Lurgan Junior High School

Handbook for Online Learning.

As a result of the current closure of schools which has effectively suspended face to face learning, we have devised the following education continuity arrangements.

1. Introduction

A rapid switch from an in-person learning environment to an online learning environment is necessary in these exceptional circumstances. It should be noted that such a switch is highly likely to cause stress and anxiety for students, parents and staff members. Patience, generosity of spirit and a can-do attitude will be required by all including students, staff, parents and governors.

All members of the LJHS community will do their utmost to provide the best service they can at this time. However, it will be important for us all to be flexible and patient when working online and when deadlines are inevitably missed. The learning curve will be steep for all concerned.

2. How will I keep in touch with what is happening at school?

All staff and students will receive a weekly briefing notice from the Principal at 9.00am each Monday morning. This briefing can be located in Google Classroom: LJHS-School Community.

Parents can contact the school as usual using the following channels and their enquiry will be directed accordingly. As a school we will remain in regular contact with staff, parents and students.

Due to the possible volume of messages, staff will attempt to respond to requests for support / queries within 24 hours of receipt. (during normal working hours).

Safeguarding issues will be dealt with as a matter of urgency.

Contact points are listed below -

Reception: 028 3832 3243

IT Helpdesk: *techsupport@ljhs.co.uk*

Curriculum: *curriculum@ljhs.co.uk*

Pastoral: *pastoral@ljhs.co.uk*

3. How will I know when a teacher has set me some work?

Teaching staff will aim to deliver their subject specific lesson content / activities to students in line with their regular Monday – Friday timetabled days. Teachers and students will attend Lurgan Junior High School online through Google Classroom and ShowMyHomeWork.

While working online, we recommend using a Google Chrome browser. All pupils are already familiar with both platforms and we do not envisage too many difficulties, however, the process is outlined below. Please note, additional support will be provided on our social media platforms.
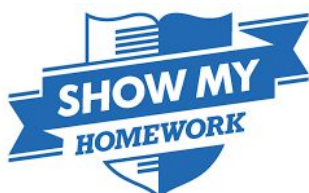
As you are aware, students already use this app extensively. However, they may wish to access it on a laptop or desktop computer during school closure. To do this, they should go to www.satchelone.com and log in using their email or username. If they have been logged out, cannot remember their password or cannot get in, they will need to contact school through the techsupport@ljhs.co.uk email address. PLEASE INCLUDE YOUR NAME AND CLASS IN THE SUBJECT BOX OF THE EMAIL MESSAGE.

When you open a Google Chrome browser you will see the option to sign in at the top right hand corner. Students should sign in using their @ljhs.co.uk usernames e.g. jlagan164@ljhs.co.uk

Any issues with Google usernames or passwords should also be rectified by contacting the techsupport@ljhs.co.uk email address. PLEASE INCLUDE YOUR NAME AND CLASS IN THE SUBJECT BOX OF THE EMAIL MESSAGE.

4. How can I keep in contact with my teachers?

The main method of communication between teachers and students must be through posts on the main landing page of each class in Google Classroom or SMHW.

This will remove the need for teachers and students to communicate continuously via email, which would quickly become unwieldy. Teachers and students can write comments and upload files and documents this way.

5. What if I don't log in to Google Classroom and SMHW?

Students are **all required** to engage with their learning regularly in this way and should respond to requests from staff to provide evidence of their understanding / progress.

Where a pupil is not engaging regularly, this will trigger a series of actions from school which will range from a phone call to parents, to a possible referral to the Education Welfare Service.

6. Will teachers be able to contact me or my parents directly?

Form Teachers will continue to be the main point of contact between school and home, and all teachers will have details to enable them to call or message parents when required.

7. What sort of education will I have when I am at home?

Teachers will plan activities that relate as closely as possible to current class content or skills. The activities will reinforce existing understanding or introduce new content as planned in regular schemes of work.

Parents will not be placed in the role of the teacher any more than they are during the regular school day.

Students will be able to carry out the tasks assigned by teachers independently, including accessing the material.

Teachers will be able to assess students as required by specifying where and when students will be expected to submit homework. The submission of work will vary according to the nature of the subject and according to the task set, however, submission details will be clearly set out by the teacher in either online platform.

8. i) Why are we using Google Classroom and SMHW?

We have chosen to use these as all staff and students are familiar with the platforms. Parents will find many useful videos and guides on YouTube and Google.

8. ii) Can I call in and collect hard copies of any of my work?

Materials and resources can be collected from school by parents from the Assembly Hall on **Tuesday from 12 noon - 3pm** and **Wednesday from 9am - 12 noon**. **For the most part, all resources are online, but should teachers need hard copies of resources to be given to pupils, this will be indicated on the online platforms by12 noon on Monday.**

9. Where should I do my school work?

Students should work where there is internet access and in a location known and approved by their parent or guardian.

10. How should I structure my day?

Learning activities will be posted ahead of timetabled lessons as required by students. Lesson delivery may be through PowerPoint slides, video-based explanations or typed instructions on GC or SMHW. Creating a healthy routine is important to maintain structure, focus and positive mental health.

A possible daily timetable may look like this:

09.00   Breakfast / wash / dress

09.30	Check SMHW and Google Classroom and begin activities
10.30	Break
10.45	Resume activities on SMHW or GC
12.00/12.30	Lunch
Afternoon	PE / Practical activities / Longer term Projects

11. What if I forget a password or can't access SMHW or Google Classroom?

Please ask your son or daughter to show you that they can access SMHW and Google Classroom. If they need assistance accessing these, then please ask them to contact the IT Helpdesk using the email outlined above.

12. Will school still help me if I need pastoral support?

Loss of face to face contact for an extended period of time may well be an issue for some students and staff and, indeed, parents. Parents can contact school with pastoral concerns at the email address stated above for that purpose. Form Teachers will aim to be in contact with pupils and parents to support them with any concerns and/or signpost them to the Year Head/SENCo/Senior Teacher/Vice Principal. We will aim to make this contact when members of staff are in school.

Both of our school counsellors will be available for their regular counselling sessions, which they will conduct via phone calls, Zoom/Skype video calls or Instant Messaging on WhatsApp. Parents will be asked for their consent.

If your son or daughter would like to book a session with either school counsellor, they can complete a referral online at www.linkscounselling.com Click on menu, select Get Counselling in School and follow the online instructions.

Reach Mentoring will continue to engage with our young people in a different format - through group mentoring online using Zoom and/or Google Hangout. Two Reach workers will always be present online during these sessions for safeguarding purposes. Parents will be contacted by Reach to give their consent for this format of mentoring.

Aspire will also be available to support our young people who are part of this programme. Parents will be contacted by Aspire to give their consent.

If a safeguarding issue arises, the above agencies will inform a member of our school's safeguarding team as is normal practice.

Contact numbers for organisations who can help both students and parents are listed on the next page.

Who can help?	What Topics Can They Help With?	How Can They be Contacted?
INSPIRE Students	**Mental Health** **Alcohol and Drugs** **Money** **Exams** **Relationships** **Identity**	**02890328474**
Lifeline	**Depression** **Mental health** **Suicidal thoughts** **Textphone users (for deaf and hard of hearing):**	**08088008000** **18001 0808808800**
Childline	**Bullying** **You and your body** **Home and Family** **Relationships** **Sex** **School**	**0800 1111** www.childline.org.uk **1-2-1 counsellor chat**
The MIX	**Alcohol** **Homelessness** **Suicidal thoughts** **General advice** **Mental health** **Sex/ relationships**	08088084994

NSPCC	Safeguarding Child abuse Child protection	08088005000 www.there4me.com
Aware	Depression Bipolar disorder	08451202961
Frank	Alcohol Drugs	03001236600
SIMON Community	Homelessness Housing	08001712222
Domestic and Sexual Violence Helpline	Domestic violence Sexual violence	0808021414
The Migrant Centre NI		07769903471
Cara-Friend/LGBT Switchboard NI	LGBTQ+ advice Sex and relationship advice	08088000390
Women's Aid	Domestic Violence Sexual violence Relationships	08088021414
Family Support NI		www.familysupportni.gov.uk

Review of Guidance Handbook

The Guidance Handbook is monitored by SILT and the Curriculum Team and will be reviewed on an ongoing basis, given the evolving nature of the situation. This handbook will be posted on the school's website and signposted on our Facebook page.

Staff, parents and students will be notified if the handbook is updated.

Guidance Handbook Details

Version date - 20th March 2020

Next review - ongoing

Responsible - SILT / CT