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# STONYHURST ANYWHERE

## Stonyhurst College

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Virtual Learning  
Guidelines for Pupils and Parents

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# Table of Contents

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Foreword	Page 3
The Stonyhurst College Virtual Learning Plan	Page 4
Technology	Page 5-10
Online Learning Guidelines for Pupils and Parents	Page 11-12
General Expectations and Key Features	Page 13-14
Information for Pupils Virtual School Day – Quick Guide	Page 15
Guidelines for Online Lessons	Page 16-17
Co-curriculum	Page 18
Safeguarding Policy Update	Page 19
Key Contacts	Page 20



# Foreward

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Welcome to Stonyhurst Anywhere – the online platform that delivers a Stonyhurst Jesuit education wherever you are.

Stonyhurst Anywhere is a bespoke approach to educational experience and Ignatian formation.

The Jesuits are renowned for being at the cutting edge of education. Stonyhurst has been working through online and blended learning with fellow Jesuit schools around the globe over the past two years. Since the start of the academic year we have structured our teaching to ensure that there would be full continuity of learning in the event with which we are now faced.

Stonyhurst Anywhere contains a blend of live academic lessons, pastoral sessions, tutorials, meetings, talks, resources and tasks. All live lessons will also be recorded for those who, due to time zone challenges are unable to attend live lessons. This will also allow for all pupils to look back at these lessons for revision or consolidation of their learning.

The Head of Playroom and personal tutor have a key role in supporting pupils, and indeed parents, as needed and will be monitoring and supporting participation and providing feedback.

Whole school assemblies, Holy Mass on a Sunday, Playroom meetings, tutorials, PHSE sessions, SEND and EAL lessons will all happen as usual. There will be drop in sessions for academic or pastoral support. The Chaplaincy will provide a range of spiritual inspiration including prayers, reflections and our daily *Examen*.

This term is usually punctuated with plenty of outdoor activities and sport. Whilst team sports are not possible with our teams so far dispersed, there will be opportunities to engage with the Games Department and a programme of skills development and personal fitness.

A range of co-curricular activities will also be available including Line Competitions and a bit of fun!

We shall refine the offer over the coming weeks as you, pupils and parents, engage with it and give us feedback. The outcome will be a rich curriculum developed by staff and shaped by you, our community of learners.

Stonyhurst Anywhere is our response to the benefits of online learning both during the current situation and beyond, aiming to support our young people and their families in navigating these difficult times whilst seeking the positive and putting 'Quant Je Puis' at the heart of all that we do.

We have an exciting opportunity to change and challenge traditional thinking around teaching and learning and the journey we go on together this term with 'one foot in the air' (St Ignatius) will lead us all to new understanding as we emerge from the current crisis.

My thanks to all who have worked so hard to drive this initiative forward and my thanks to parents for their ongoing trust in Stonyhurst to educate and support the formation of their children. Finally, and most importantly to you the pupils, for your engagement and personal contributions.





# The Stonyhurst College Virtual Learning Plan

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The purpose of our Virtual Learning Plan is to continue the momentum of individualised academic learning and the programme of Ignatian formation when our regular face-to face classes are suspended.

Virtual learning will follow the usual structure of the school week with a full timetable provision. To allow pupils and staff to rest we are considering whether to move our Saturday lessons to Wednesday afternoon. In this way we will introduce a weekend during the period of lockdown. It may be necessary, in limited number of cases, that a Wednesday afternoon lesson may have to be a recorded lesson with an associated task for the pupils.

Classes will meet synchronously or virtually in 'real time', in order to continue the in-class group-learning experience, learning at the same time in a virtual class or group learning session with their teacher and peers. This method engages all at a specific date and time as organised by the timetable and individual teachers. It allows for live interaction, instant feedback and clarification. This will take place via Microsoft Teams. The pupils are all used to this way of working. New pupils will have a session to help them with this.

However, young people experience virtual learning differently and will be doing so across different time zones. In some cases some of our students will have to watch the recording of the live lesson. This will appear in the class' Microsoft Teams page.

Stonyhurst Anywhere – will go into effect for pupils on Monday 11th January until further notice.



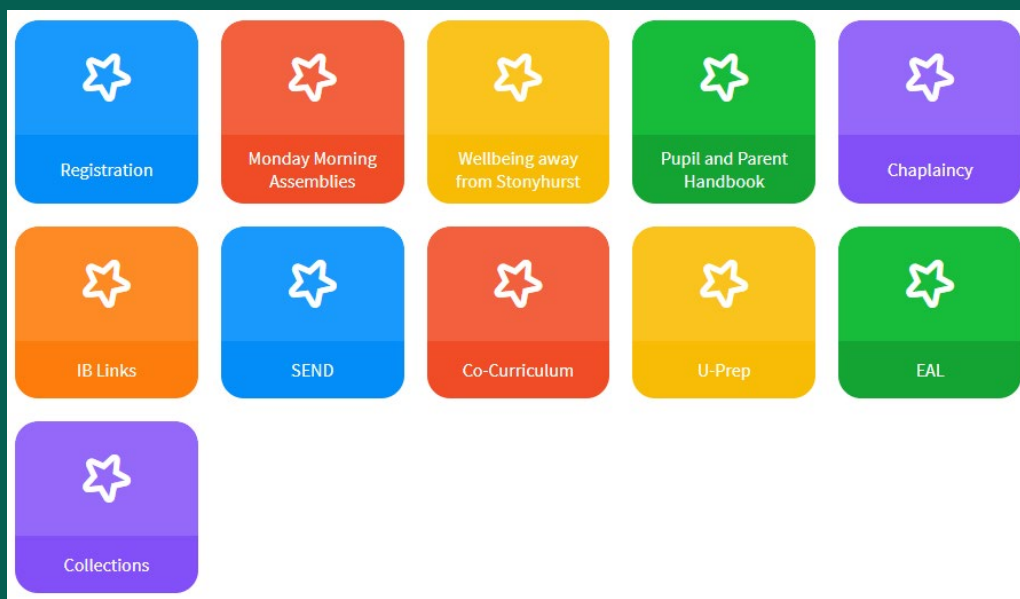
# Technology

Pupils have become used to using two main learning platforms: Firefly and Microsoft Teams. The following information provides guidance for both these platforms. Video tutorials will also be available to support you in accessing the materials.

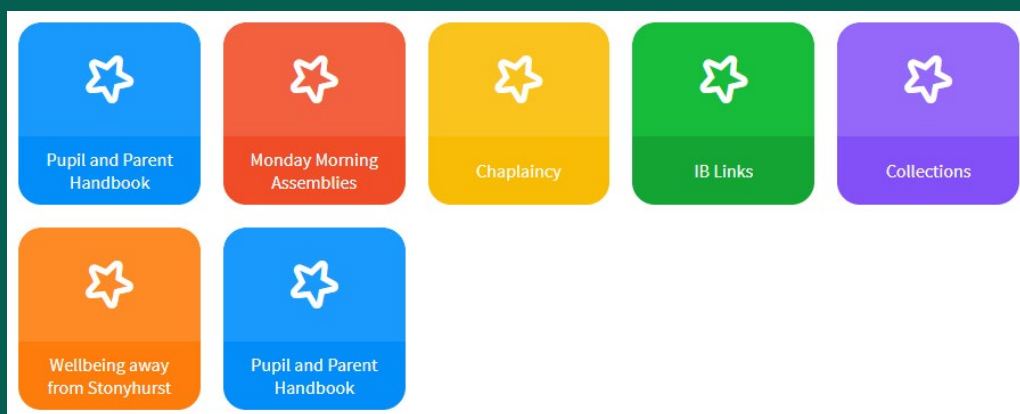
## Firefly

Current pupils are already familiar with Firefly and Microsoft Teams and this will continue to be the foundation of learning. It should be considered pupils' online home base during the time of virtual learning where key resources and pre-recorded material can be found.

The Pupil Dashboard on Firefly contains this information and quick links.



Parents have their own dashboard on Firefly



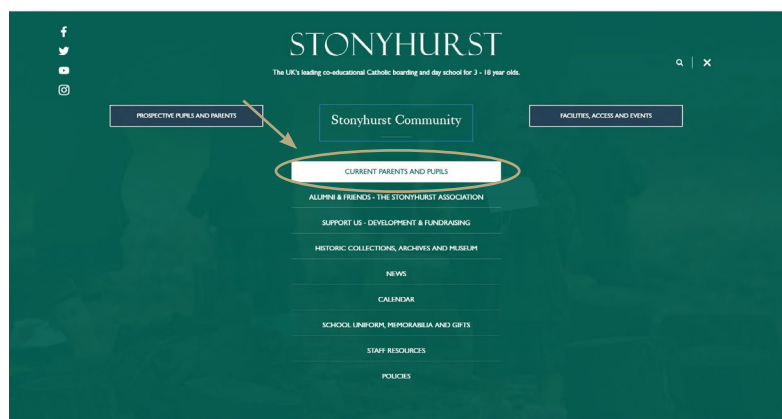
1

To access the parent dashboard, visit [www.stonyhurst.ac.uk](http://www.stonyhurst.ac.uk) and follow the steps indicated below.



2

Navigate to the 'School Community' tab and click 'Current Parents and Pupils'.



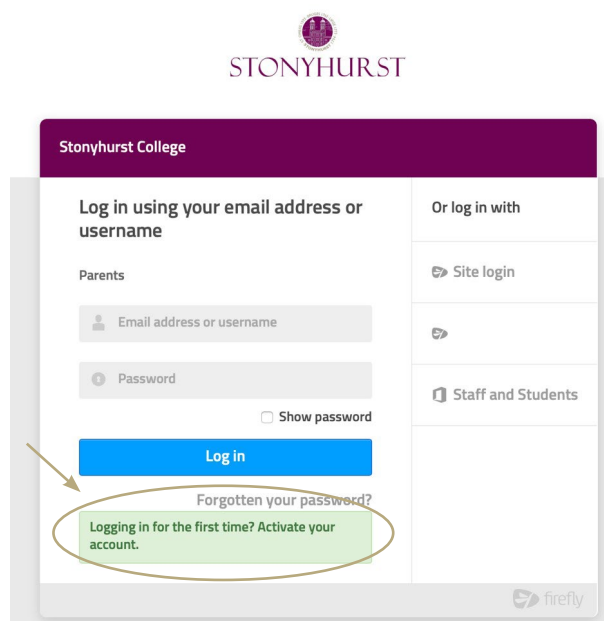
Below you will find a selection of resources for parents and pupils. To access your required resource, please select the relevant tab and follow the link to log-in.



Scroll down and select Firefly. You should use the email that you have given the College to access the site.

3

If this is the first time using the portal please use the box at the bottom to activate your account.





# Microsoft Teams

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In addition pupils will follow their normal weekly schedule of face-to-face online lessons [Saturday lessons move to Wednesday afternoon]. To facilitate this we shall use Microsoft Teams. These lessons will also be recorded for those who prefer to study at a different time or live in a different time zone.

Microsoft Teams is part of Microsoft 365 and is the most commonly used collaborative learning tool in the world. Teams can be accessed from any computer in the world with internet access or, indeed, on your smartphone or tablet if you download the free Microsoft Teams app as suggested, below.

On Teams pupils will find access to:

1. Live Virtual classes
  - Materials needed for the lesson
  - Knowledge capture
2. Clinics (Syntax and Higher Line)
3. Playroom Assemblies
4. Tutor meetings
5. One-to-one sessions as arranged individually

Use **Google Chrome** when accessing Office 365 to avoid any login problems. Alternatively, download the Microsoft Teams App to your computer, smartphone or tablet for ease of use and improved performance.



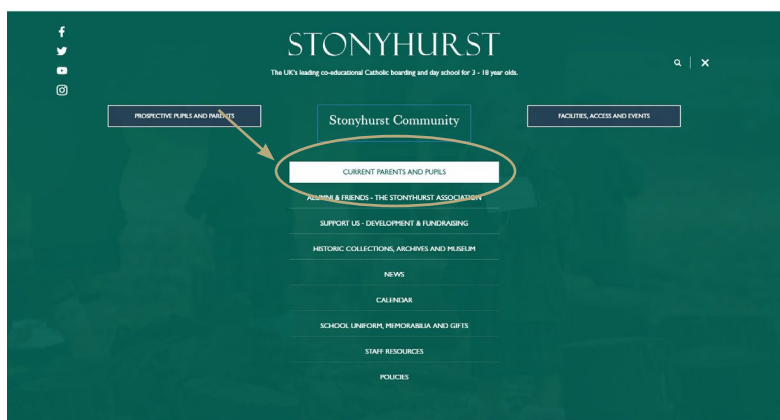
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To access Microsoft Teams, visit [www.stonyhurst.ac.uk](http://www.stonyhurst.ac.uk) and follow the steps indicated below.



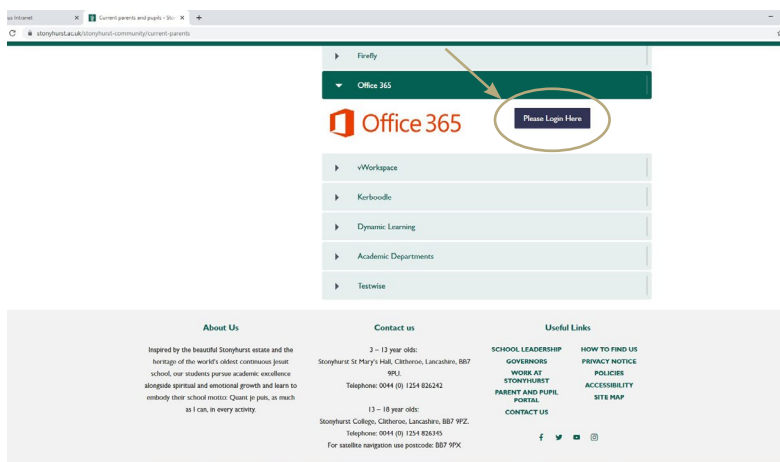
2

Navigate to the 'School Community' tab and click 'Current Parents and Pupils'.



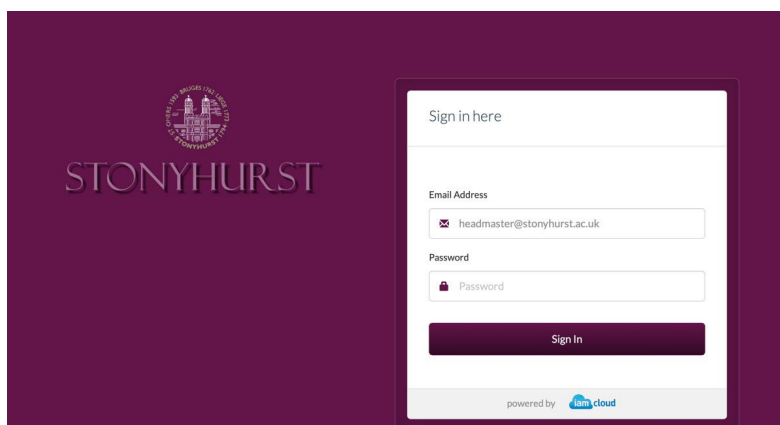
3

Scroll down and select Office 365.



4

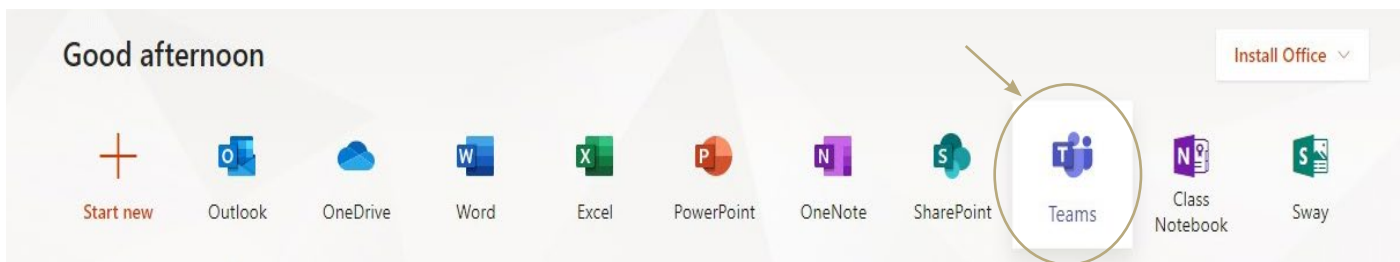
Log in to Office 365 using your normal Stonyhurst network login name and password e.g. 1234@stonyhurst.ac.uk (pupils).



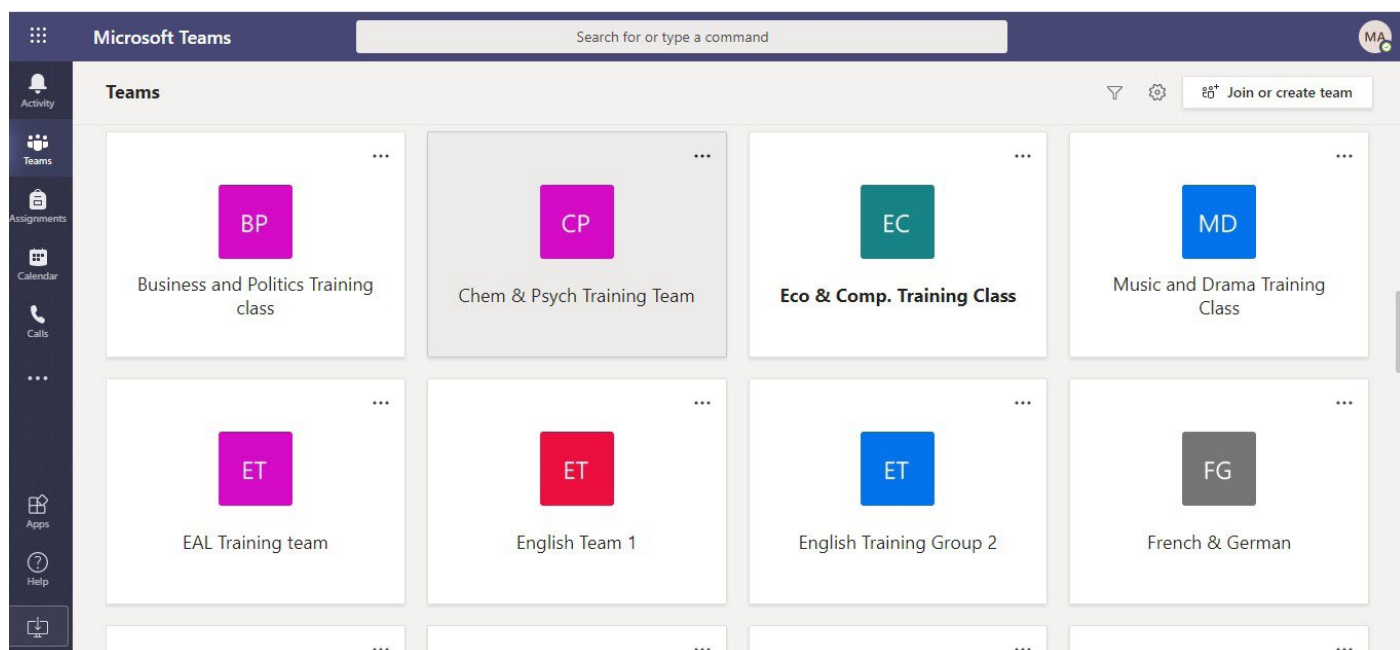


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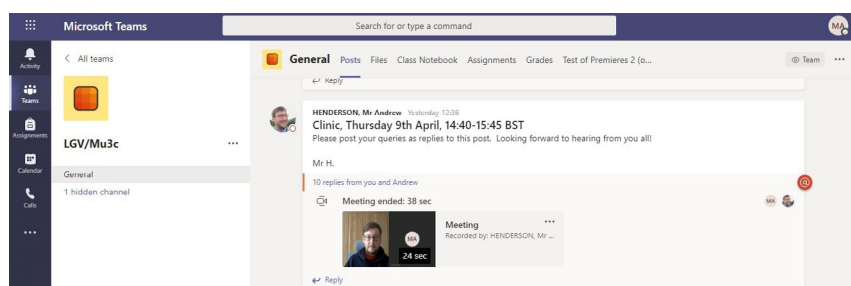
Once you have logged in,  
click on the 'Teams' tab



Once pupils have accessed the software they will see their individual Teams to which they belong. Each class will have its own team, shown below. Each class team will contain the relevant pupils and teacher allowing work and lessons to be set accordingly.

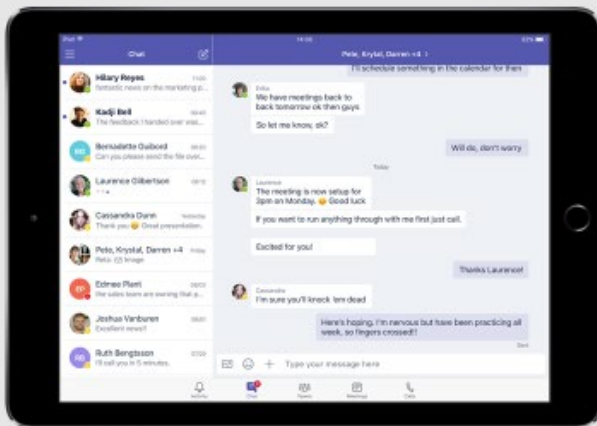


Teachers will post messages to pupils who can join live lessons, view recorded lessons on the 'Posts' page. They can download the materials which teachers have uploaded in the 'Files' section.

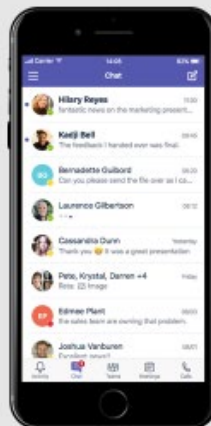


# WANT IT ON YOUR MOBILE DEVICE? DOWNLOAD THE MICROSOFT TEAMS APP

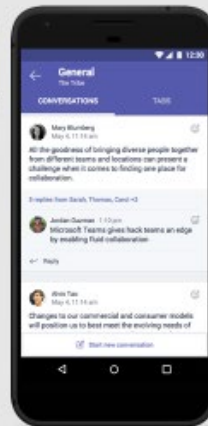
Available across Mobile platforms



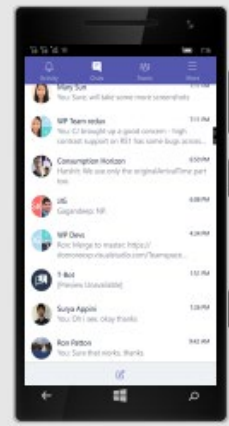
iPad



iPhone



Android



WP



FOR ANY TECHNICAL ISSUES  
OR LOGIN/PASSWORD QUERIES  
PLEASE EMAIL STONYHURST  
TECHNICAL SERVICES  
(NOT THE TEACHING STAFF) VIA:  
[techsupport@stonyhurst.ac.uk](mailto:techsupport@stonyhurst.ac.uk)



# Online Learning Guidelines for Pupils and Parents

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Experience and research shows that virtual learning requires a more innovative approach to teaching and learning in order to be effective.

Teaching staff will be adapting materials and methods. Staff will prioritise the delivery of relevant, high quality and meaningful learning experiences.

To enable the best possible learning we are taking an outcomes-based approach to achieving the aim of enabling learning. This will mean that lessons will look different in structure and may take some getting used to.

Pupils will need to embrace participation in more independent learning. These skills are of course vital preparation for later study and the world beyond school. We understand that there will be varying needs to engage in this model and we hope to provide this through individualised learning support. Parents will, however, have a crucial role to play in supporting and guiding learning at home and alerting staff to difficulties.

Cura Personalis (Care for the individual person) is the premise from which we have discerned the virtual learning programme for your children and their associated educational experience through this online medium.

- Parents / guardians should check the security settings on the device pupils will use to access [Stonyhurst Anywhere](#) as appropriate.
- Functions like marking, assessment and attendance may be different from the typical in-class framework. Teachers will still set, collect, and return feedback using the Tasks function in Firefly and OneNote. To be able to gauge pupil understanding during synchronous learning staff will also use knowledge capture to be able to adapt their teaching.





# Online Learning Guidelines for Pupils and Parents

## Continued

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- Stonyhurst recognises that families have different resources available at home. Stonyhurst Anywhere requires access to a device with an internet connection, camera and microphone. If you do not have access at home, please contact your Head of Playroom in the first instance.
- If you experience any difficulty with any aspect of Stonyhurst Anywhere please contact: [stonyhurstanywhere@stonyhurst.ac.uk](mailto:stonyhurstanywhere@stonyhurst.ac.uk). This will be the central hub to deal with any issues which may arise.
- If pupils are unwell or unable to engage in digital learning at any stage parents should contact their Head of Playroom.
- Remember, pupils are in school each day from their own location. They are expected to reach out to teachers first with questions or concerns about assignments or grades. Their teachers are responsible for their academic work and progress. Parents can help by offering support at home.
- Teachers will make every effort to respond to a parent or pupil email within 24 hours during regular school hours from Monday through Saturday.
- Communications on academic matters should ideally begin between the pupil and their teacher. If further conversation is needed, parent/guardians should then reach out to the teacher, followed by the Head of Department, and then the Deputy Head (Academic), if necessary.
- Communicating through the proper channels of subject teacher, Head of Department, and Deputy Head (Academic) is always the expected way of proceeding before involving the Headmaster.
- Of course, open communication with the tutor and Head of Playroom is always beneficial as well.
- The spiritual life of the school will remain an integral part of Stonyhurst Anywhere and more information is available via the Firefly tab for Chaplaincy.
- The camaraderie of friendships will also be fostered through Heads of Playroom.
- The Wellbeing away from Stonyhurst tab within Firefly provides links to guidance and wellbeing resources that may be helpful. Please check this regularly for updates.
- Finally, in addition to daily briefings from Heads of Playroom the Headmaster will continue to update and share news from the week through the regular weekly newsletter.





# General Expectations and Key Features

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**Registration** – All pupils should register in Firefly each day. For UK based pupils this is a requirement of the Department of Education in the same way as a register is taken when physically in school.

**Timetables** – Pupil timetables will remain as they were during last term. We are considering moving Saturday lessons to Wednesday afternoon. (Saturday period 1 becomes Wednesday period 4. Saturday 2 will be Wednesday 5). Confirmation of this will appear on pupils' timetable where appropriate.

**Tutor periods** - Tutorials will run as usual Monday and Friday mornings at 08.30 in online form for those pupils who are UK based. Tutors will make contact with tutees not on GMT at some point on Fridays to review how their online working is going for them.

**Difficulty with engagement** - Where pupils are not completing work set and/or are missing the taught sessions with teachers, the teacher will contact the pupil's tutor who will follow this up with the pupil and parents where appropriate. There will be many reasons why this might occur, and our aim is to support and if possible, adapt to help those that may be finding engagement challenging.

**Learning Support** - The Learning Support team will continue to teach and support pupils with identified support needs and will also be available to support specific difficulties adjusting to online learning.

**Studies** - Studies will not be set for Grammar and Lower Grammar year groups. Staff will be sensitive to the setting of Studies for other year groups so that pupils do not become overloaded. If pupils begin to struggle they should contact their tutor.

**Assessments** - Teachers will assess pupils' progress and record marks for work completed, as is customary in their departments, to build a picture of pupils' progress during the term.

**Mock Exams** - Mock Exams. Syntax and Rhetoric are due to have mock exams. Although the timings may be altered we are planning on running these. The data from the mock exams may be required for their exam result. We will provide further information as it becomes available.



**Variation** - Some courses will have alternative methods of distance learning. These classes include the Creative and Performing Arts, Personal Social and Health Education, Games and aspects of Physical Education. Separate guidance will be provided.

**Safeguarding and Welfare** - The Designated Safeguarding Leads (DSLs) and College Counsellors will maintain a schedule of online availability and can have individual meetings with students by appointment as necessary. Pupils should be in communication with their Head of Playroom, tutor or a members of the Learning Support (SEND) team if they find themselves struggling with academic work or anything else. Further specific information relating to Safeguarding follows later in this document and via the Wellbeing and Safeguarding tabs within Firefly.





# Information for Pupils

## Virtual School Day – Quick Guide

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Everyone is now having to adapt to a different 'way of proceeding'. Our usual routines are no longer possible. Our usual contact with our friends and family has to take place in different ways. The resources which have been prepared for you by your teachers are designed to be accessed in a number of ways which can adapt to your learning style and also take into account different time zones. However, there are a few principles which might help you:

- Continue waking hours for your regular school day
- Continue school-night bedtime routines and sleep patterns
- Complete academic work during normal school hours as best as possible
- Ensure you take some physical exercise each day
- A healthy diet and good hydration all help to boost our immune systems to stay safe and healthy in the days ahead.

### Daily routine

Each day you should register on Firefly and check for Announcements on the Dashboard.

### Assemblies

Day	Monday	Tuesday	Wednesday	Thursday	Friday
Assembly	Tutorials	PSHE	Playroom	Headmaster's Assembly	Tutor Period
Platform	<i>Firefly</i>	<i>Firefly</i>	<i>Teams</i>	<i>Teams</i>	<i>Teams</i>

### Learning Platforms

Academic lessons can be found on Microsoft Teams.

Co-curricular activities can be found on Firefly (with certain activities on Teams).

### Keeping you safe

Our key priority is always to keep you safe. This does not change, but the way we deliver pastoral care will. All pupils are able to contact any member of staff they wish to talk to via Microsoft Teams and will be encouraged to do so if they have problems or just want to talk. There is more specific guidance about this in the Safeguarding briefing notes at the end of this document. Personal Social and Health Education will be delivered through the usual cycle of Playroom Assemblies.

Mrs Winstanley (Acting DSL), your Heads of Playroom and the school counsellor will continue to maintain scheduled appointments with pupils as well as being available for 'drop in' sessions. Your tutor will be in regular contact to check on progress, to trouble-shoot issues and to provide a familiar and reassuring contact.

The Chaplaincy Team is also available for pupils who wish to seek guidance and support contactable via Microsoft Teams.

The Pupil Council will be more important than ever as we navigate our way together through this new online world. There will also be online pupil surveys so that we can all learn from this journey.



# Guidelines for Live Lessons

You will get the most from your online learning with your classmates if you follow these guidelines.

Teams lessons are live so **you need to be in the relevant Teams class on time** (5 minutes before to check the tech is working for you) with the correct subject materials as well as pen and paper, just as if you were in your Stonyhurst classroom in Lancashire.

To get the most from your lesson you will need to have **completed any work set for you in preparation for the class**. Teachers will contact your tutor and parents if they believe you are struggling or not engaging with the work set so that you can be supported. It is best if you can attend lessons either at a laptop on a table or at a desktop computer. If this is not possible, a tablet or phone will do, but you will need a stand.

When you first join the Teams class please **mute your microphone and do not enable camera immediately**. Muting the microphone will avoid any excess background noise. Release the mute button when it is your turn to speak in the virtual class. You can also enable your camera at this point.

**Dress for class** - you may be called upon to be visible during the lesson!

Have your device in a **common space of your home**, ideally not your bedroom. Make sure everyone else in the house knows you are about to go into a lesson, so that they do not disturb you.

If you have **questions during the class** type "question" in the chat feature. Follow your teacher's directions about how to ensure that your voice is heard. Do not interrupt while someone else is speaking. Some teachers might alternatively prefer that you type in a question directly to the chat feature.



# Guidelines for Live Lessons Continued

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**Focus and engage.** Treat online lessons just as classroom lessons. It is easy to get distracted on your computer or your phone. Remember that this is a class. You are responsible for the material presented in class. Keep Teams open and do not navigate to other tabs or webpages unless directed by your teacher. Make sure that the teacher is your main screen.

However, DO make sure that you **take regular breaks between online sessions**, get some fresh air or exercise or connect with friends via social media.

**Respect and support each other** in class just as you would in school. Do not take a screenshot, picture, Snapchat, etc. of your teacher or fellow students. Do not make any audio or video recordings.

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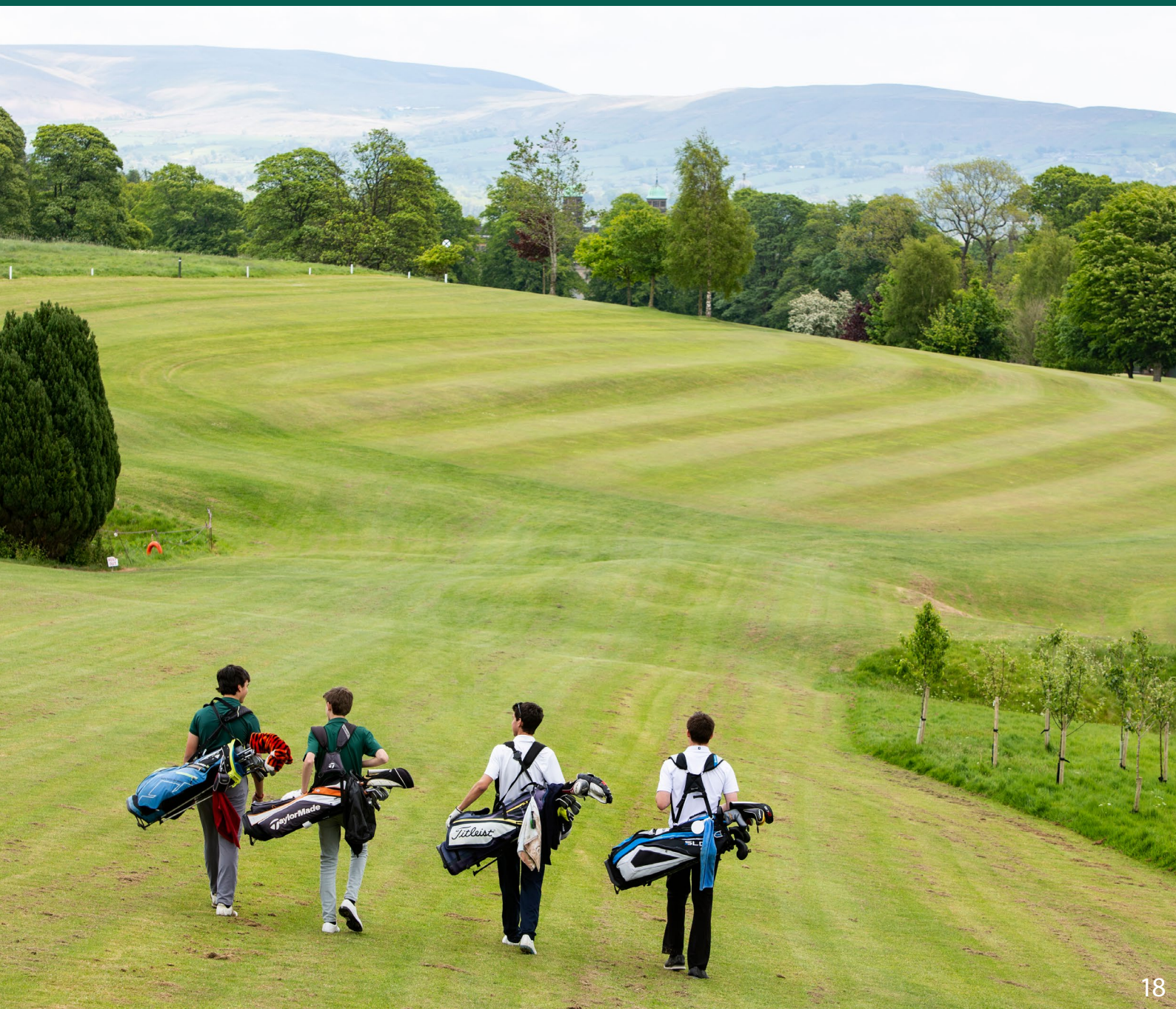


# Co-Curricular

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Co-curricular education remains a core component of the Stonyhurst Anywhere programme and we will continue our commitment to the many co-curricular clubs and societies that complement academic lessons and broaden the Stonyhurst experience. Wherever possible, existing clubs and societies will continue to run virtually and there will be additional co-curricular opportunities made available through our online platforms, including opportunities to support physical fitness and wellbeing. Every pupil should seek to maintain a range of creative, active and service elements to day-to-day life and, most importantly, maintain the bonds of collaborative learning with like-minded friends and teachers.

The Line Competition will again move online and build on the brilliant collaboration between pupils, parents and the wider OS family that was one of the highlights of the launch of Stonyhurst Anywhere last year.



# Stonyhurst Safeguarding Policy and Procedures

## Notes on Addendum to Policy (Covid-19)

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Although there is no additional statutory guidance relating to virtual learning at this present time, Stonyhurst recognises the need to articulate particular issues and practices in light of Covid-19.

In line with advice from HM Government and ISC, an addendum has been added to the cross-campus Safeguarding Policy and Procedures, and provides further detail to that policy in order to highlight the particular issues which must be borne in mind during the period that the school operates online. This can be found on the College Website.

An addendum has been written in light of HM Government's guidance.

We will continue to update the addendum where necessary, to reflect any new guidance from our local safeguarding partners. We will also note any new advice from Lancashire about particular pupils with education, health and care (EHC) plans, the LADO and children's social care, reporting mechanisms, referral thresholds and children in need.

We appreciate that the current situation in respect of COVID-19 will be experienced differently depending where you and your family are based. The following resources may be of help and equally if you are aware of other useful material we can arrange for these to be shared amongst families via the portal.

### Some articles and resources:

["Five Ways to Help Teens Manage Anxiety about the Coronavirus"](#) by Lisa Damour,  
The New York Times, March 11, 2020

["Talking to Children About COVID-19 \(Coronavirus\): A Parent Resource"](#)  
The National Association of School Psychologists



# Key Contacts

## Technical queries

[techsupport@stonyhurst.ac.uk](mailto:techsupport@stonyhurst.ac.uk)

## Timetable queries

Director of Studies	Jonathan Sharples	<a href="mailto:j.sharples@stonyhurst.ac.uk">j.sharples@stonyhurst.ac.uk</a>
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## Stonyhurst Anywhere queries

Assistant Head	Edward Allanson	<a href="mailto:e.allanson@stonyhurst.ac.uk">e.allanson@stonyhurst.ac.uk</a>
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## Curriculum queries

Deputy Head Academic	Lorraine Wright	<a href="mailto:l.wright@stonyhurst.ac.uk">l.wright@stonyhurst.ac.uk</a>
SEND	Emma Winstanley	<a href="mailto:e.winstanley@stonyhurst.ac.uk">e.winstanley@stonyhurst.ac.uk</a>

## Heads of Playroom

Lower Grammar	Ruth Crossley	<a href="mailto:r.crossley@stonyhurst.ac.uk">r.crossley@stonyhurst.ac.uk</a>
Grammar	Reuban Strain	<a href="mailto:r.strain@stonyhurst.ac.uk">r.strain@stonyhurst.ac.uk</a>
Syntax	Zoe Livingstone	<a href="mailto:z.livingstone@stonyhurst.ac.uk">z.livingstone@stonyhurst.ac.uk</a>
Poetry	David Leigh	<a href="mailto:dj.leigh@stonyhurst.ac.uk">dj.leigh@stonyhurst.ac.uk</a>
Rhetoric	Owen Hughes	<a href="mailto:o.hughes@stonyhurst.ac.uk">o.hughes@stonyhurst.ac.uk</a>

## Chaplaincy

Fr Tim Curtis SJ	<a href="mailto:t.curtis.sj@stonyhurst.ac.uk">t.curtis.sj@stonyhurst.ac.uk</a>
Catherine Hanley	<a href="mailto:c.hanley@stonyhurst.ac.uk">c.hanley@stonyhurst.ac.uk</a>

## Designated Safeguarding Lead (DSL) and Deputies

Safeguarding	<a href="mailto:dsl@stonyhurst.ac.uk">dsl@stonyhurst.ac.uk</a>
Emma Winstanley	<a href="mailto:e.winstanley@stonyhurst.ac.uk">e.winstanley@stonyhurst.ac.uk</a>
Nicholas Grigsby	<a href="mailto:n.grigsby@stonyhurst.ac.uk">n.grigsby@stonyhurst.ac.uk</a>
Zoe Livingstone	<a href="mailto:z.livingstone@stonyhurst.ac.uk">z.livingstone@stonyhurst.ac.uk</a>





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