



Dartford

SCIENCE & TECHNOLOGY COLLEGE

Remote Learning

at DSTC

**A Guide for Students
and Parents**

The purpose of this document is to provide the key information students and parents will need during remote learning, in case of an extended period of closure.

DSTC has invested in various systems and applications in order to provide excellent continuity of education. This document outlines how as a school, we will continue to function in the case of prolonged school closure and how students will access their learning remotely during this period.

Our priority is to pursue the aims and objectives of the curriculum for all year groups. All departments will be providing important tasks and learning opportunities for every child. Lessons will continue at the usual scheduled times through posting specific learning activities via Google Classroom - please see more information on Google in the Teaching and Learning section.

The whole DSTC team is here to support you whether that's your daughter/son's Form Tutor, Raising Standards Leader (RSL), Pastoral Lead (PL), Subject Teacher, Subject Leader or Senior Leadership Team member. We know that this is a stressful and daunting time, so please do contact us if you need help structuring the day or a hand with encouraging your child to settle down to their work. You will find the team receptive and supportive when it comes to advising you; we will be partners in the common goal of giving your daughter/son the very best possible education that they can receive at this time.

To support you and your child, the contents of this document are:

- Contact details for Parents
- Students contacting teachers
- Teaching and Learning through Google Suite for Education
- Online learning platforms
- Advice for successful learning at home
- Code of conduct

Contact details for parents

If you need to contact the school for any reason, please use our school office email address. From here, queries will be passed on to the relevant member of staff.

Phone: 01322 224309 (We advise you to use the email address below rather than leave a voicemail)

Email: office@dstc.kent.sch.uk

Students contacting teachers

- Students will be able to contact their teachers via Gmail or the streaming comment service available on Google Classroom. If there is any issue outside of lessons that you wish to discuss please contact your Pastoral Leader
- Teachers will be on line during their lessons where possible and throughout each school day between 8:40am and 3pm. This is not a social media space and questions must be sensible and specifically about the work set. Any students who use this space inappropriately will have their comments deleted. We retain the right for any student to have this function disabled if used irresponsibly.
- Teachers will be able to clarify any questions about particular tasks or anything students may be unsure about.
- Where work is submitted via Google Classroom, feedback will be given individually to students where appropriate.

You may contact the learning support team if you have any specific questions about your child through: sendteam@dstc.kent.sch.uk

Teaching and Learning through Google Suite for Education

DSTC's remote learning platform is G-Suite for Education (Google), which your children can access through their login and password used to access the computer.

If you are having difficulty in accessing Google applications, please email joanna.donegan-edwards@dstc.kent.sch.uk.

Google Classroom

This is where your child will be able to access assemblies, group learning, class lessons and is where class work will be posted for your child to complete. This is also where they will be able to hand in assignments and submit their work. If you're unfamiliar with google classroom, please watch this video which talks through the features and how to navigate the platform: <https://www.youtube.com/watch?v=xfgqtCi7hdo>

Please ensure you check the individual classrooms every day at the time of the lesson and not just rely on the 'To Do' list. Resources, powerpoints and links to Google Meets are often posted on the Stream and in the Materials sections. Only assignments will appear in the 'To Do' section.

Google Meet

All live lessons will be taught through Google Meet and support will be provided for the children to become more familiar with the new remote style of teaching and learning. A Google Meet link will be posted on Google Classroom. Students will need to join the link at the time of their lesson.

PLEASE NOTE: Not all lessons will be live lessons. There is often an expectation that all lessons should be 'live lessons'. Research has shown that the quality of the teaching resource is more important than how the lesson is delivered and different approaches to remote learning suit different types of content and pupils. We hope that your daughter/son will be experiencing a varied learning diet which includes a mixture of live lessons, independent learning activities and peer interactions.

GMail

This is an email application which can be used by your child to contact their class teacher if they are having difficulty accessing the work or topic or they wish to ask for more work!

Please encourage your child to check their email every day as notifications will be sent to their email from Google classroom so they can see when new resources/material has been posted and when assignments are due.

Google Forms

Is a programme which students may use to complete surveys on a variety of topics or quizzes and assessments that have been set by their class teacher.

Online learning platforms

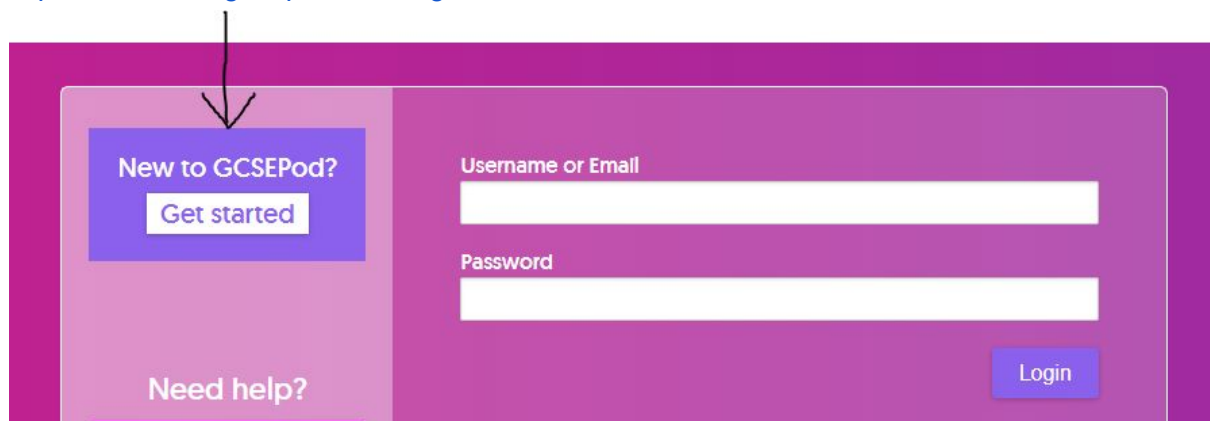
As a school, we have access to a wide range of online resources, tests and quizzes which can be used to support the student's learning and outcomes. If any of these are used, students will have access through their assigned login details as usual. Any other resources will have a hyperlink attached in Google Classroom for students to use to access any materials.

GCSE Pod



GCSE Pod is primarily used at Key Stage 4 but may be used in Year 9 for some subjects areas. GCSE Pods provide students with short bursts of information on a wide range of topics for almost any subject. Students will need to log in with their full name and they can set up their own account.

<https://members.gcsepod.com/login>



New to GCSEPod?
Get started

Need help?

Username or Email

Password

Login

If you need help logging on to GCSE Pod please contact
joanna.donegan-edwards@dstc.kent.sch.uk

BBC Bitesize



<https://www.bbc.co.uk/bitesize>

BBC Bitesize is a treasure trove of excellent online learning content which is likely to be used alongside tasks set by a range of subjects. No passwords are needed to access this material. Staff will send out links to the specific content via Google Classroom. Alternatively students may choose to access these resources to supplement their lessons.

BBC Bitesize have released daily lessons for homeschooling in Maths and English for every year group, as well as regular lessons in Science, History, Geography and more. The homeschooling lessons have been created with teachers and other educational experts and feature a mix of videos, animations, practice activities, quizzes and games.

Oak Academy



<https://www.thenational.academy/>

The Oak National Academy has been set up by teachers and it is funded by the Department of Education. It provides video lessons for students, with each lesson arriving with a quiz and worksheet to go with it. No passwords are needed to access this material.

Advice for successful learning at home

Parents

- If you are at home with your child, where possible please support them to do their very best. Take an interest in their work. Ask them what they have done and what they have learnt.
- Without the immediate feedback they would get in the classroom, some students might find it harder to be motivated. Please encourage them to do the work set each day.
- If you are still at work, please speak to your child about the work they have completed each day. Reward their hard work and take as much interest as possible. Your interest will motivate your child to keep learning and doing their best.
- We will update any advice or guidance to parents as we develop our practices for remote learning.
- If you have any concerns or queries about your child's work, please contact us through the school office email. Please also ensure you read any school comms messages, note any Facebook updates. We will endeavour to keep you as informed as we can in these changing times.

The following thought structure will help us create a healthy, well-balanced environment. They are the "Four S's":

Set-up

A child's working space should be distinct from areas in which they usually relax, if possible. It should be clear of clutter and distractions and please try to limit any background noise that can interfere with their concentration. The children will need to have access to charging points for devices, as well as strong Wi-Fi for some parts of their school day. Please encourage the children to drink water whenever possible throughout the day.

Structure

The day should be structured. By following the school's timetable as closely as possible, pupils will have set times for breaks, meals, exercise and socialising.

Socialising

Each day should allow time for pupils to socialise with other people, whether at home directly, or remotely on social media or the telephone. As humans are innately social beings, children will suffer if they are not given the opportunity to chat to their friends. As well as their own methods of socialising, there are opportunities on Google Classroom for the children to engage with each other throughout the school day.

Shut-down

Devices should be turned off for distinct periods during the day and in the evening to allow for conversation, reading and relaxation. We recommend that students have time away from screens during their morning break, lunchtime and once their academic studies are complete for the day. Restrictions on screen time are vital for maintaining good mental health

Students

Without your teacher giving you instructions, showing you how you might complete a task, giving you feedback and advice throughout the lesson, you might find it hard to work as effectively as you do at school.

The following advice is to help you do your very best when at home over the coming weeks.

- Don't worry if you can't complete all the work during your timetabled slot. We understand that this might not be possible and that you may be sharing your devices with other members of the family.
- Expect to work a bit slower and give yourself time limits where appropriate.
- We are aware that some students will find it harder to be focused at home, but just try and do your best and let your teacher know if you need extra support.
- If you can, try to work without other distractions so that you can fully focus on the task in hand if possible. Take regular breaks and give yourself rewards after completing tasks.
- Make sure you use the Google Classroom stream to talk to your teacher and ask your classmates any relevant questions you might have about a particular task.
- Please don't fill up the stream with idle chat. This is your virtual classroom, so treat it with the same respect you would do at school.
- Any work you do on paper, look after it for bringing in on your return.
- Those doing GCSE work, make sure you place any hand written work in the appropriate folders.
- Do speak to your parents about your work.
- Share what you have done, what you have learnt.

Sedentary (sitting down or being inactive) behaviour and low levels of physical activity can have negative effects on the health, well-being and quality of life of individuals. Self-isolation can also cause additional stress and challenge on your mental-health. Physical activity and relaxation techniques can be valuable tools to help you remain calm and continue to protect your health during this time. Use some of the following ideas to help you stay active:

Take short active breaks during the day. Short bouts of physical activity add up to the weekly recommendations.

Follow an online exercise or stretching class. Take advantage of the wealth of online exercise classes. Many of these are free and can be found on YouTube or make the effort to do the PE department's daily challenges!

Walk. Even in small spaces, walking around a garden or walking on the spot, can help you remain active.

Relax. Meditation and deep breaths can help you remain calm.

How libraries can help

Home Learning resources for families during the pandemic

- **Our website has all sorts of useful information** — check your library card, renew books online, browse through the library catalogue, find library addresses and opening times and [more. www.kent.gov.uk/libs](http://www.kent.gov.uk/libs)
- **Join the library online:** With your library card number and PIN you can access a wealth of online resources (including eBooks, eAudiobooks, eMagazines and eNewspapers) and manage your card online. [Library joining](#)
- **Free eBooks and eAudiobooks for children:** There are thousands of eBooks to read and eAudio books to listen to. Find them on the Libby app – all free to download, with automatic returns and no charges. Explore a huge selection children’s eBooks (stories and information books) and eAudiobooks by clicking on **Explore** and select **Guide: Children’s**
- **Free eMagazines.** Lots to choose from – mostly for adults (e.g. BBC Wildlife and BBC History), with some for children too (e.g. The Week Junior, National Geographic Kids and Match) – all via the RBdigital app.
- **Free eNewspapers** - most UK dailies, plus many others including some in other languages on the PressReader app
- **Online resources to help with home learning and more** [Home Learning resources](#)
- **Need help accessing any of our digital resources on your own device?** Contact our [Ask a Kent Librarian](#) staff (via phone, chat or email) - they can help
- **Stuck with a query?** Don’t forget our online enquiry service can help you with this too [Ask a Kent Librarian](#)
- **Visiting a library:** please check our website for the most up to date information on which services libraries currently offer during the pandemic <https://www.kent.gov.uk/leisure-and-community/libraries/visiting-a-library>
- **No charge for any books lost or damaged** while borrowed on a preschool child’s ticket. There are **no late return charges** for items borrowed on child or teen cards (under 18’s).
- **Can’t find the book you want?** It’s free for children to reserve books
- **Check out Kent Libraries Facebook and Twitter pages too** – there are lots of activities and information there, including virtual storytimes

For more information contact your local library, www.kent.gov.uk/libs, or call 03000 41 31 31. Text relay 18001 03000 41 31 31

[Kent Libraries. Registration & Archives](#)
[@kentlibraries](#)



APPENDIX 1 Virtual Teaching - Students

DSTC uses 'Google Meet'.

Please make sure the following guidance is adhered to:

1. The **Student Code of Conduct** should be followed at all times: See appendix 1 & 2.
2. **Google Meet** is the only platform to be used during the usual time allocated for a particular lesson. Please do not ask your teacher to use a different platform. We are ensuring your safety and that of your teachers.
3. Lessons will take place at the **usual time of your lesson**. Eg period 2 will start at 9.40am. They may not last the full hour and this method is unlikely to occur every lesson.
4. All sessions will be **recorded** and saved by the member of staff. You will be told this at the start of the lesson. This is to protect all involved in the lesson. Lesson recordings will be saved at school.
5. A **register** of who attended the lesson will be taken and saved with the lesson recording identifying who attended, the length and timings of the lesson.
6. A Google Meet lesson will only be used only in a **class situation** - please do not ask your teacher for a 1:1 session.
7. Staff will agree online **behaviour expectations with you** at the start of a lesson. Anyone not adhering to this will be disconnected from the lesson.
8. All participants will wear **suitable dress, use professional language**, and ensure backgrounds of videos (live or pre-recorded) are neutral and appropriate. Any computers used should be in **appropriate areas**, for example, not in bedrooms; and where possible be against a neutral background.
9. Staff and learners should ensure **personal information** and/or, inappropriate or unsuitable personal items are not visible.
10. Where possible, **other household members** should not be in the background or shot; if this unavoidable, they should follow appropriate language and behaviour expectations.
11. If **Live streaming**, staff will mute and/or disable learners' videos and microphones, as required.
12. **Language** must be professional and appropriate, including any family members in the background - if family members are behaving inappropriately, then that student should be 'disabled' from the lesson and the behaviour reported to the DSL and RSL Post 16.
13. If you are experiencing any concerns with your **wellbeing**, please email Mrs Sutton, Pastoral Leader lorna.sutton@dstc.kent.sch.uk or Mrs Ellis, Vice Principal & Designated Safeguarding Lead deborah.ellis@dstc.kent.sch.uk

APPENDIX 2: Student Code of Conduct.

DSTC

STUDENT CODE OF CONDUCT - The 4 C's

Curriculum

- Be confident in your ability to learn and make progress.
- Always attempt tasks: Do not be afraid to make mistakes; this is how you learn.
- Embrace the teaching and learning techniques which are used across the curriculum.
- Be happy to share your ideas and successes with others.
- Strive hard to be the best you can be; whatever your talents.
- Find out and understand the best way for you to learn and apply this within all your subject areas.

Community

- Be active citizens within the school community and help make changes to continually improve DSTC.
- Be proud to be part of DSTC and represent the college positively within the local and wider community.
- Be kind to others around you, treat others with respect.
- Look after the College environment - pick up litter and keep areas clean.

Character

- Ensure you arrive at school, every day, ready to learn and engage in all lesson activities.
- Try your best in all classwork and homework, attending additional support sessions or clubs to help you progress.
- Think for yourself and take responsibility for your actions.
- Never bring any item into school that could cause harm to yourself or others.
- Behave in an appropriate manner when in, or travelling to and from school and whenever you are in uniform.
- Show kindness, resilience, respect and determination.

Cooperation

- Have respect for all school staff and follow instructions without argument.
- Show respect and understanding for the opinions and beliefs of others.
- Always try to ensure everyone feels safe at DSTC; report any anti-social behaviour you may experience or witness, including bullying, abuse and exploitation.
- Ensure mobile phones and social media are used in a responsible way, which is safe for yourself and respectful to others.

The Student Code of Conduct is underpinned by our **DSTC Cooperative Values (SEEDSS)**:

- **Solidarity**
- **Equality**
- **Equity**
- **Democracy**
- **Self - responsibility**
- **Self-help**