



HAZELWOOD
INTEGRATED COLLEGE

REMOTE LEARNING GUIDE

FOR STUDENTS AND PARENTS

January 2022

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HOW TO LEARN FROM HOME

6 Good Habits to Get Into



1

Prioritise school work along with self-care.

2

Create a To-Do list at the start of the week for some added structure.

3

**Don't spend all day in bed!
Adjust your body clock to a healthy cycle.**

4

Make sure you're getting all the nutrients you need and drinking enough water.

5

Get some exercise and fresh air at least once a day to rejuvenate your body and brain.

6

Socialise with your friends via video call and work together to achieve your goals.

PASTORAL STRUCTURE & CONTACT DETAILS

Junior School Vice Principal: Mr G. Brennan	
Year 8	Head of Year Mrs C. Hill
Year 9	Head of Year Mrs M. Robb
Year10	Head of Year Mr D. Millar

Senior & Upper School Vice Principal: Mrs Á. Leslie	
Year 11	Head of Year Mrs J. Quinn
Year 12	Head of Year Mr S. McGlennon
Year 13	Head of Year Mrs G. Moore
Year 14	

CONTACT THE COLLEGE

Telephone: 028 9077 4202

Email: mail@hazelwood.belfast.ni.sch.uk

Parent Feedback: www.hazelwoodcollege.co.uk/parent-feedback

PUPIL EXPECTATIONS

When learning online, you are expected to conduct yourself according to the College's expectations.

- 1) Log into Google Classroom daily
- 2) Sign into Google Classroom using your username123@c2ken.net
- 3) Complete all assignments to the best of your ability by the deadline set
- 4) Abide by the accepted standards of the College and don't post, or engage in, any inappropriate language or activity
- 5) Don't share our school passwords with anyone outside the College

Please follow the points below for online learning rules:



Be online/contactable during school hours, 9:10 am to 3:30 pm, via online platforms/school email.

Follow your school timetable as best you can for online learning – logging into each subject classroom for the designated period on your timetable.

Complete work to the deadline set by your teachers and to the best of your ability.



If you need clarification or help with work, remember to ask your teacher, just as you would in a physical classroom.

There will be a wide range of learning tasks and activities during remote learning. Some will require a quick and immediate response, others may require your focus for a few days, and some may be longer term projects. You must manage your time effectively to ensure that all work is completed on time, all work is given adequate time and that you are not additionally stressed because of poor time management.



If you need help outside of the classroom, use the appropriate communication channels, namely your Head of Year or Form Tutor.



If you are emailing members of staff, you must do so using your c2k email address. Teachers are only contactable during school hours, 9:10 am to 3:30 pm



Alert teachers in a timely manner if you are not able to complete work.



Follow appropriate netiquette while participating in online forums.

Remember, the same standards of behaviour, communication and work ethic apply in an online classroom.

PARENT INFORMATION

- 1) Encourage and support your child to log into Google Classroom daily and complete their assigned work
- 2) Help your child develop a routine and appropriate working conditions
- 3) For safeguarding purposes, parents must not join the classrooms from their own email accounts
- 4) If a query arises, please contact the school office who will contact the relevant member of staff
- 5) We ask that you make the school aware of any sickness or absenteeism
- 6) **We welcome questions or feedback from parents/ guardians and would ask that you contact our Office or use our Parent Feedback form at:**

www.hazelwoodcollege.co.uk/parent-feedback



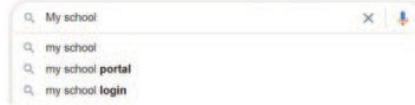
ACCESSING WORK ONLINE

Accessing Your My School Account at Home:

Click on your Internet Browser

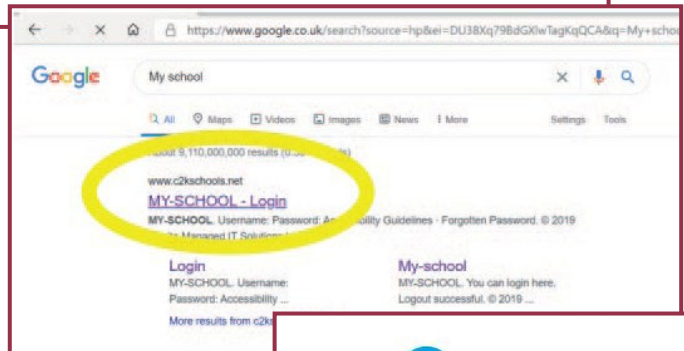
Search for My School

Click on the first result that appears

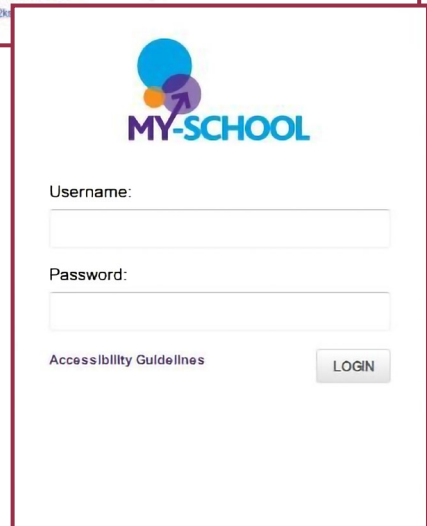


TOP TIP:

Add this site to your favourites – it will make it easier to find.



Enter your school Username and Password

A screenshot of the MY-SCHOOL login page. At the top, there is a logo consisting of three overlapping circles (blue, orange, and purple) with the text 'MY-SCHOOL' below it. Below the logo, there are two input fields: 'Username:' and 'Password:'. Below the 'Password:' field, there is a link for 'Accessibility Guidelines'. At the bottom right, there is a 'LOGIN' button.

ACCESSING WORK ONLINE

You will now see your school dashboard with all the apps you need to the right hand side.

The screenshot shows the Hazelwood College MY-SCHOOL dashboard. The header is purple with the school name and navigation links: Visit School Website, Customise, Cookies, Privacy, Help, and Log out. Below the header, there's a 'MyHome' button and a '+ New Tab' button. The main content area is divided into several sections:

- C2k Exchange Feeds:** A list of alerts including a new service desk phone number, a message from the PHA COVID Team, and an extension on new draft SEN Regulations.
- Clock:** Displays the current date and time: Monday 18 January 2021.
- Google Search:** A search bar with the Google logo.
- Weather:** A section for weather updates, currently showing an error: 'RetrieveCurrentWeather failed. The remote server returned an error: (504) Gateway Timeout.'
- Non-Teaching Staff:** A section for staff profiles, currently showing a placeholder for a user.
- Launch:** A grid of application icons including Google Classroom, Office 365, EA Services for Schools, Collaborate Ultra, C2k Media Library, Supporting Learning - TPL, MyFiles, My Apps, and C2k NewsDesk.
- My Favourites:** A section for favorite applications, currently empty.

The main apps you will use at home are:

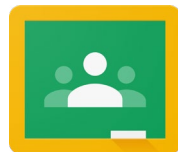
Office 365



My Files



Google Classroom



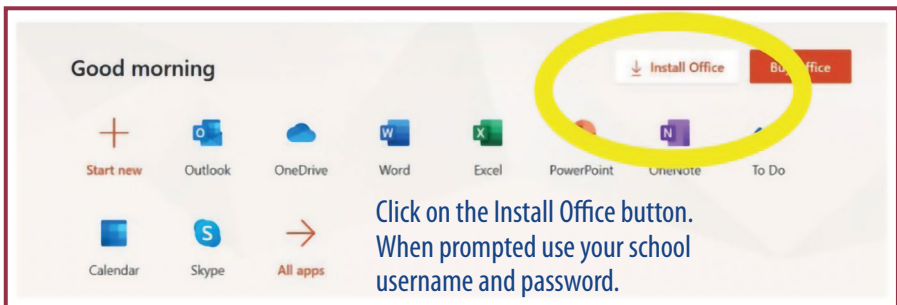
DOWNLOADING OFFICE 365 FOR HOME USE:

You can download a **FREE** copy of all the Office software you will need to use while working from home.

Click on the Office 365 logo.

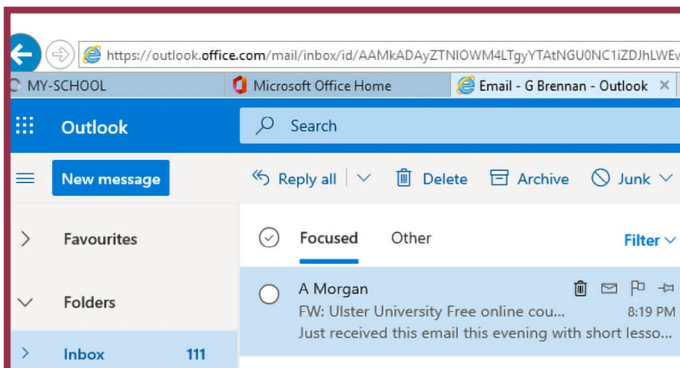
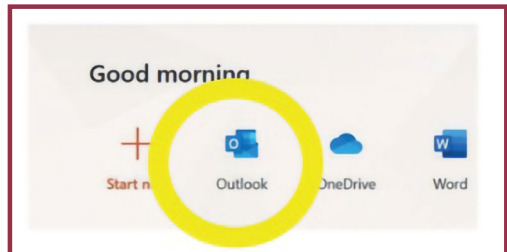
You will now see this window:

Your school email address will be: username123@c2ken.net



Accessing Email

To access your school email click on Outlook.



You will now see this window:

To view your message just click on the email and the text will appear.

Be smart ^{on} the internet

S

SAFE Keep safe by being careful not to give out personal information when chatting or posting online. Personal information includes your email address, phone number date of birth and password.

M

MEETING Meeting someone you have only been in touch with online can be dangerous. Only do so with your parents' or carers' permission and even then only when they can be present. Remember, online friends are still strangers even if you have been talking to them for a long time.

A

ACCEPTING Accepting emails, IM messages, or opening files, pictures or texts from people you don't know or trust can lead to problems – they may contain viruses or nasty messages!

R

RELIABLE Someone online might lie about who they are, and information on the internet may not be true. Always check information with other websites, books or someone who knows.

T

TELL Tell your parent, carer or a trusted adult if someone or something makes you feel uncomfortable or worried, or if you or someone you know is being bullied online. You can report online abuse to the police at www.thinkuknow.co.uk



ZIP IT

Keep your personal stuff private and think about what you say and do online



BLOCK IT

Block people who send nasty messages — and don't open unknown links and attachments



FLAG IT

Flag up with someone you trust if anything upsets you or if someone asks to meet you offline

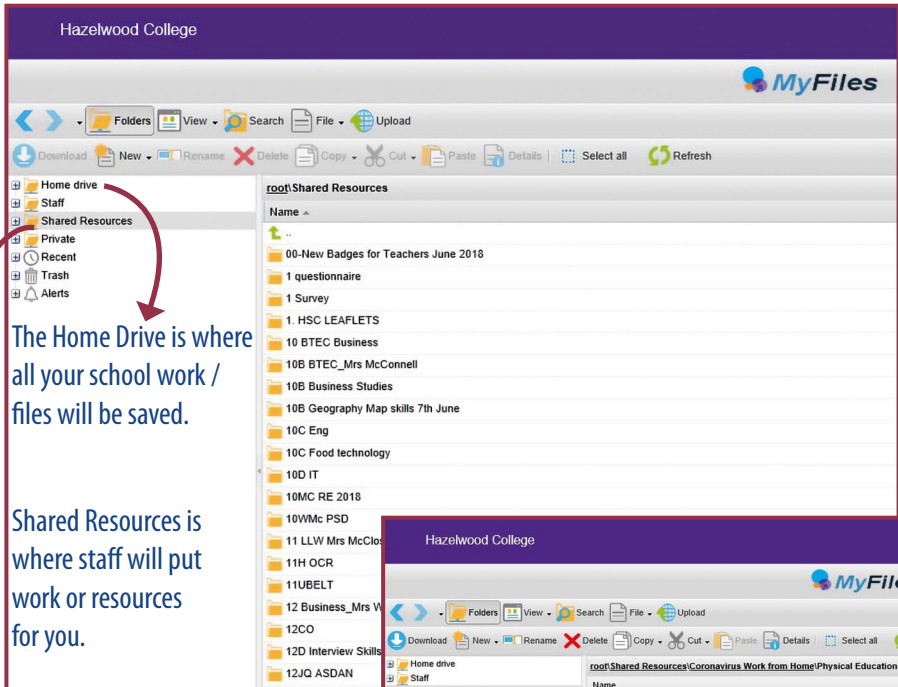
MY FILES

Click on the MyFiles logo.

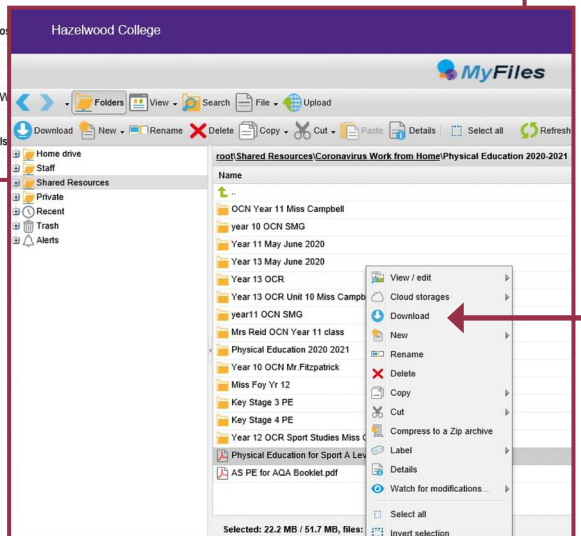


You will now see this window appear:

Downloading Documents:



To access any of your school work, double-click on the folder you have saved the work in. Once you have found the document you are looking for double-click and select download:



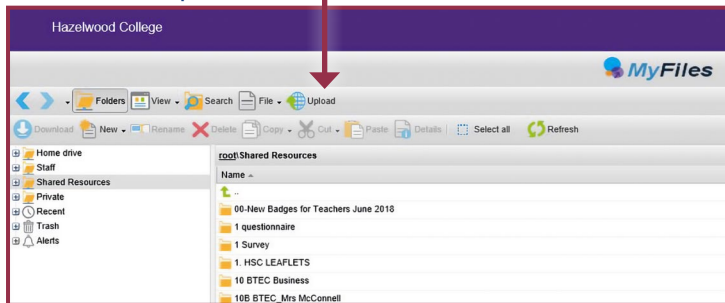
MY FILES

You must save the document to your own device before you make any changes to it.

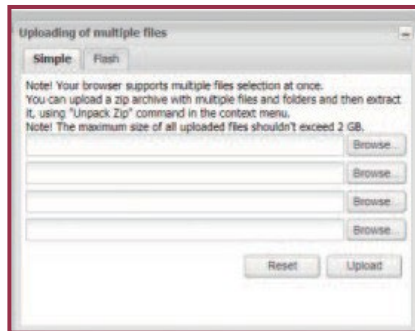
Once you have completed your work save the changes and then upload them to your school home drive.

Uploading Documents:

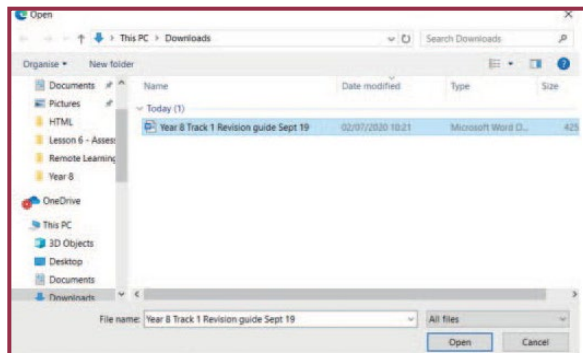
Click on the upload button



Then click on browse:



Navigate to the file you want to upload and click on open:



Then click on upload.

GOOGLE CLASSROOM

TOP TIP:

When you first download or use Google Classroom it is important that you use your c2k email address to set it up — for example: *username123@c2ken.net*

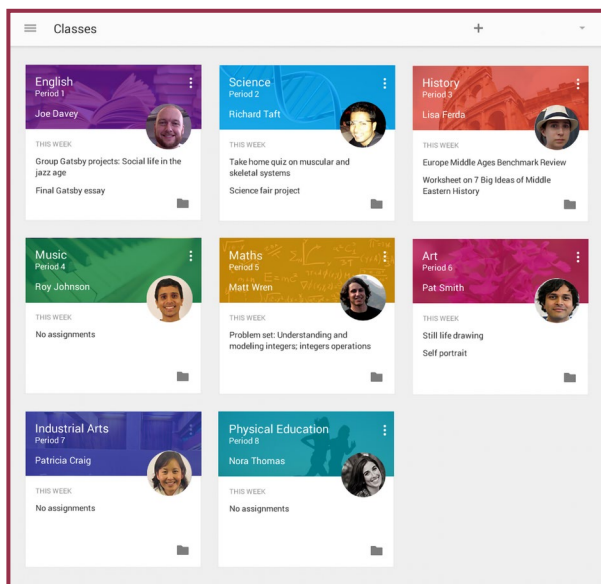


Joining a Classroom

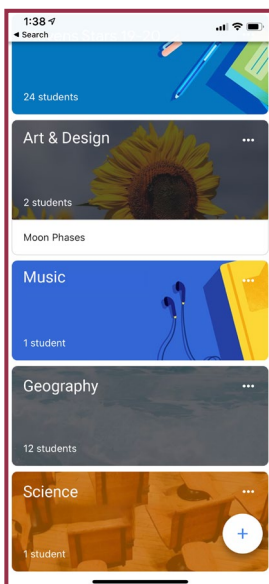
To join a classroom your teacher will either send you an email with a joining link or give you a classroom code. If you are using a code you must make sure that you use your c2k email to join.

Once you have joined you will see all the classes you are part of.

Laptop or desktop computer view



Mobile device view

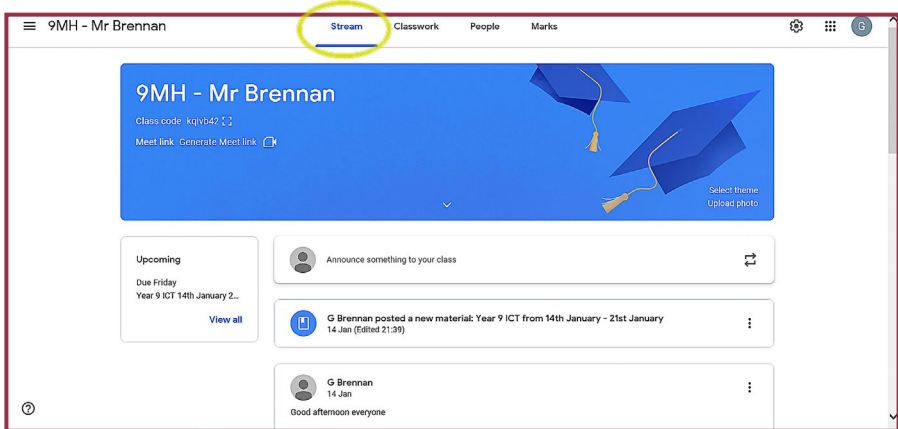


GOOGLE CLASSROOM

Viewing Work

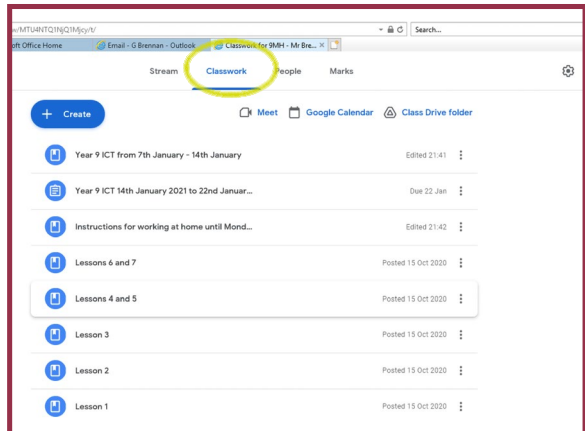
Click on the class you want to view work for, you will see the window:

The **Stream** window is where you will find the latest announcement from your class teacher and other class members.



To view your Classwork you need to click on the **Classwork** tab.

Here you will find instructions to any tasks and any assignments that need completed. It is important that you try to submit your assignments on time – the **Due Date** will appear here beside the instructions.

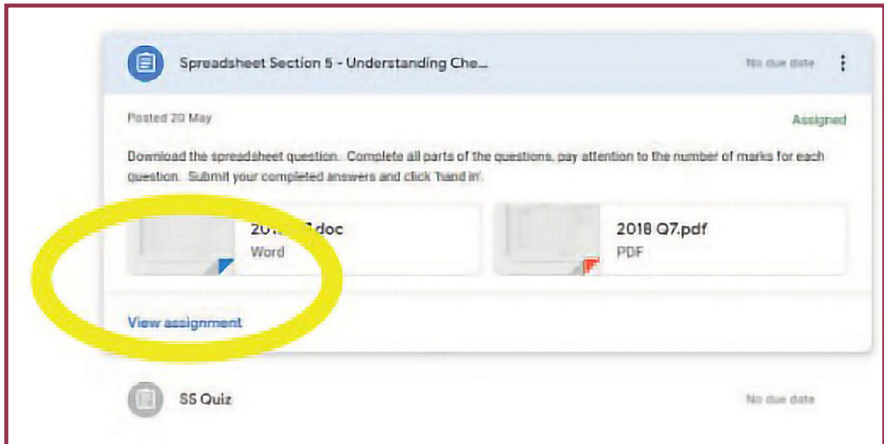


GOOGLE CLASSROOM

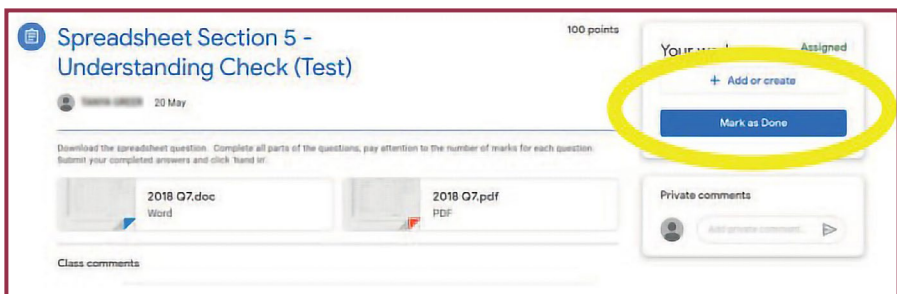
Submitting Work

To submit completed work, you must follow the instructions given by your teacher. If they require a document to be uploaded – follow these steps:

Read the instructions then open the document. Click on view assignment.



Once you have completed the task you need to click on **Mark as Done** AND **Add or Create**

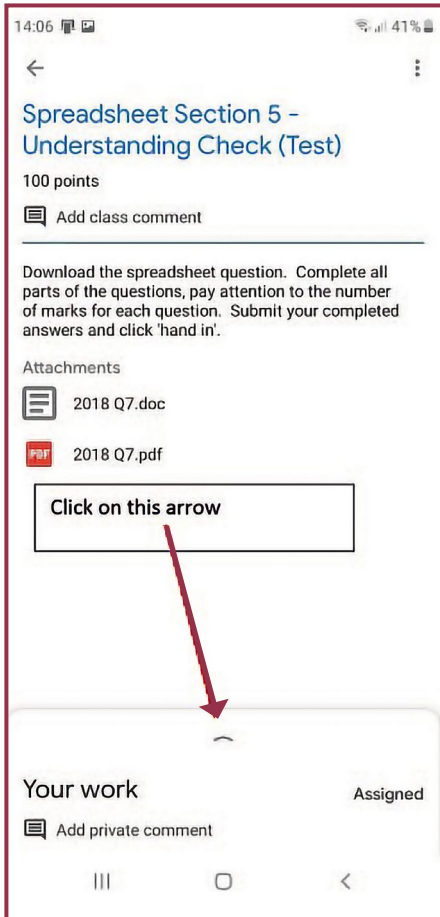


You can add a private comment to let your teacher that your work has been up- loaded or to ask a question.

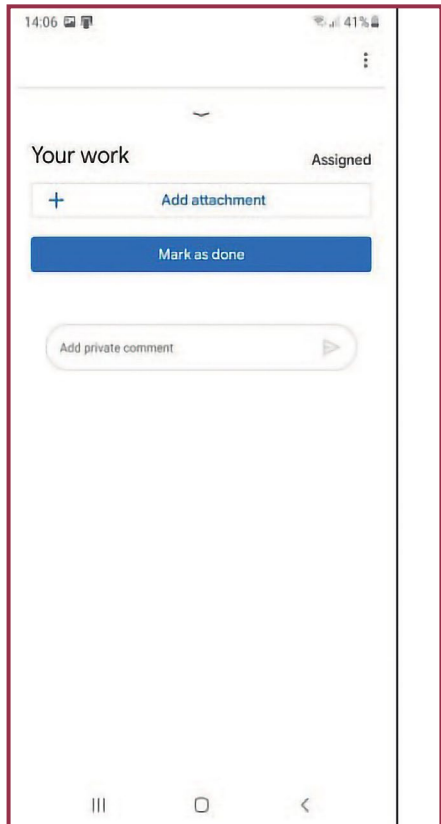
GOOGLE CLASSROOM

Submitting work using a mobile phone

The same process is completed if you are using a mobile phone or tablet however there is a slight change. Once you have viewed and completed the task:



This screen appears, you just submit your work the same way.



ACCESSING WORK VIA GAME CONSOLES

Pupils can also access their My School account via Xbox and PlayStation consoles if they have access to them.

These devices have built-in web browsers. The “www” browser on PlayStation, or the Microsoft Edge browser on Xbox, should first be launched on the chosen platform.

Pupils can at this point follow the steps from page 6 as normal to access My School and navigate through files and key packages to facilitate online learning.

To access Google Classroom, pupils can type classroom.google.com into the browser’s URL bar and then use their username123@c2ken.net email address and password to login.

Everything described above can be undertaken using a console controller, but another option is to attach a USB keyboard if available to assist with typing.



POINTS TO REMEMBER!

Please find below some advice to help you when learning at home:

- 1.** Remember that it will take time to get used to new ways of working. Be patient with yourself as you make the adjustment. Your friends will be in the same situation. Consider who you should talk with if you need help or advice and what support you could give to others.
- 2.** Create the best learning environment you can. Find a space away from others if this is possible. Unless you need to use your mobile phone to access school work, you should put your mobile away and avoid social media during the school day (9:10 am to 3:30 pm).
- 3.** Follow your timetable so that your day is structured. Take a break during normal 'break' and 'lunch' times. Also schedule in regular breaks—focus hard for your allocated work time and take regular short breaks to switch off. This will help you to stay focused.
- 4.** Try to plan ahead and stay organised. Make a list of any deadlines/work due and ensure that you are submitting work on time.
- 5.** Stay connected and arrange regular contact with friends and family remotely. Make the most of free technology including video chat apps to help you.
- 6.** Stay connected to school. Stay in touch with your school friends and teachers. There is help and support available if you need it.
- 7.** Stay active. Take walks and engage in regular exercise.
- 8.** Remember that you should simply focus on doing your best— that is all anyone expects from you!



Some teachers may ask you to take part in a live lesson. If this is the case, make sure you are in a quiet place, free from interruption and background noise.

Always remember to conduct yourself in a suitable manner as you would if you were in a face-to-face lesson.

WELLBEING

Remember that support and advice is available for students during remote learning.

Please note that our Family Works counselling service is available. If you would like to receive online/ telephone counselling, please contact your Head of Year. Alternatively you can make a referral yourself through the following link www.familyworksni.com

Find below links available on our school website which will provide further advice and support on online safety and mental health and wellbeing:

Websites

<https://email.nspcc.org.uk/q/11mHuvu4ckaZethXsrxrhybd/wv>

The NSPCC are also offering tips for online safety and in particular social media. (NetAware)

www.thinkuknow.co.uk/professionals/

ThinkUKnow Online Safety Packs

www.aware-ni.org/covid-19-support

Looking after your mental health and wellbeing throughout the pandemic

www.mindwisenv.org/info-support/covid-19/

Coronavirus and mental health

Family Support Hub (Upper North Belfast)

www.familysupportni.gov.uk/Service/5256/family-support/family-support-hub-upper-north-belfast--belfast

or <https://tinyurl.com/y56p8awe>

The Vine Centre, 193 Crumlin Road, BT14 7AA Telephone: 028 9035 1020

WELLBEING

YouTube Videos

www.youtube.com/watch?v=vCL63SlhPmU

How to recognise signs of poor mental health and provides self-help tips and ideas to improve your wellbeing.

www.youtube.com/watch?v=SphLG0znXd4

How you can look after your mental health during lockdown

www.youtube.com/watch?v=VXHgUWnOo68

Take 5 steps to wellbeing

www.youtube.com/watch?v=u-oBEgk4nzM

Simple steps that we can implement into our lives that can make a big difference to our mental health





CALL OUR HELPLINE (028) 9182 0341

**IT'S TIME TO
TALK.**

Helpline Open 9am - 2pm, Mon - Fri.
www.familyworksni.com

 **FAMILYWORKS**

FREQUENTLY ASKED QUESTIONS

Where do I find the latest information about E-learning?

Please use our website and social media pages
Website: www.hazelwoodcollege.co.uk
Facebook: www.facebook.com/hazelwoodcollegeofficial

What do I do if I've forgotten my c2k password?

You can reset your c2k password using this link:
<https://services.c2kni.net/ums/>
or contact the office at 028 9077 4202

How should I structure my day to work effectively from home?

Follow your timetable as normal. Each class teacher will have set work online for you to complete.

How can I ask my teacher a question?

In Google Classroom, you can write on the Stream or send your teacher a private message.

How do I know when a teacher has set work?

Check Google Classroom daily to ensure you are keeping up with any work set throughout the day.

How do I know if I have feedback from my teacher?

If you submit work to your teacher in Google Classroom they may give you feedback. You will see teacher comments on the work that they have returned to you.

Can I contact my Head of Year if I need to discuss something in confidence?

You can phone the College office at 028 9077 4202 and ask for your child's Head of Year to contact you.

If I am ill, am I expected to complete work?

You are expected to complete work from home if you are healthy enough to come to school under normal circumstances.

If I contact my teacher, should I expect an immediate reply?

No. Your teacher will get back to you as soon as they can/ They may still be teaching and will reply when they have time. Remember you may only contact teacher during school hours, namely 9:10 am–3:30 pm.