



St. Julie's Catholic High School Remote Education

Student and Parent Guide

Remote Education

We are committed to providing our students with frequent contact with our teachers throughout the period they are isolating from school. Our chosen technology is the school's VLE (Virtual Learning Environment, similar to Google classrooms) and Microsoft Teams. The school's safeguarding policy has been updated to ensure that all students and staff adhere to the guidelines set out to support remote learning at home.

Please find a copy of the school's [remote learning policy here](#).

Students will access all information, links to live lessons and resources via St. Julie's VLE and MS Teams. Staff will confirm via MS Teams if the lesson will be live or not.

We will contact home in the following circumstances.

Type of contact	Description
Daily communication	Subject teachers will respond via email, the VLE or MS Teams
Vulnerable/SEND weekly contact	Update phone call twice weekly. A designated person will be assigned to each family as a single point of contact
Parental contact	Parents will be provided with a weekly newsletter that contains key pieces of information for the forthcoming week. Direct emails and phone numbers are also included if parents need to speak directly to a member of staff.
School contact – academic work	Please refer to the contacts on the next page
Student contact – pastoral	Please refer to the contacts on the next page

Useful contacts

For all technical queries including password or account issues please email:
passwords@stjulies.org.uk

If you have any queries with regards to pastoral or academic support, then please email the dedicated contacts below:

Pastoral

Year group	Pastoral contacts
7	Mrs Monks kmonks@stjulies.org.uk
8	Mrs Rainey lrainey@stjulies.org.uk and Mrs Ainsworth (Transition Coordinator hainsworth@stjulies.org.uk)
9	Mrs Mason cmason@stjulies.org.uk
10	Miss Corrigan ccorrigan@stjulies.org.uk (Senior Progress Leader)
11	Mrs Maguire cmauire@stjulies.org.uk and Mrs Austin baustin@stjulies.org.uk (Mon only)
Sixth Form	Mrs Lyons rlyons@stjulies.org.uk

Academic

Subject	Academic contact
English	Mrs Bridges mbridges@stjulies.org.uk
Mathematics	Mrs Gee lgee@stjulies.org.uk
Science	Dr McGinn omcginn@stjulies.org.uk
Religious Studies	Miss Hyland thyland@stjulies.org.uk
Humanities	Mrs Bashford lbashford@stjulies.org.uk
MFL	Mrs Mathison hmathison@stjulies.org.uk
Social Studies	Mrs Duffy dduffy@stjulies.org.uk
Performing Arts	Mrs Walls jwalls@stjulies.org.uk (Senior Curriculum Leader)
Design and Technology	Mrs Bell abell@stjulies.org.uk

Learning Support and SEND

SENCO	Mrs Dooley gdooley@stjulies.org.uk
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Leadership Team

Leadership	Title/areas of responsibility	Contact
Mr Alderman	Headteacher	talderman@stjulies.org.uk
Mrs McCourt	Deputy Headteacher – Curriculum, exams and assessment	kmccourt@stjulies.org.uk
Mr Willis	Deputy Headteacher – behaviour and safeguarding	cpwillis@stjulies.org.uk
Mrs Jones	Head of Upper School (Sixth Form)	ajones@stjulies.org.uk
Miss Gawley	Head of Middle School (Year 10 and 11)	lgawley@stjulies.org.uk
Mrs Rooney	Head of Lower School (Year 7, 8 and 9)	krooney@stjulies.org.uk

Safeguarding email: safeguarding@stjulies.org.uk

Timetable structure

We recommend that students follow their 'normal' timetable as follows:

Lesson	Times
1	9:00 – 9:50
2	9:50 – 10:40
Break	10:40 – 11:00
3	11:00 – 11:50
4 (Break – Year 7 and 8)	11:50 – 12:40
5 (Break – Year 9 and 10)	12:40 – 1:30
6 (Break – Year 11)	1:30 – 2:20
7	2:20 – 3:10

Live lessons will not be delivered for the full 50 minutes. Students will be expected to use some of this time for independent practice and completion of challenge tasks, as they normally would during a typical lesson. All live lessons will be recorded if students are unable to access at the time. Homework and assignments will be set via the VLE. MathsWatch, Educake and Seneca will provide instant feedback to students on their responses to questions.

Extra-curricular and Supra-curricular

St. Julie's will continue to offer extra-curricular and super-curricular activities, where possible. The Performing Arts team will deliver several activities for students to take part in over the next few weeks. Alongside this, students will be able to engage in the Scholars Programme, The Brilliant Club, tuition programmes and The Girls' Network.

Guide to Remote Learning Services

Whilst we are delighted at the engagement of our students in remote learning, we recognise that things haven't been as smooth for everyone, particularly those struggling with unfamiliar systems. Further in this document, there is some detailed guidance for getting started with accessing the key services used by St. Julie's.

Some quick key points to bear in mind are:

- The VLE uses the same username and password that the students use to log onto a computer in school. The username is almost always two numbers (representing the year the student started at secondary school), then surname, then first name initial, so Jane Smith in Year 8 would be 18smithj.
- For email, the whole email address is used as the username, which is (for example) 18smithj@studentmail.stjulies.org.uk and the username is the same as that for the VLE.
- Educake and Maths Watch are separate services that use different usernames and passwords.
- When a password is genuinely forgotten you can request a reset by emailing passwords@stjulies.org.uk and that will reach a member of IT support staff.

www.mathswatch.co.uk

Daily tasks are set each week via MathsWatch for all Year 7-11 pupils. The site can be accessed via smart phones, PCs, laptops and tablets. Instant feedback is given via the MathsWatch website. We strongly recommend watching the pre-recorded video linked to each assignment before completing.

Mental health and wellbeing support

Access to services will be published in the weekly newsletter, including direct contact numbers for in-house and external support.

Mental Well-being Support.

Anxiety UK – Charity providing support if you have been diagnosed with anxiety

Phone: 03444 775 774 (mon to Fri 9.30am-5.30pm)

CALM – Campaign against living Miserably, for Men ages 15-35

Phone: 0800 58 58 58 (daily 5pm-midnight)

Mental Health Foundation – support for mental health concerns

<https://www.mentalhealth.org.uk/>

MIND – Meeting mental health needs

Phone: 0300 123 3393 (mon-Fri, 9.00am-6.00pm)

No Panic – support line for panic attacks and OCD

Phone: 0844967 4848 (daily 10.00am-10.00pm)

PAPYRUS – Suicide prevention team

Phone: 0800 068 4141 (mon – Fri, 10.00am – 5.00pm, 7.00pm -10.00pm, weekends, 2.00pm-5.00pm)

Rethink Mental Illness – supporting mental health all ages.

Phone: 0300 5000 927 (Mon -Fri, 9.30am-4.00pm)

Samaritans – supporting those experiencing feelings of despair

Phone: 116 123 (free 24 hour helpline)

CAMHS – CRISIS team for under 18 years old

Phone: [0808 196 3550](tel:08081963550) (24 hours)

Alder Hey CRISIS Team – supporting mental health and distress (24 hours)

Phone: [0151 293 3577](tel:01512933577).

Kooth Guidance for Adults

Kooth is a free, online self-referral counselling service for young people that has had some really positive feedback. The guide for adults, [available here](#), gives more information about the kinds of services that young people can access and explains about how the system works.

Covid Reporting

Please continue to review the [information sent out each week in the bulletin](#) about the importance of notifying the school immediately if your child tests positive for COVID-19. Please continue to contact the school in any of the normal ways - the main switchboard (0151 428 6421) during working hours; or reception@stjulies.org.uk or safeguarding@stjulies.org.uk for out of hours notifications. School has taken all reasonable steps to raise awareness of this.

If notified by email, please state the following:

Full name of child

Form Group

Date of birth

Home postcode

Date of symptoms starting

Type of symptoms

Date of positive test result

Any other positive cases in house

Any contact with another positive case.

This will help the Local Authority track the disease and ensure we are not contacting students who may be ill.

Attendance

We will continue to follow the same attendance procedures if your daughter is expected to be in school.

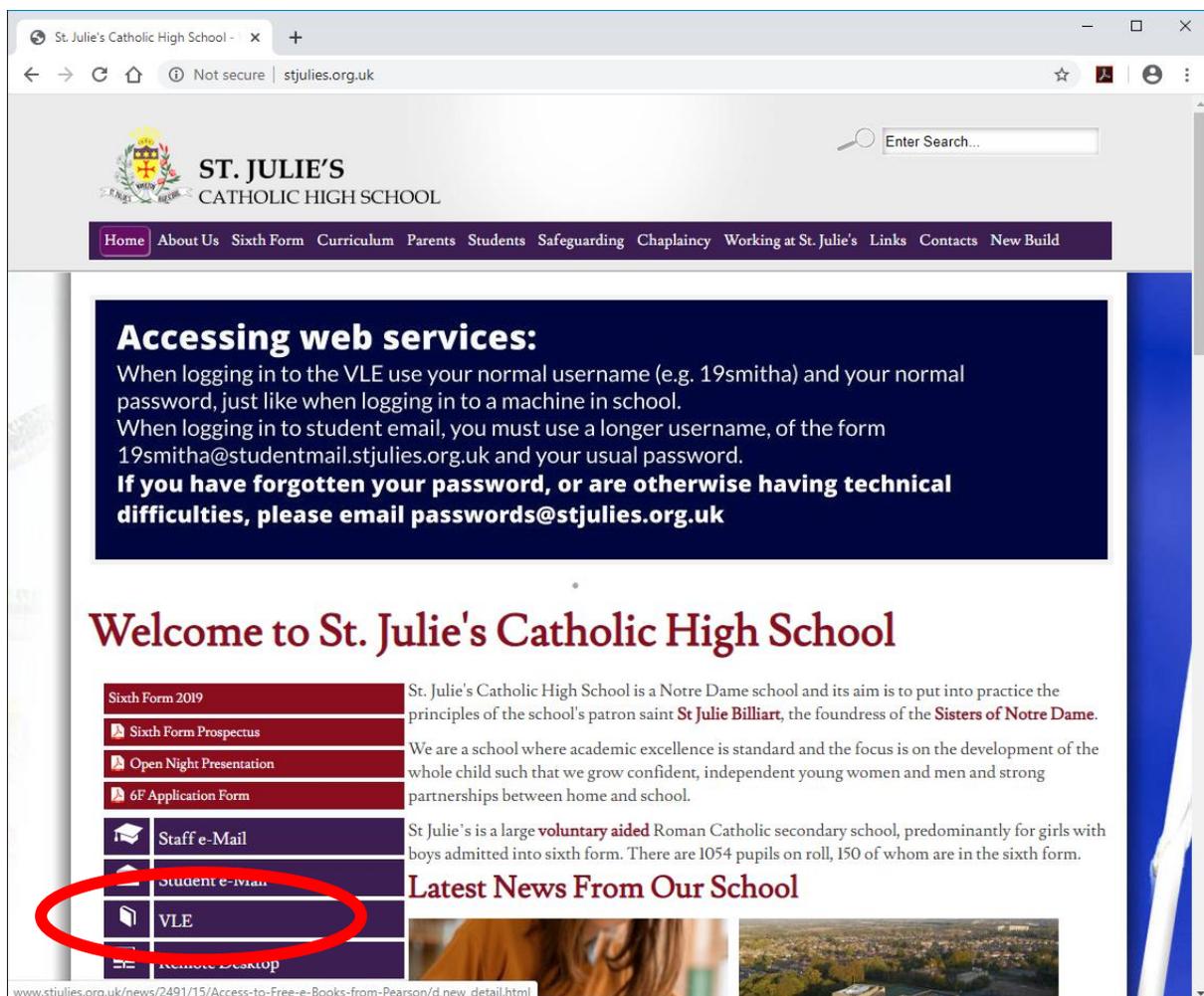
Accessing Remote Learning Resources at St. Julie's

This guide will give a quick introduction to logging into the VLE, accessing Microsoft Office online and school email, and accessing Microsoft Teams.

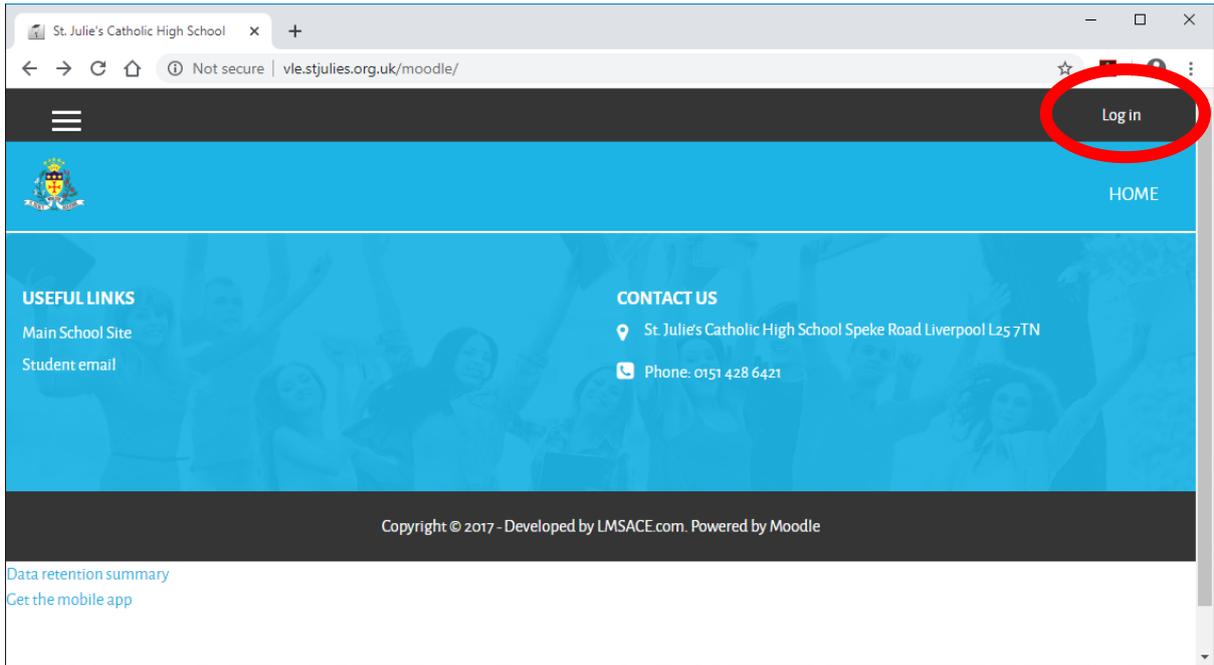
The most important tool for accessing remote learning resources is our school Virtual Learning Environment, or VLE.

At its most basic, the VLE can contain materials that your child can read and study, but the system also supports discussion forums in which the students can ask questions, and assignments which can be completed and submitted for assessment.

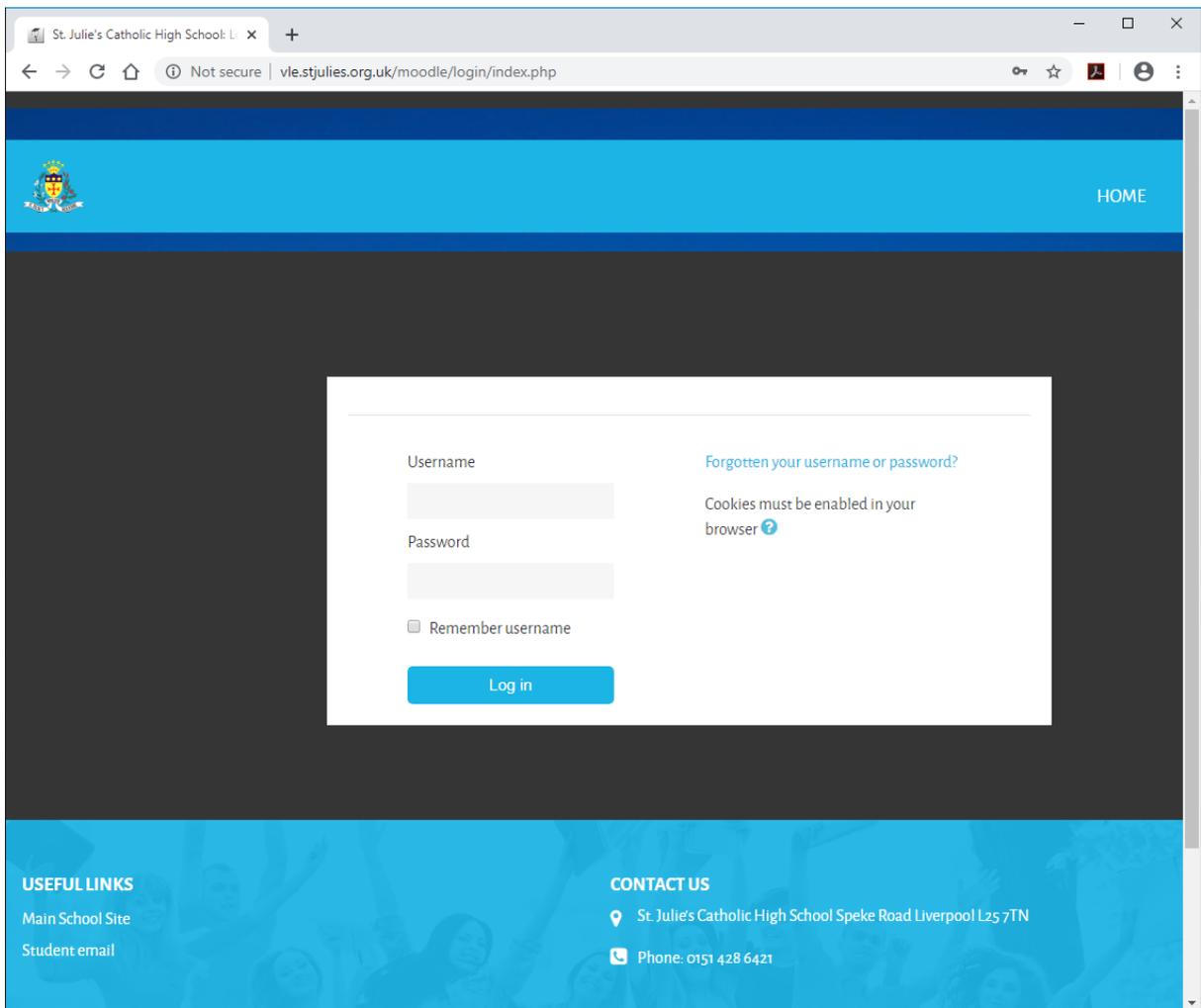
The VLE can be accessed from the link on the school website.



This link will open a new page showing the VLE, into which the student can then log in by clicking on the 'Log in' link:



This will then ask for a username and password:



It is important that the student uses the correct format of username and password. For logging into the VLE, the username and password are exactly the same as when logging into a computer in school.

Username have the format of two numbers, representing the year in which the student started secondary school, followed by their surname and then the initial of their first name. All letters are lower case, not UPPER CASE, and there are no @ symbols or . symbols.

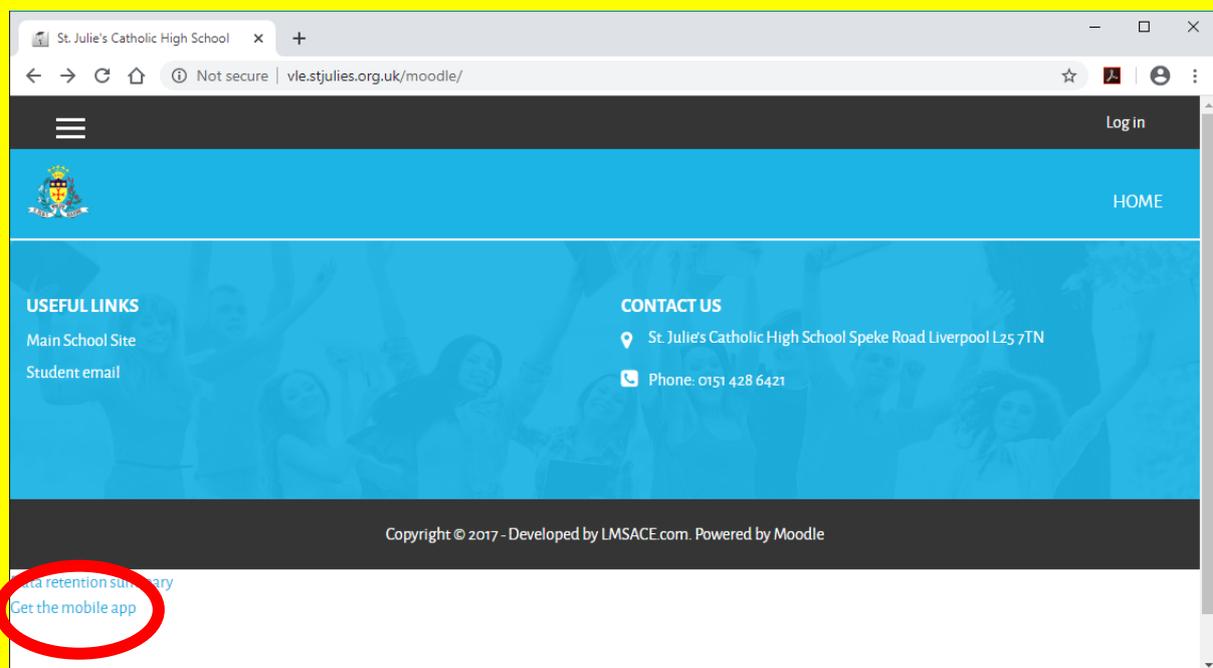
For example a student called Eva Brick in Year 9 would have started secondary school in 2018 and so her username is: 18bricke

There are some exceptions to this but they are infrequent. Students with apostrophes in their name (e.g. O'Rourke) would not have the apostrophes in their username (16orourkeg) and some students with very long or double-barrelled surnames may have their username slightly shortened. If this is the case then your daughter, who has been using this username every day in school, will know what her username is.

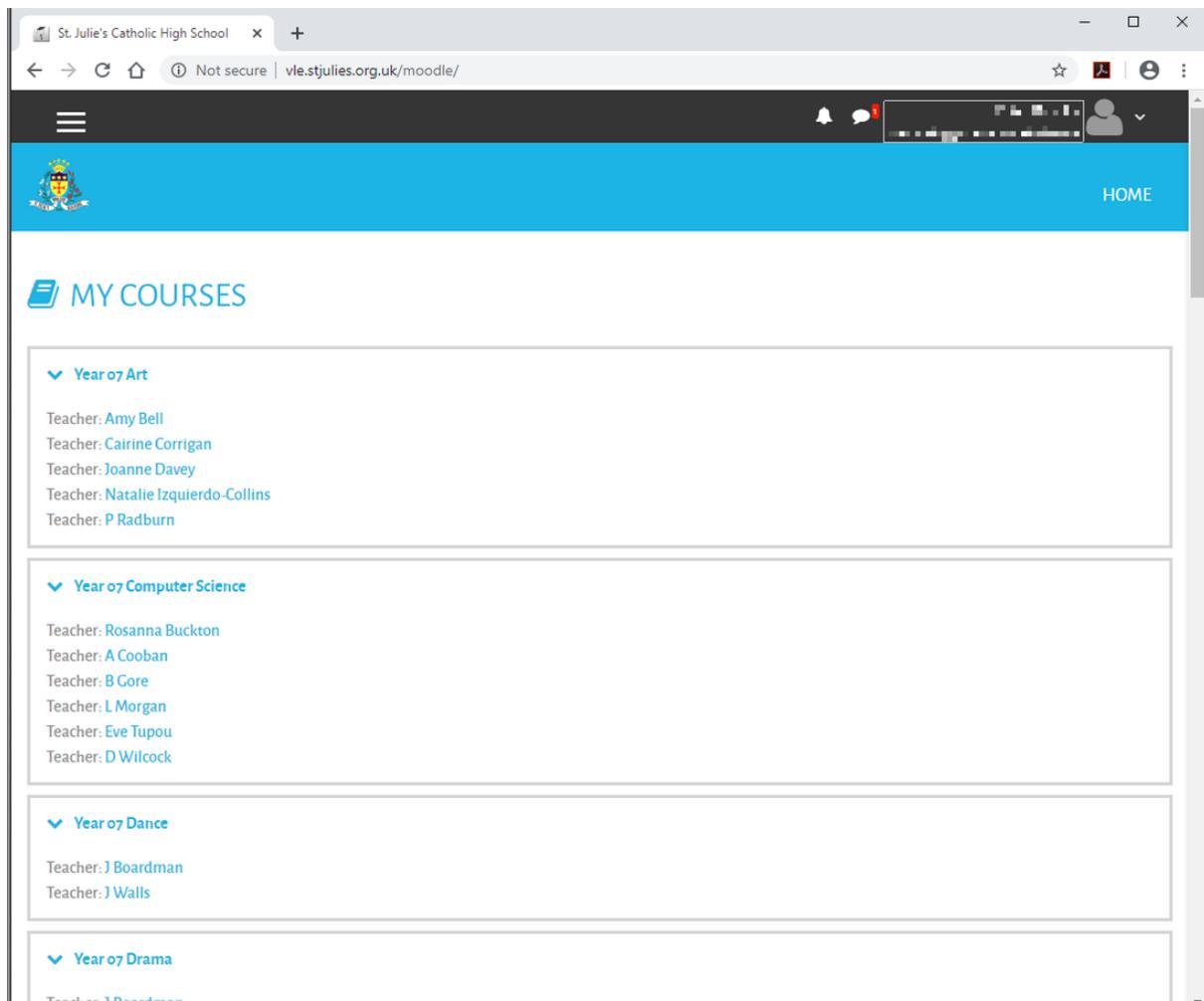
The password for each student is known only to them and is the same password they have been using in school every day. If they have definitely forgotten their password then you can email passwords@stjulies.org.uk to request a password reset.

Equipment – you don't need a PC!

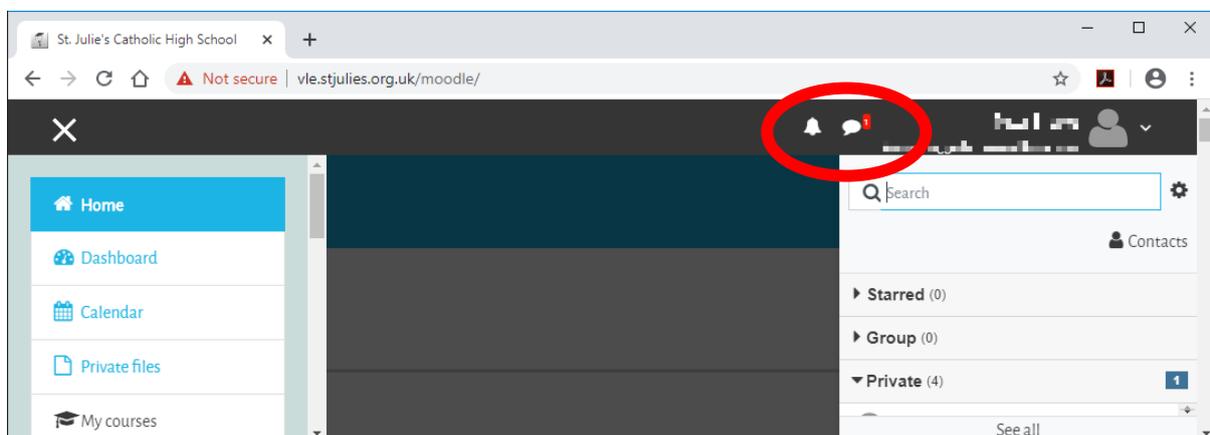
The VLE works well with desktop computers, laptop, tablets and smartphones. If you are using a tablet or smartphone you may find it easier to install the Moodle App. This is available on a link from the bottom of the page of the VLE:



Once the student is logged in to the VLE they will be presented with their home page which will show all of the courses that the student is enrolled in.



You can also see in this screen shot an icon near the top left of the page with three horizontal lines (sometimes called a hamburger icon) that displays the VLE menu. The VLE also has a messaging system through which the student can ask their teachers questions. This is reached by clicking on the speech bubble icon near the top of the screen.



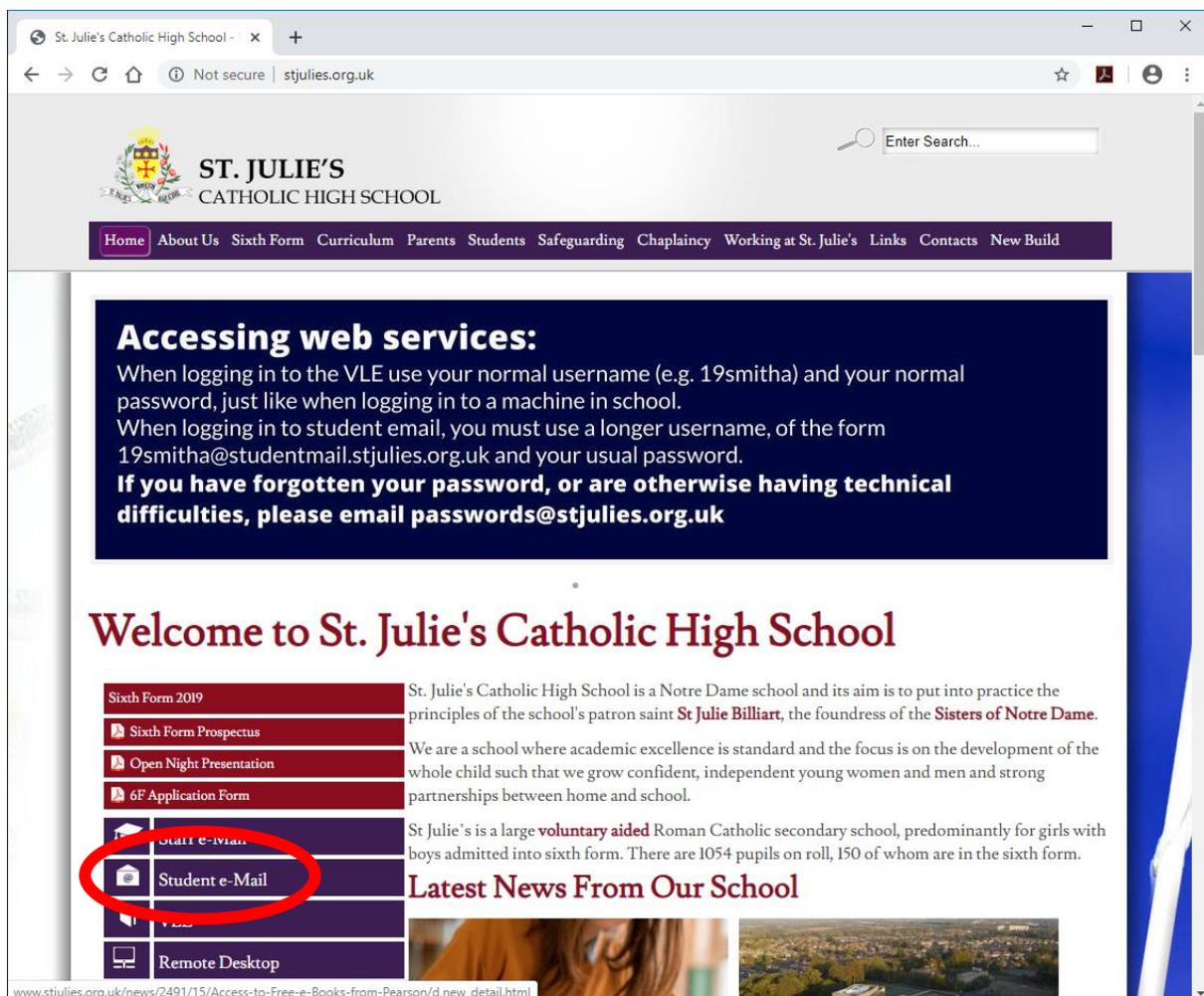
The messaging tool has a search bar right at the top into which the student can type their teacher's name to send a message asking a question.

The amount of material on the VLE will grow as teachers upload further resources during the coming weeks.

Installing and Using Microsoft Office

Some of the materials in the VLE are in Microsoft Office format and may not be viewable directly in the browser. All students are licensed to download and install the full Microsoft Office 365 suite on up to five machines. Every student also has access to Office 365 Online and Microsoft OneDrive.

The route to accessing all of this is through student email, which can be accessed from the link on the school website.

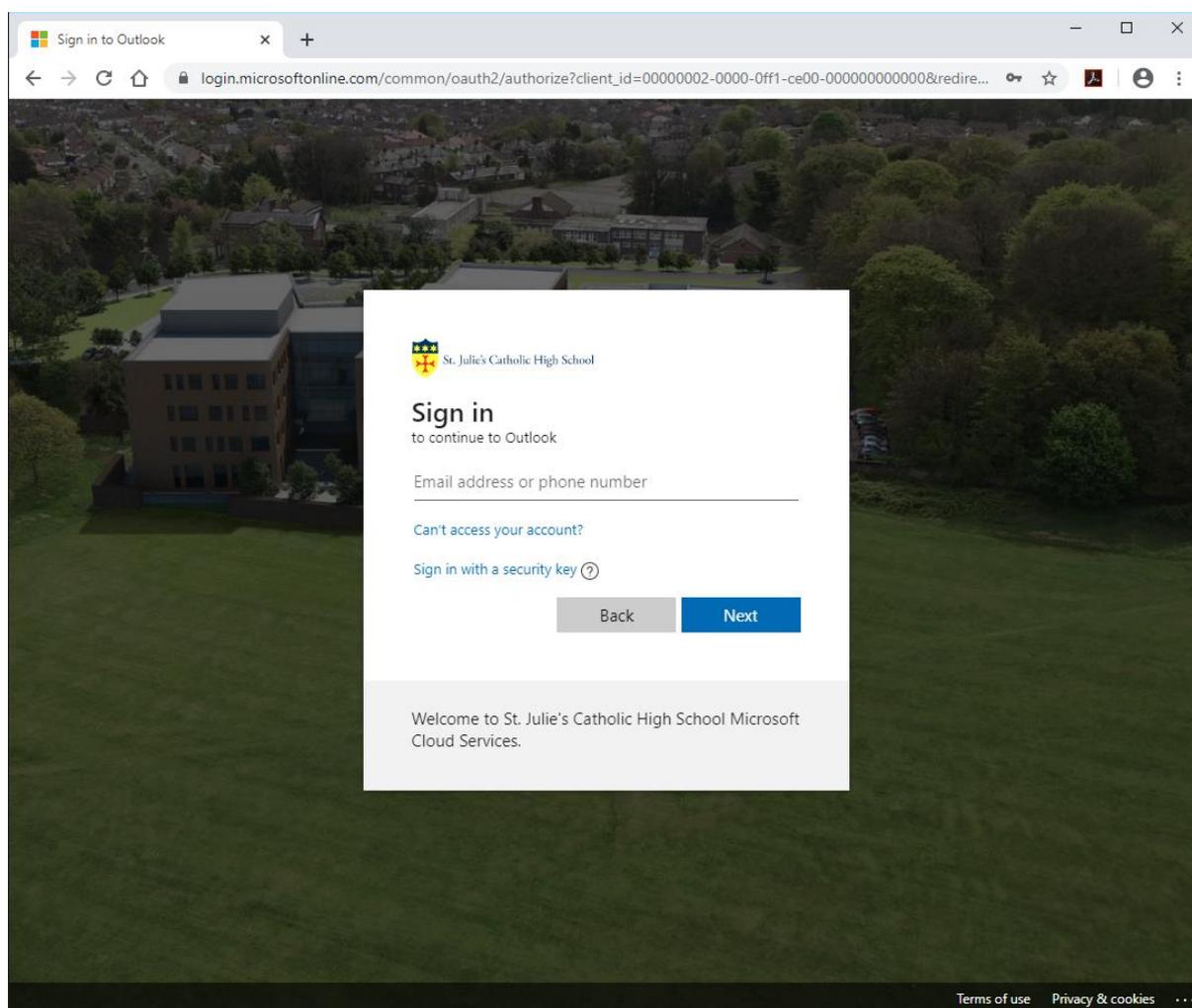


The screenshot shows the website for St. Julie's Catholic High School. The browser address bar shows 'stjulies.org.uk'. The school's logo and name are at the top left. A search bar is at the top right. A navigation menu includes: Home, About Us, Sixth Form, Curriculum, Parents, Students, Safeguarding, Chaplaincy, Working at St. Julie's, Links, Contacts, and New Build. A dark blue box contains the following text:

Accessing web services:
When logging in to the VLE use your normal username (e.g. 19smitha) and your normal password, just like when logging in to a machine in school.
When logging in to student email, you must use a longer username, of the form 19smitha@studentmail.stjulies.org.uk and your usual password.
If you have forgotten your password, or are otherwise having technical difficulties, please email passwords@stjulies.org.uk

Below this is a 'Welcome to St. Julie's Catholic High School' section. On the left, a list of links includes: Sixth Form 2019, Sixth Form Prospectus, Open Night Presentation, 6F Application Form, and Student e-Mail (circled in red). The main text describes the school as a Notre Dame school and a large voluntary aided Roman Catholic secondary school. A 'Latest News From Our School' section is partially visible at the bottom.

This will open the Microsoft sign in page:



The first thing that the student is required to enter is their email address. This is important to get right, and takes the form:

username@studentmail.stjulies.org.uk

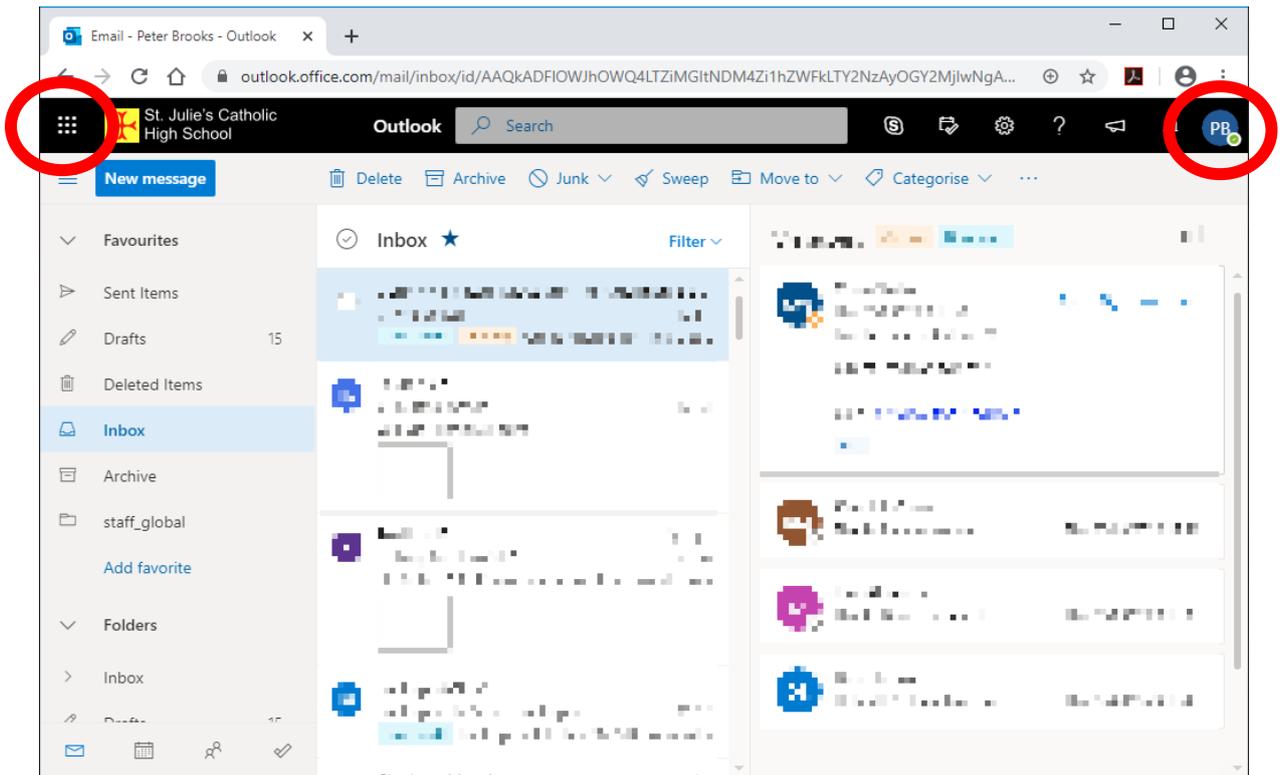
So, taking our example from earlier:

18bricke@studentmail.stjulies.org.uk

The student then needs to click on 'Next' and enter their password. This is the same password that they use to log into a computer in school and the same password that they use to access the VLE.

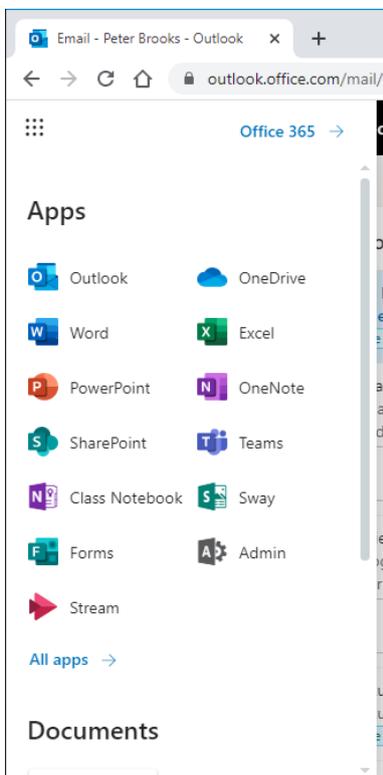
Again, if you have password problems please email passwords@stjulies.org.uk and we can help.

Once logged in, the student should see a screen showing their email inbox:



As well as email functionality, this screen allows the student to access other resources using the two areas highlighted above.

The square grid menu on the left shows all of the online Apps that are available to the student:



Clicking on any of the App icons will launch an online version of the application that requires no download and works directly in the browser. One of the Apps available is 'OneDrive' which allows files to be uploaded, stored, edited and where appropriate shared. Moving to the round icon on the right with the student's initials in, clicking on this icon offers some links including 'My account'. When the student clicks on this link they will be offered to opportunity to download and install the full Office suite on their computer at home with no charge.

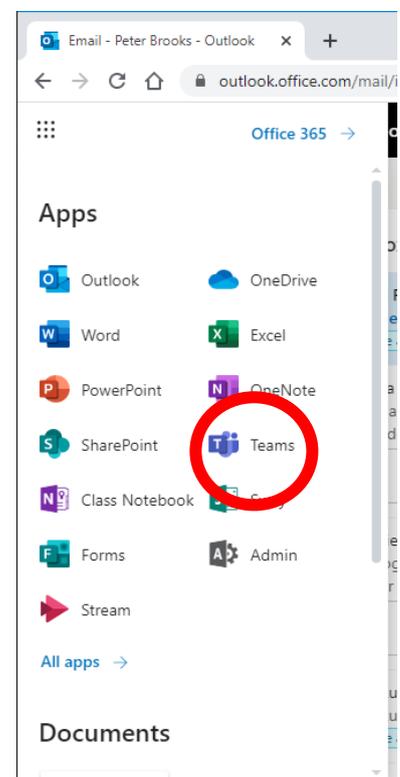
Microsoft Teams

Microsoft Teams is a platform for collaborative working, and in school we can use it in a similar way to a Zoom call. Generally, when a teacher sets up a live lesson the student will receive an email to their school email account letting them know when the lesson is taking place and providing a link that they need to click on to join the meeting.

The format of the lessons will depend on each teacher, but usually takes the form of the teacher showing their computer desktop which will have learning resources on it, and talking about what is on the screen at the time. By default, student microphones are muted, but the teacher can unmute students when asking questions or seeking feedback. Each meeting has a live text chat in which students can ask questions or seek clarification.

Teams meetings work on desktop computers, laptops, tablets and phones and though not required there is a Teams app that can be downloaded from your appropriate app store. Students do not require a camera or a microphone to be able to participate in Teams meetings.

To access the Teams app directly, follow the instructions on the previous page to access the online Apps menu and click on 'Teams'. If you have installed the full office 365 suite then the meeting link may pop up a message saying that the link is attempting to open an app. It is safe to allow this.



Adobe Reader

A lot of the material on the VLE is in Adobe PDF format. Many devices already have the software installed to open these files, but if required the software, which is completely free, is available here: <https://get.adobe.com/uk/reader/>

What about other services like Educake and Maths Watch?

Our science department are setting a lot of work through the Educake website. Our maths department make use of a service called Maths Watch. Problems with usernames and passwords for both of these services can now be resolved by emailing passwords@stjulies.org.uk

Please bear in that services like Educake and Maths Watch are facing unprecedented national demand and may be slower than usual.

Other Online Options

You have a number of other online learning options that require no usernames or passwords.

The Oak National Academy is a national VLE created by the DfE:
<https://www.thenational.academy/>

You can access a host of different materials at the Seneca Learning website:
<https://app.senecalearning.com/courses?Price=Free>

Thank You

Thank you to all parents and carers for your hard work and patience as we work through this difficult time.

COVID-19 (coronavirus) absence: A quick guide for parents / carers

What to do if...	Action needed	Back to school...
 <p>...my child has COVID-19 (coronavirus) symptoms*</p>	<ul style="list-style-type: none"> • Child shouldn't attend school • Child should get a test • Whole household self-isolates while waiting for test result • Inform school immediately about test results 	<p>...when child's test comes back negative and child is well enough</p>
 <p>...my child tests positive for COVID-19 (coronavirus)</p>	<ul style="list-style-type: none"> • Child shouldn't attend school • Child self-isolates for at least 10 days from when symptoms* started (or from day of test if no symptoms) • Inform school immediately about test results • Whole household self-isolates for 14 days from day when symptoms* started (or from day of test if no symptoms) - <i>even if someone tests negative during those 14 days</i> 	<p>...when child feels better, and has been without a fever for at least 48 hours</p> <p>They can return to school after 10 days even if they have a cough or loss of smell / taste. These symptoms can last for several weeks once the infection is gone.</p>
 <p>...somebody in my household has COVID-19 (coronavirus) symptoms*</p>	<ul style="list-style-type: none"> • Child shouldn't attend school • Household member with symptoms should get a test • Whole household self-isolates while waiting for test result • Inform school immediately about test results 	<p>...when household member test is negative, and child does not have COVID-19 symptoms*</p>
 <p>...somebody in my household has tested positive for COVID-19 (coronavirus)</p>	<ul style="list-style-type: none"> • Child shouldn't attend school • Whole household self-isolates for 14 days from day when symptoms* started (or from day of test if no symptoms) - <i>even if someone tests negative during those 14 days</i> 	<p>...when child has completed 14 days of self-isolation, even if they test negative during the 14 days</p>

* Symptoms include at least one of a high temperature; a new continuous cough; a loss of or change to your sense of smell or taste. See more at ¹

<https://www.nhs.uk/conditions/coronavirus-covid-19/symptoms/>

What to do if...	Action needed	Back to school...
 <p>...NHS Test and Trace has identified my child as a 'close contact' of somebody with symptoms* or confirmed COVID-19 (coronavirus)</p>	<ul style="list-style-type: none"> • Child shouldn't attend school • Child self-isolates for 14 days (as advised by NHS Test and Trace) – even if they test negative during those 14 days • Rest of household does not need to self-isolate, unless they are a 'close contact' too 	<p>...when the child has completed 14 days of self-isolation, even if they test negative during those 14 days</p>
 <p>...we / my child has travelled and has to self-isolate as part of a period of quarantine</p>	<ul style="list-style-type: none"> • Do not take unauthorised leave in term time • Consider quarantine requirements and FCO advice when booking travel • Provide information to school as per attendance policy <p>Returning from a destination where quarantine is needed:</p> <ul style="list-style-type: none"> • Child shouldn't attend school • Whole household self-isolates for 14 days – even if they test negative during those 14 days 	<p>...when the quarantine period of 14 days has been completed for the child, even if they test negative during those 14 days</p>
 <p>...we have received advice from a medical / official source that my child must resume shielding</p>	<ul style="list-style-type: none"> • Child shouldn't attend school • Contact school as advised by attendance officer / pastoral team • Child should shield until you are informed that restrictions are lifted and shielding is paused again 	<p>...when school / other agencies inform you that restrictions have been lifted and your child can return to school again</p>
 <p>...I am not sure who should get a test for COVID -19 (coronavirus)</p>	<ul style="list-style-type: none"> • Only people with symptoms* need to get a test • People without symptoms are not advised to get a test, even if they are a 'close contact' of someone who tests positive 	<p>...when conditions above, as matching your situation, are met</p>

For further information:
gmhscp.contacttracing@nhs.net
gov.uk/backtoschool