

### Information for students and parents/carers during the College closure.

Whilst the College is closed staff will set work on a weekly basis and it is the expectation that students should complete the work at home.

From Monday 23<sup>rd</sup> March, the College will be open only for certain students. These are identified by the Government as those where at least one of the parents/carers is a key worker\*, or if the student is classed as vulnerable. A timetable of provision will be in place in the College to cover a range of subjects and recreational activities. ***The government have stressed however that if it is at all possible for children to be at home, then they should be.***

All other students should not come onto site, but work from home using online material provided by the College as detailed below.

For simplicity, Years 7 to 9 should follow this timetable:

Year	Monday	Tuesday	Wednesday	Thursday	Friday
7	English French/Spanish	History RE	Maths Art/Music/Drama	Geography Technology	Science Computing
8	History RE	Maths Art/Music/Drama	Geography Technology	Science Computing	English Spanish
9	Maths VAPA options	Geography Technology	Science Computing	English Spanish	History RE

Years 10 to 13 should follow their normal timetabled lessons as close as possible.

Staff will place work on HWDiary or Google Classroom, whichever is the standard way of working for that class. HWDiary tends to be used with Years 7 to 9 and Google classroom with older year groups. Staff have been asked to clearly title the work.

We would also encourage students to read on a daily basis.

It is expected for most activities that students submit their completed work online via Google Classroom, email it to the teacher, or tick to say it is complete on HWDiary.

Students have one username and password which gives them access to the College network and this can be used to access HWDiary, Google Classroom and College email.

[HWDiary:](#) College username and College password

[Google Classroom:](#) username@helston.cornwall.sch.uk and College password

[College email:](#) College username and College password

College staff will be able to reset a password if needed. In order to do this please contact [password@helston.cornwall.sch.uk](mailto:password@helston.cornwall.sch.uk). **This request must come from a parent email address that we have on the system.** It will take approximately 30 minutes for a change of password to update to Google Classroom and HWDiary.

Teachers will be asked to monitor the online submissions and check their emails throughout the week.

Students should use their College email address and not their personal address if they need to contact staff. They can access their College email address by following this [link](#).

If students need word processing or presentation software they can use any of the following:

- Google Docs: **This is the preferred method.** Students log in with their College email address and password. Work produced in this way remains within our College Google domain and can be shared easily with teachers. <https://docs.google.com/>
- Libre office: <https://www.libreoffice.org>
- Open office: <https://www.openoffice.org>
- Office 365 <https://www.microsoft.com/en-gb/education/products/office> Students will need to sign up with a valid school email address.

For students who do not have IT facilities at home which are suitable to complete the work, parents/careers can request a pack of printed work from reception via telephone (01326 572685) or email ([enquiries@helston.cornwall.sch.uk](mailto:enquiries@helston.cornwall.sch.uk)). Please let us know which Year Group you require work for and we will arrange a convenient day and time for you to pick the work up.

My very best wishes during this difficult time.

Wayne Jenkins  
Headteacher

**This document is up to date as of....20/3/20**

\*The Government defined key workers are the following:

### **Health and social care**

This includes but is not limited to doctors, nurses, midwives, paramedics, social workers, care workers, and other frontline health and social care staff including volunteers; the support and specialist staff required to maintain the UK's health and social care sector; those working as part of the health and social care supply chain, including producers and distributors of medicines and medical and personal protective equipment.

### **Education and childcare**

This includes nursery and teaching staff, social workers and those specialist education professionals who must remain active during the COVID-19 response to deliver this approach.

### **Key public services**

This includes those essential to the running of the justice system, religious staff, charities and workers delivering key frontline services, those responsible for the management of the deceased, and journalists and broadcasters who are providing public service broadcasting.

### **Local and national government**

This only includes those administrative occupations essential to the effective delivery of the COVID-19 response or delivering essential public services such as the payment of benefits, including in government agencies and arms length bodies.

### **Food and other necessary goods**

This includes those involved in food production, processing, distribution, sale and delivery as well as those essential to the provision of other key goods (for example hygienic and veterinary medicines).

### **Public safety and national security**

This includes police and support staff, Ministry of Defence civilians, contractor and armed forces personnel (those critical to the delivery of key defence and national security outputs and essential to the response to the COVID-19 pandemic), fire and rescue service employees (including support staff), National Crime Agency staff, those maintaining border security, prison and probation staff and other national security roles, including those overseas.

### **Transport**

This includes those who will keep the air, water, road and rail passenger and freight transport modes operating during the COVID-19 response, including those working on transport systems through which supply chains pass.

### **Utilities, communication and financial services**

This includes staff needed for essential financial services provision (including but not limited to workers in banks, building societies and financial market infrastructure), the oil, gas, electricity and water sectors (including sewerage), information technology and data infrastructure sector and primary industry supplies to continue during the COVID-19 response, as well as key staff working in the civil nuclear, chemicals, telecommunications (including but not limited to network operations, field engineering, call centre staff, IT and data infrastructure, 999 and 111 critical services), postal services and delivery, payments providers and waste disposal sectors.