WINCHESTER
COLLEGE

Remote Learning Curriculum
(Common Time 2021)
A Guide for Pupils and Parents

How this booklet works

This booklet is designed to explain to pupils how this half term's remote learning curriculum will work. Parents may wish to refer to it in order to ensure that they know what is expected of their son and how they might best support him.

The booklet contains four sections:

1. A general outline of the remote learning curriculum for this half term (pages 2-3).
2. Detail about how this will work for each year group (page 4).
3. A pupil code of conduct for the period during which we are working remotely (page 5).
4. Our commitment to online safety (pages 6-7).

Outline of the remote learning curriculum

The objective

Our objective remains, as ever, to provide you with the best possible learning opportunities. In addition, we wish (where possible) to reduce your screen time, to give you time to engage in other pursuits for the purpose of your wellbeing (including exercise, hobbies and time with family), and to give your dons some flexibility in terms of how they teach you.

The structure

The summer timetable obtains. Lessons will therefore run from 0845 – 1300 (Mon – Fri) and from 1400 – 1555 (Mon/Weds/Fri). Saturday hours remain 0845-1225. Exeats and Leave-out will run as scheduled.

Platforms

- **MS Teams** will be used for contact hours/tasktimes.
- Toytime (and other independent work) will be set on **MS Teams**.
- Work is to be completed on/uploaded to **OneNote/MS Teams**.
- If you need to contact your don at any other time, please use **email**.

Contact hours and non-contact hours

- Registration will take place as part of each contact hour (rather than twice per day, as was the case in Cloister Time 2020).
- The number of contact hours will vary for each year group; you should expect between 50 – 100% of your regular hours to be contact hours. Your dons will let you know which hours have become contact hours and which have become non-contact hours.

- Contact hours will consist of a Teams lesson with your don and set. You are expected to have your camera on for the duration of the hour.
- Non-contact hours will be used for independent study, which could include reading, accessing audio-visual material, or traditional toytime tasks (problem sheets, notes, essay writing, learning etc.).
- The material for non-contact hours will be posted on Teams by 2200 GMT on the night before the non-contact hour. This means that those of you in other time zones will have the material when you wake up.
- Dons might choose to be 'on call' on MS Teams for some of your non-contact hours, in case you wish to ask any questions; each don will let you know the arrangements.
- As noted above, some departments may designate more than 50% of lessons as contact hours. This will be consistent for your year group within each department, but might vary between departments.
- Dons will set their own deadlines for toytime and work completed in non-contact hours. Your dons will not, as a general rule, expect toytime to be due up until the start of the next hour; however, there may be exceptions, particularly if the pattern of lessons is unusual (e.g. if a subject has only one double hour per week).

Details for what to do if you are unwell/cannot attend a contact hour are included in the code of conduct (see page 5).

Overseas pupils

Dons will try to ensure that you are able to attend at least some of their contact hours. If you are cannot attend any (or only very few), they will support you in one or more of the following ways:

1) By recording all or part of lessons for you to watch in your own time;
2) By setting work for you to do in your own time;
3) By arranging a catch-up session with you at a time which is convenient to all parties.

Teams/Outlook calendar

All of your hours will be scheduled (by dons) via invites in your Teams/Outlook calendar. The same applies to any tasktimes. The aim is that this will function as a timetable, and that you and your parents will therefore be able to see at a glance what your commitments are for each day and week. It would be advisable to keep a note of which hours are contact and which are non-contact.

Div

The Div task will be set at latest by **Saturday 1225 (GMT)** and will be due up by **Monday morning at 0845 (GMT)**; you will thus be free to manage your weekend time as you wish.

Ekker

The ekker programme has necessarily been heavily reduced. However, Tuesday, Thursday and Saturday afternoons will remain available for any ekker that is still running.

Further notes by year group

JP and MP

- As noted on pages 2-3, at least half of your hours (for each subject) will be contact hours, during which you will be expected to be present on MS Teams; any remaining hours will be non-contact hours, during which you will complete independent work.
- The toytime timetable will run as normal. We encourage you to get going on your toytime in the late afternoon (e.g. from 1700-1900) so that you might have some free time in the evening. Dons appreciate the pressures that you are under. They have been asked to think carefully about the number of hours of toytime being set and to show flexibility with respect to deadlines given.
- *JP only*: Your PE double-hour will be delivered by the PE department using MS Teams; your PE dons will be in touch to outline how this will work.

V Book and VI:1

12 January – 23 January (first two weeks of term)

- Mocks have been postponed. For the first two weeks of term, you will have regular timetabled hours (a mixture of contact and non-contact), and toytime.
- Remote learning will therefore begin from first hour on Tuesday 12 January. Dons will deliver revision materials in the first week back in preparation for individualised class tests in the second.
- The material examined in class tests will be a specified subset of that covered as part of mock preparation, with each don producing a bespoke test for their set.

25 January – 13 February

- You will receive 100% contact hours for the remainder of the half.

VI:2

- As noted on pages 2-3, at least half of your hours (for each subject) will be contact hours, during which you will be expected to be present on MS Teams; any remaining hours will be non-contact hours, during which you will complete independent work.
- You will be set toytime in addition to this. If you are organised and productive during free hours and afternoons, you will be able to get most of your work done during the day.
- University tasktimes are likely to begin this term. Heads of Department will be in touch about these.

STB/TNT   08 01 2021

Pupil Code of Conduct – Remote Learning

The code of conduct for pupils is exactly the same for remote learning as it is for when pupils are physically present at school. Pupils follow the Winchester Code. Of particular importance are:

- A serious approach to work is of the highest priority.
- Honesty, frankness, punctuality and courtesy are expected at all times.

During the period of remote learning, pupils must ensure that:

- If you unable to attend a 'contact' hour for any reason you raise leave with your don by e-mail, cc'ing in your Housemaster and 2M's secretary (sdb@wincoll.ac.uk). For those boys in different time zones where this will be a recurring issue they will only need to do this once.
- Work is to be submitted on time.
- Work is submitted in the format requested by your subject don.
- Any technical difficulties encountered in getting, completing or submitting your work should be raised in the form of a ticket to ITTickets@wincoll.ac.uk , copied to your subject don.
- Pupils must not attempt to exploit opportunities for plagiarism or other forms of cheating. Remember that any form of cheating:

  1. Undermines the trust between teacher and pupil;
  2. Undermines the ability of your don to teach you: your don cannot teach you if he or she has been given a false impression of what you know;
  3. Is a form of theft: you are claiming ownership of something which does not belong to you.

2M/JEH 08 01 2021

Our commitment to online safety

It is important that the school and parents work together to support and keep children safe online.

Whilst away from the school, it is recommended that parents have a suitable filtering and monitoring system in place to prevent children from coming to harm whilst online (www.internetmatters.org/parental-controls). To assist parents with effective monitoring at home our commitment with respect to remote learning is as follows:

When?

- Live contact hours with dons will take place during the usual school timetable (0845-1600 GMT, with flexibility up to 1800 GMT for tasktimes).
- All contact hours will be arranged using Teams/Outlook. Parents will be able to see these within their son's calendar.
- Additional one-to-one tasktimes may need to be arranged (e.g. for overseas pupils). As far as is possible, these will take place during the school day (0845-1800).

Platforms

- Staff will only use school-issued accounts to contact pupils; pupils should also use their school e-mail account.
- Contact hours, tasktimes, etc. will take place using **MS Teams**. No other video-calling applications will be used.
- The supporting platform will be the **Microsoft Office** suite.

Recording

Staff may opt to retain an audio or audio-visual recording of a portion of the contact hour for the benefit of those unable to attend or to assist in subsequent independent learning. Recordings will be stored on the school network and will not be visible to those outside of the school community.

Behaviour in contact hours

- Staff and pupils must wear suitable clothing.
- Staff and pupils should be in a neutral area where nothing personal or inappropriate can be seen or heard in the background.
- Language must be professional and appropriate; this includes any family members who may be in the background of the call.
- Staff are obliged to report any concerns or inappropriate behaviour that they witness.

Reporting a concern

Should you have concerns about your child's online activity, contact the Designated Safeguarding Lead (via safeguarding@wincoll.ac.uk) or one of the support organisations below:

- Internet matters – support for parents and carers regarding keeping their children safe online;
- London Grid for Learning – support for parents and carers regarding keep their children safe online;
- Net-aware – support from the NSPCC for parents and carers;
- Parent info – support for parents and carers regarding keeping their children safe online;
- Thinkuknow – advice from the National Crime Agency regarding staying safe online;
- UK Safer Internet Centre - advice for parents and carers.

If you have a concern regarding the content of any remote lesson, contact the Director of Studies, Dr Thomas (tnt@wincoll.ac.uk)

Pupils with concerns about online activity should raise these with the Designated Safeguarding Lead or the following organisations:

- Childline - for support;
- UK Safer Internet Centre – for reporting and removing harmful online content;
- CEOP - for advice on making a report about online abuse.

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