning and studying in manageable "bursts".

It is vital to encourage screen breaks away from devices, and that time is made for exercise and fresh air.

Wherever possible, and keeping in mind the age of your child, please ensure the child's learning device is operated from public space in the home e.g. kitchen, study, living room etc. and not from their bedroom, a bathroom or a similarly inappropriate setting.

Information for Parents Continued

Please implement safety controls and privacy restrictions on apps and software.

It is very important to maintain dialogue with teachers and feedback on progress at home and forward any helpful suggestions. Contact staff directly via email in the first instance.

Please be mindful of this very different learning environment for your child. Monitor his/her happiness and wellbeing and be sure to inform your child's Class Teacher or Tutor (Figures and Rudiments) of any concerns in relation to his/her mental health.

Please help your child to maintain a healthy diet whilst keeping to the routine and hours of a normal school day. Similarly, help him/her to maintain a regular sleep pattern.

The children will communicate with their peers during live lessons and in group sessions. Beyond these virtual opportunities in the school day, please encourage communication and social interaction beyond these formal structures. Try to encourage telephone calls and video conversations/chats.

Please enable your child to be outside in the fresh air and natural environment as much as possible, and to undertake a range of activities away from their learning devices.

Safeguarding protocols and Learning Support opportunities at St Mary's Hall, as well as our School Counsellor resource, will continue at this time by maintaining a schedule of online availability and telephone communication.

The Headmaster of St Mary's Hall will update all pupils, parents and staff regularly about the status and ongoing duration of virtual learning,.



Key Contacts

Headmaster's PA Mrs T Ashton: t.ashton@stonyhurst.ac.uk/smh-headmaster@stonyhurst.ac.uk

Deputy Headmaster Mr M Gibson: m.gibson@stonyhurst.ac.uk

Assistant Head (Pastoral) Mrs J Hines: j.hines@stonyhurst.ac.uk

Assistant Head (Primary Phase) Mrs R Wroblewski: r.wroblewski@stonyhurst.ac.uk

Head of Boarding Mr K Stokes: smh-boarding@stonyhurst.ac.uk

Head of Pre-Prep Mrs S Gibson: s.gibson@stonyhurst.ac.uk

Rudiments Playroom Mistress Mrs J Hines: j.hines@stonyhurst.ac.uk

Rudiments Playroom Deputy Dr A Chadwick: a.chadwick@stonyhurst.ac.uk

Figures Playroom Master Mr A Walter: a.walter@stonyhurst.ac.uk

Figures Playroom Deputy Miss S Evans: s.evans@stonyhurst.ac.uk

Elements Playroom

Miss S Concannon: s.concannon@stonyhurst.ac.uk

Mr S Williams: s.williams@stonyhurst.ac.uk

Mr A Hodgkinson: a.hodgkinson@stonyhurst.ac.uk

Prep Playroom

LP: Miss C Atkinson: c.atkinson@stonyhurst.ac.uk

LP: Miss K Le Moine: k.le-moine@stonyhurst.ac.uk

UP: Mrs R Murphy: r.murphy@stonyhurst.ac.uk

UP: Mrs A Moyle: a.moyle@stonyhurst.ac.uk

Stonyhurst Technical Support: techsupport@stonyhurst.ac.uk





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